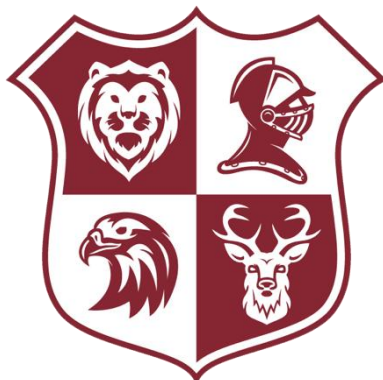


Prohibited and Banned Items Policy



STATUTORY / NON-STATUTORY	STATUTORY
MEMBER OF STAFF RESPONSIBLE	AHT/DSL
DATE APPROVED BY Head/SLT	July 2026
GOVERNING BODY OR COMMITTEE RESPONSIBLE	SIC
DATE GOVERNING BODY APPROVAL	July 2026
REVISION DUE DATE	July 2028

This policy is under continuous review by the Senior Leadership Team and the Trustees' School Improvement and Standards Committee (SISC) because of the paramount importance of safeguarding our students and our community.

Ethos at Noadswood

We strive to provide a supportive and nurturing environment in which all students are empowered to develop as safe, responsible citizens. We pledge to prepare them for the opportunities, responsibilities, challenges and experiences they may encounter in their future lives.

Rationale

We will support, educate and safeguard our students to be able to take their place safely in a world that must have clarity regarding items that are banned or prohibited in specific contexts for the safety and wellbeing of everyone.

The items in this policy apply to our school premises in its entirety and the perimeter of our site:

The definition of premises of a school in this policy includes everything within the property boundaries including buildings, outbuildings, outdoor areas, fields and also extends to include all settings managed by the school at the time e.g. premises of a school trip or visit.

Definitions

Banned items are:

- cigarettes/tobacco products, including e-cigarettes or other simulated cigarette/nicotine related products
- chewing gum
- carbonated drinks and energy drinks high in caffeine content, e.g. Monster, Relentless
- matches/lighters
- water pistols or any toy that resembles a weapon;
- chemical substances other than controlled drugs, e.g. 'legal highs'
- Aerosols (due to health and safety considerations)
- laser pens; also, any other items or materials that are prohibited for children under the age of 16 if the student in question is under the age of 16

Prohibited items are:

- Weapons, knives (including balisongs), alcohol, illegal/controlled drugs, stolen items, fireworks/firecrackers, indecent images.

- Any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence, or to cause personal injury to, or damage to property of any person.
- Items of inappropriate uniform, e.g. jewellery, hoodies, etc, will also be confiscated.
- Any item deemed inappropriate for a child to have in school, i.e. by having no purpose for a child in a school setting and/or that has potential to distract teaching and learning, or, in extreme cases, could cause harm to others, is likely to be confiscated.

NB Mobile phones are neither banned nor prohibited but, per the school's Digital Detox, they must be placed in a locker secured by a padlock personal to the student in all cases other than the list of students with special dispensation held by Year Leaders. They are subject to confiscation if seen or used outside of this expectation.

Medicines are managed according to our Students with Medical Needs policy or per adults' safe management of their own medicines, and their conditions are recorded on our Management Information System.

Alcohol cannot be consumed on school premises unless as part of a licensed event for which the Headteacher and the Board will hold the appropriate statutory documentation; it is a banned item at all other times.

Aims of the policy

- To support with clarity and confidence the school's commitment to maintain the safety and well-being of all students and staff
- To clarify responsibilities, accountabilities and approaches to the safe management of instances when banned or prohibited items are brought onto the school site.
- To support all the members of the school community by providing clear guidance and procedures to follow with respect to all banned and prohibited items to ensure clarity and consistency for adults and students alike
- To sustain a whole school approach to banned and prohibited items and to support and education about same within the curriculum

Policy background

This policy has been written with reference to national and local guidelines and is informed by relevant research data.

Responses to incidents involving banned or prohibited items

These can include:

Finding items on school premises

- Possession of items by an individual or individuals on school premises
- Use of items by an individual on school premises
- Presenting side effects of items' consumption as defined by the policy
- Supply of items on school premises
- Individuals disclosing information about their use or involvement with items
- Rumours of parents/carers, staff or students using banned or prohibitive items
- Information sharing from other agencies of parents/carers, staff or students using drugs

The school is aware of its legal responsibilities in regard to such incidents and in responding to incidents, seeks to work in line with local and national guidance. A member of the SLT along with Year Leaders and Assistant Year Leaders will typically be responsible for co-ordinating the management of such incidents, providing appropriate accountability, and offering sources of support and liaising with outside agencies. Incidents will be dealt with by the headteacher

All incidents and responses will be recorded within 24 hours.

Appropriate accountability and support will be offered to those for whom substance use is disclosed or discovered. Talking with an individual about such an incident will have as its purpose to confirm or reject suspicions or allegations first, rather than to immediately prompt a wider investigation.

The school reserves the right to suspend students who bring banned or prohibited items on to the school site and who share/'deal' drugs to other students. This sanction would be accompanied by appropriate referrals, support and educational strategies.

Evidence of substance use or possession will not automatically result in permanent exclusion. Permanent exclusion will always be considered in accordance with DfE guidance and appropriate safeguarding. Each case will be assessed, and levels of sanctions may vary according to the seriousness of the incident and the student's level of involvement.

That said, sharing, 'dealing' or taking substances on the school site would risk the sanction of lengthy or permanent exclusion and the police and other relevant agencies will be referred to in any such cases.

Individuals in possession of banned or prohibited items

If any student or adult on school premises is found in possession of an unauthorised drug or other banned or prohibited item, it will be confiscated. If the drug is suspected to be illegal, the school will contact a police officer for immediate discussion. Illegal substances will be legally destroyed or handed to the police as soon as possible. For a student, parents and carers will normally be informed unless there is a safeguarding risk

in doing so and other professionals including the Police, Children's Services, the GP, LA Inclusion Support Services will be informed or consulted as appropriate and an Inter-Agency Referral Form will often be completed.

Confidentiality

Confidentiality re a disclosure can never be promised to a student, if a student is at any risk of harm. However, if a student chooses to disclose for themselves that they are using a drug without medical authorisation, this information will not be used against them. Appropriate safeguarding action will be taken, and work will be done to ensure the student comes to no serious harm, and is signposted to all appropriate support, alongside working with their parents/carers.

Support for students and colleagues

The welfare of the student and adult is paramount. We commit to exploring careful, sensitive and constructive strategies that enable students and adults to benefit from continued education and support around substances and misuse thereof wherever possible, in addition to fulfilling all statutory duties.

Following actions to preserve safety, the health & emotional needs of everyone will always be considered. Support is available through the pastoral team and the therapy team, supported by the Leadership Team, to ensure a proactive, caring response to anyone in distress. Interventions will be considered if the school feels a student is showing signs which indicate particular risks of, or from, involvement with substances, whether their own or other students' or their parents'/carers'. Such interventions may include consultation with parents/carers and other agencies via an Inter-Agency Referral form, referral to our Therapy Team/Catch 22/Handy Trust.

Searches, Confiscation and Liaison with the Police and other partners:

Screening, Searching and Confiscation:

Screening

Noadswood may use a hand-held screening wand as part of its commitment to maintaining a safe and secure environment. Screening will only be conducted where there is a clear and proportionate reason, such as a concern about prohibited items, and will always be carried out respectfully and with the dignity of the individual in mind. All instances will be recorded on CPOMs.

- Wherever safe, individuals will be informed of the reason for the screening and consent will be sought first.

- Screening will be conducted **ONLY** by appropriately trained staff, such as the Headteacher, a senior DSL or other member of the Senior Leadership Team and in line with safeguarding principles. The Headteacher and the Trustees will review the training records for this.
- Wherever possible a second member of staff will be present to the screening as a witness.
- Any use of the wand and the outcome of the screening will be recorded in accordance with the school's procedures.
- Any prohibited items confiscated as part of the screening will be documented and the confiscation guidance will be followed as below.
- If a student refuses to be screened, the school may need to consider whether it is safe to have the student on the premises and/or in lessons and a parent or carer will be contacted for support.
- Parents and carers will be reminded annually of this policy as part of our safeguarding reminders, and concerns will be sensitively worked through.

Searching

Noadswood has the right to search students where there is reasonable suspicion that they may be carrying prohibited items that could pose a risk to health, safety, or the orderly running of the school. Searches will be conducted in line with statutory guidance and carried out by authorised staff in a manner that is respectful, proportionate, and mindful of the student's dignity and rights. The Headteacher and the Trustees will review the training records for this work and instances will be recorded on CPOMs.

- Where possible, students will be informed of the reason for the search and asked to cooperate.
- Searches will, wherever practicable and safe, be conducted by a member of staff of the same sex as the student being searched and be conducted in the presence of another member of staff acting as a witness.

In exceptional circumstances, there is a limited exception to this rule: a member of staff can search a student of the opposite sex and/or without a witness present only: if the member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency. The details of any such instance will be reviewed by the Senior DSL/the Headteacher.

- All searches will be recorded in accordance with school procedures, and parents/carers will be informed.
- An appropriate location for the search will be found. Where possible, this should be away from other students.

- A member of staff may search a student's outer clothing, pockets, possessions, desks or lockers. The person conducting the search must not require the pupil to remove any clothing other than outer clothing.
- Parents will always be informed of any search for a prohibited item, the reason for the search and the outcome of the search as soon as is practicable.
- If the student refuses to be searched or have his/her belongings searched for suspected prohibited items, the school can ask the parents and/or the police to carry out the search.
- The Headteacher (and staff authorised by them) has a statutory power to search a student or his/her possessions, without the student's consent, where there is a suspicion that the student has certain prohibited items**. If this is the case the DSL will always be informed given the risk or harm to others with any prohibited item. This will be recorded on CPOMs.
- Electronic devices including mobile phones can be searched and their data/files searched if there is good reason to do so. This will usually be undertaken in collaboration with parents.

Confiscation:

The member of staff who has conducted a search for a prohibited or banned item, or an item which they consider harmful or detrimental to school safeguarding and order, can use his/her discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search, as long as it is reasonable in the circumstances.

- Where any item is thought to be a weapon, controlled drugs or a stolen item, it must be passed to the police, unless there is good reason not to do so, as a result of a 'with consent' or 'without consent' search. The Headteacher will decide when and if to return other confiscated items, in line with the Education Act 2011.
- Students found in possession of prohibited items may face suspension from the school.
- Students who do not relinquish banned or prohibited items (inc. mobile phones) will not be allowed to return to normal lessons until the item in question has been confiscated. Students will remain in school during this time and will be isolated with an appropriate member of staff/in an appropriately supervised area.
- Where mobile phones are confiscated, the school will attempt to make contact to report this to the parents so that they can collect the phone. However, all other items that are confiscated, including jewellery will be placed in locked safe keeping until collected.

The final decision on accountability, support and referrals following all such matters lies with the Senior Leadership Team and finally with the Headteacher accountable to the Board.