

FREE SAMPLE

Risk Assessment and Room Search Pack

What's in the full version

- **Individual risk assessment**
- **Room and property search record**
- **Activity and outing risk assessment**
- **Search and restriction log**

Pages in this sample

– Room and property search record (first page)
– Individual risk assessment (page 2)

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Room and property search record

Decide whether a search is justified, carry it out respectfully, and record it properly

DOCUMENT CONTROL

Organisation	[Organisation name]
Setting type	[Children's home / supported accommodation] — [name]
Document title	Room and property search record
Version	[1.0]
Approved by	[Name and role — Registered Person / Responsible Individual]
Date approved	[DD/MM/YYYY]
Next review date	[DD/MM/YYYY — at least annually, and after any significant incident or change in the law]
Day-to-day owner	[Registered Manager — name]
Related documents	[Safeguarding policy]; [Behaviour support policy]; [Individual risk assessment]

How to use this template: This is an editable template, not legal advice. Replace every item in [square brackets] with your own details. Searches interfere with a child's privacy. Only search when there's a clear safety reason, and record your reasons. Never carry out a personal (body) search — that is for the police. Delete the shaded guidance boxes before use. The Sources section lists the public materials this template was written from, checked in November 2026; confirm they are still current before you rely on them.

What's in this document

- 1 Before searching: is it justified?
- 2 The search
- 3 Afterwards
- Sources used in preparing this template

1 Before searching: is it justified?

Question	Answer
What is the specific concern? (e.g. weapon, drugs, items for self-harm)	[ ]
What is the evidence for it?	[ ]
Is there a less intrusive option? (e.g. asking the child to hand it over)	[ ]
Has the child been asked for consent? Their response	[ ]
Manager authorising (name, time)	[ ]
Is this an emergency needing police instead?	[ ]

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2 Risks

Risk area	What we know (evidence, not opinion)	Likelihood / impact	What staff do to reduce it	What the child will do
[e.g. going missing]	[ ]	[ ]	[ ]	[ ]
[e.g. exploitation]	[ ]	[ ]	[ ]	[ ]
[e.g. self-harm]	[ ]	[ ]	[ ]	[ ]
[e.g. harm to others]	[ ]	[ ]	[ ]	[ ]
[e.g. online safety]	[ ]	[ ]	[ ]	[ ]

3 Restrictions

Any restriction in place	Why it is necessary and proportionate	Agreed with	Review date
[ ]	[ ]	[placing authority / child]	[ ]

Guidance: Restrictions should be the least restrictive option, agreed with the placing authority where appropriate, and reviewed often.

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