

Standard Operating Procedure (SOP)
Student Bag & Belongings Search Protocol
2026-27

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Authorized Signatories:		
Principal	Vice Principal	Health and Safety Officer
Head of Inclusion (DSL)	Counselor & Wellbeing coordinator	

1. Purpose

This Standard Operating Procedure (SOP) defines the mandatory protocol for conducting searches of student bags, lockers, and personal belongings at Dhruv Global School. The primary objective is to maintain a secure, safe, and nurturing learning environment while respecting student dignity, UAE Federal Laws, and national & international safeguarding standards.

2. Scope & Applicability

This policy applies to all students, visitors, contractors, and staff across all campuses of Dhruv Global School. It governs all planned, random, or suspicion-based searches of bags, lockers, desks, and personal items on school property or during school-sponsored off-site events.

3. Statutory Authority & Statutory Framework

This SOP is strictly aligned with and governed by the following statutory requirements:

- **KHDA Requirements:** KHDA Safeguarding and Child Protection Framework, Dubai School Inspection Bureau (DSIB) Health and Safety Guidelines, and KHDA Student Behavior Policy Directives.
- **UAE Federal Laws:**
 - Federal Law No. 3/2016 (Wadeema's Law / UAE Child Rights Law) – safeguarding physical integrity, privacy rights, and dignity.
 - Federal Decree-Law No. 31/2021 (UAE Penal Code) – prohibited items, public safety, and controlled substances.
 - Federal Decree-Law No. 30/2021 regarding Narcotics and Psychotropic Substances.
 - Federal Decree-Law No. 45/2021 on Personal Data Protection.
- **UN Convention on the Rights of the Child (UNCRC):** Principles of student dignity, safety, and best interest of the child.

4. Authorized Search Authority & Mandatory Oversight Group

To prevent arbitrary searches and ensure absolute child safeguarding, bag checks are strictly regulated and may only be conducted under the direct authority and supervision of designated school leadership.

4.1 Authorized Search Panel Roles

Only the following leadership roles possess the authority to authorize or conduct a search:

- Principal
- Vice Principal
- Designated Safeguarding Lead (DSL)
- School Counselor

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- Health and Safety Officer

4.2 Mandatory Presence Rule

Strict Requirement: Under no circumstances may a search of a student's bag or personal belongings be conducted by security guards, general teachers, or administrative staff in isolation. The physical presence and direct oversight of at least ONE member from the mandatory leadership group (Principal, Vice Principal, Safeguarding Lead, Counselor, or Health & Safety Officer) is MANDATORY for any bag check to take place.

5. Grounds & Prohibited Items Matrix

5.1 Grounds for Search

- **Reasonable Suspicion:** Credible reports, observation, or evidence suggesting a student is carrying prohibited, dangerous, or illegal items.
- **Routine Safeguarding Checks:** Periodic, transparent, non-discriminatory health and safety spot-checks authorized directly by the Principal or DSL.
- **Emergency / Immediate Threat:** Suspected possession of items posing an imminent risk to health, physical safety, or life.

5.2 Prohibited Items

Category	Examples of Prohibited Items
Dangerous Objects & Weapons	Knives, sharp blades, laser pointers, matches, lighters, fireworks, or mock weapons.
Controlled Substances & Chemical Hazards	Vapes, e-cigarettes, tobacco products, energy drinks, prescription drugs without clinic registration, alcohol, or illicit substances.
Digital & Unauthorized Devices	Unregistered electronic devices, recording equipment used without consent, or inappropriate digital/printed media.
Disruptive & Unauthorized Goods	High-value cash, commercial goods for unauthorized sale, or stolen property.

6. Standard Operating Search Protocol

6.1 Pre-Search Requirements

1. **Verifying Authority:** Ensure at least one mandatory panel member (Principal, Vice Principal, DSL, Counselor, or Health & Safety Officer) is present to lead or supervise.
2. **Witness Requirement:** Every search must involve two adults (at least one mandatory leadership member + one witness, preferably of the same gender as the student).
3. **Location Privacy:** Searches must occur in a private, dignified space (e.g., Counselor's Office, DSL Office, or Vice Principal's Office), away from public view, peers, or CCTV cameras to protect student privacy under Wadeema's Law.

6.2 Step-by-Step Search Procedure

1. **Explanation & Student Consent Request:** Inform the student clearly and calmly why the bag check is occurring. Request the student to open their own bag and remove items voluntarily.
2. **Physical Inspection Guidelines:** Staff should ask the student to move/pull items out. If staff must touch the bag, gloves must be worn. *No physical search of the student's body or clothing is permitted under any circumstances.*
3. **Handling Confiscation:** Any prohibited item found must be safely confiscated, documented, labeled, and secured in a locked storage safe in the DSL/Health & Safety Officer's office.

7. Post-Search Protocols, Reporting & Parental Escalation

7.1 Mandatory Escalation Workflow

Severity Level	Item Type	Mandatory Action & Reporting
Level 1 (Minor)	Smartphones, energy drinks, unauthorized toys/distractions.	Item confiscated. Parent notified via official email. Item returned to parent at the end of the day.
Level 2 (Moderate)	Vapes, tobacco, sharp objects without intent to harm.	Mandatory meeting with Counselor & DSL. Parents summoned immediately. Internal disciplinary action per KHDA policy.
Level 3 (Severe / Illegal)	Weapons, narcotics, illicit materials, dangerous chemicals.	Immediate quarantine of item. Principal, DSL, and Board notified. Formal reporting to Dubai Police / MOI and KHDA Safeguarding Directorate as required by UAE Federal Law.

7.2 Documentation & Incident Logging

Every search (whether items are found or not) must be formally logged in the **School Safeguarding & Health Safety Register** within 2 hours of completion. The report must contain:

- Date, time, and location of search.
- Name of mandatory leadership member present.
- Name of secondary witness present.
- Reason for search and outcome/items confiscated.
- Parent communication log and follow-up actions.