

Guildford College of F&HE

Search Procedure

1. Statement of purpose

In the interest of staff, student and public safety all staff, students and visitors who are on, or seeking to enter, the College campuses may be subject to search upon request by a member of the Executive team, the Duty Principal, the Director of Estates or the Student Conduct Officer. Searches may include any articles in their possession, such as bags and jackets.

2. Rules on Searching Students, Staff and Members of the Public:

- 2.1 All searches are subject to restrictions in law and in the interest of human rights the following conditions must be followed in order to remain within these limitations.

YOU MUST ALWAYS ASK PERMISSION IN ADVANCE TO SEARCH.

Failure to comply with a request to search may result in a student or visitor being asked to leave campus and / or the police being called.

- 2.2 Inform the person or persons to be searched that failure to give permission may result in the police being called.
- 2.3 A **minimum** of two members of staff should be present at **all** times during searches.
- 2.4 **Only outer garments** may be searched, such as coats, hats, scarves, gloves and bags etc. A request may be made for person/persons being searched to remove their shoes. It is reasonable to ask a student to empty their pockets.
- 2.5 **Gender:** Students have the right to request that members of the same gender as them comprise the search team that will carry out the search. (It is preferable that when females are to be searched that a female staff member is present.)
- 2.6 A quiet, discreet room should be made available for the purpose of searching. If this is requested, it is essential that those to be searched are observed at **all** times and a record maintained of this request. If any items are discarded prior to the search, a record of these actions should be maintained and entered into the log.

- 2.7 All searches should be recorded and any items found and suspected as being illegal e.g. controlled substances, offensive weapons etc. should be reported to the police.
- 2.8 Any other item found and thought to be in breach of the College Code of Conduct or items which may be seen as offensive to the College will be retained and receipts offered for these goods.

3. Return of such seized goods

- 3.1 Items may be returned at point of exit from the College premises, on the understanding that such items are not permissible on campus and disciplinary/legal action may ensue.
- 3.2 Accurate records must be maintained of **any** items found, seized and/or reported to the police. Dates, times and details of searches are to be logged and will be retained by the College.
- 3.3 This procedure is in addition to the Locker Code of Conduct, which is in itself a procedure to search, by request of the College, lockers used by either staff or students of the College.

4. Complaints

- 4.1 All complaints relating to the implementation of this procedure should be directed to The Principal, Guildford College of Further and Higher Education, Stoke Park, GUILDFORD, Surrey, GU1 1EZ.