

# PTS Learner Search Policy

## PROSPECT TRAINING SERVICES



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## Mandatory User Notes

The requirements in this document are mandatory. A controlled copy of the current version of this document can be found in Staff Essentials/Company Policies and Procedures/Safeguarding Policy inc Statement and is also accessible on the company website.

Before using or referencing this document, it is the user's responsibility to ensure that the hard or electronic copy in his/her possession is current. The document owner should be contacted for assistance and any feedback.

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## 1. Purpose

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The purpose of this document is to set out in a clear manner the company policy on conducting searches of learners if:

- there is suspicion that they are carrying a prohibited item
- it is an agreed control measure of a young person's risk assessment
- it is part of a random search

The company is committed to the safeguarding and wellbeing of its learners, customers, and employees. We are part of our local multi agency child exploitation (MACE) partnership to recognise child sexual and criminal exploitation, an initiative where partners share information on risk and perpetrators, with a vision of working together to support and keep safe our vulnerable young people. The company understand that the exploitation of our young people can lead to them making poor choices, such as carrying a weapon or being involved with the supply of illegal substances, this puts the individual, our other learners, and employees at risk.

Through this policy and process the company aims to:

- Manage risk within our centres and promote a zero-tolerance approach to the carrying of prohibited items
- Provide help and support at the earliest possible stage to those who are at risk of exploitation
- Work in partnership with the police and children's services to support and protect our young people

## 2. Scope

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This document applies to our Youth Programme, including all centres this runs from.

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### 3. Relationship with other policies

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This policy should be read in conjunction with other policies and procedures such as PTS Search Process, Safeguarding Vulnerable Groups Policy, Attendance and Behaviour Policy and Young Person's Risk Assessment Process.

### 4. Definitions

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For this document, the term, "The Company" refers to the Prospect Group of Companies.

For this document, the term "Young People" or "Learner" or "Vulnerable Adults" refers to any person who is enrolled on the PTS study programme.

For this document, the term "Staff" refers to anyone engaged by the organisation to work, whether on a paid or voluntary basis

### 5. Roles and responsibilities

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#### Directors

The directors hold overall responsibility for the safeguarding and wellbeing of all learners and staff, they share a commitment to ensure that PTS policies and procedures protect learners and staff. The directors expect their senior management team to uphold this commitment and to regularly report and update processes in line with current legislation. The directors will ensure that all staff have the resources and training to undertake their duties in relation to this policy.

#### Safeguarding Manager

The safeguarding manager (designated safeguarding lead) informs policy and practice to ensure that all legislation and guidance relating to the safeguarding of young people and vulnerable adults is adhered to. The safeguarding manager is a designated member of staff authorised to carry out searches, they also have oversight of CPOMS and will ensure that all records are kept in accordance with this policy. The safeguarding manager should ensure that a sufficient number of staff are trained in carrying out searches lawfully and safely.

#### Governance, Risk and Compliance Manager (GRC)

The GRC manager informs policy and practice to ensure that all legislation and guidance relating to the health and safety of PTS staff and learners is adhered to.

#### Employees

All employees are required to understand the PTS search policy and have the confidence to request a search should they have reason to believe a learner is carrying a prohibited item. They should have an ongoing commitment to the safeguarding and wellbeing of the learners.

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## 6. Process

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### Process

This policy has been written with the safeguarding of our learners and employees at its core. Our intention is to have a robust process in place to ensure that a search is carried out with the learner's safety and dignity being upheld throughout. The company will do this in accordance with *Keeping Children Safe in Education 2023* and *DFE Searching, Screening and Confiscation Advice (July 2022)*. This policy will be set out clearly to all learners, and parents/carers during the induction process and we will display information in our centres, this will include the list of prohibited items set out by law and the company.

The Company will designate staff to carry out these searches, these staff members will be given full training on how to conduct a lawful search. Only designated staff will have the power to conduct the search. All staff will be made aware of who the designated staff members are, and how they can be contacted.

The process (PTS -Q-II007) will clearly lay out how the search should be conducted, the actions that should be taken following the search and the recording and reporting of the search. (see Annexe A)

The Company will work within its powers and within the law. At no time will intimate searches of a learner be carried out.

If a search results in illegal items being found (see appendix A prohibited items) the Company will work with the Police and be guided by them. The Company's own disciplinary policy will also be followed, should this result in the learner being withdrawn from programme, The Company will ensure that key partner agencies are informed of the learners NEET status and their vulnerability to ensure they receive the support they need.

The Company may use the PTS Search Policy to form a control measure as part of a young person's risk assessment, this will be done with advice and guidance from the police and the youth justice workers. This would only apply if the residual risk is medium or below.

All records of searches will be kept on the company CPOMS system in line with GDPR and Data Protection, with Child Protection at the forefront.

## 8. Associated legislation and links

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### Associated internal documents

PTS Learner Search Process PTS-Q-II007

PTS Learner Search Record PTS-Q-IV-030

### Further sources of information Associated resources (external links)

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

<http://ico.org.uk/>

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[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

**Legislative links**

<http://www.legislation.gov.uk/ukpga/1996/56/contents>

<http://www.legislation.gov.uk/ukpga/2006/40/contents>

<http://www.legislation.gov.uk/uksi/2010/1997/contents/made>

<http://www.legislation.gov.uk/uksi/2012/619/contents/made>

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

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