

## Search Policy

**Rationale:** A search policy is required to ensure a safe venue for all and to adhere to licensing objectives

Winchester Student Union operates a random search policy. Entry will be refused if a search is refused.

Only licensed SIA door supervisors are to carry out searches and the Duty Manager must be informed.

All customers and guests may be subject to random or bag searches. Searches are conducted at random or if reasonable cause occurs.

Bag searches are to be conducted by any SIA registered door supervisors at the point on entry.

If any alcoholic drinks are found in a bag, they will be confiscated. If any illegal item or substance is found, it will be held and secured, and the police will be called.

Full searches are to be carried out in the first aid room by a door supervisor of the same sex, with a witness present.

Any controlled substances that are found will be dealt with as per the drugs & weapons policy; logged, locked away and signed over to the University site stewards upon their arrival.

All searches will be recorded in the security log, as will any action taken.

**Created:** 17/10/2011

**Passed:**

**Review required:**