

Unite Securities Ltd

Lux Bar

Search policy

Determine if the search is necessary

When a person is aware that they will be searched, they are obviously a whole lot more amenable.

If it comes as a surprise to them, you, your colleagues need to address this with better communication.

Discretion is also key, and It is often good practice to conduct such a search in private. Even then it can be difficult to save the subject from embarrassment if they have already been recognised.

Getting prior consent to search

Door staff need to Inform the individual that a search is necessary and ask to take their bag in order to make the search.

If the person does not consent to this, (which they are perfectly entitled to do), you can prevent them from entering the building.

How to correctly conduct a search

Door staff must be professional when conducting a security search, it is important to be mindful of the fact it is an intrusive procedure and you are relying on permission to carry out the search.

The following points are worth remembering:

- Where relevant, as permission before conducting a search
- Show respect and empathy throughout the search process. Some people may feel very uncomfortable, others may have mobility issues – both of which should be considered.
- During each search you are representing the company you work for.
- Keep a steady control of the process and do not allow others to interfere.
- If possible conduct the search where others cannot observe

Other considerations for door staff:

- The individual you are searching should be allowed to assist by emptying their bag and pocket and removing items of clothing such as their jacket.
- Wherever possible, same sex searches should be conducted. This helps where a person may be embarrassed about being searched.
- If at all possible, have a colleague with you during a search. This will help serve as a witness should a person accuse anyone of misconduct as a result of the search.
- Take care that the correct environment is made for the search, as well as be wary of individual needs. For instance, where a religious garment may need to be removed, or a person has mobility issues, sensitivity and empathy is key.

What to do if a discovery is made

The procedures outlined for your specific role and work place will dictate the correct course of action should you find anything as a result of a search. The following procedure needs to be adhered to:

- Contacting management
- Confiscating the items found
- Contacting the police if deemed necessary, (although your manager will often make this decision)
- Provide an incident report after the event