

Approved by:  
**Board of Trustees** – 29<sup>th</sup> July 2016

Expiry:  
July 2019

The Entry Policy states that in order to prevent drugs and weapons being brought onto the premises, it will be a condition of entry to Guild events that customers acknowledge the Guild's right to conduct searches prior to entry. Searches will be undertaken in a polite and respectful manner by trained members of staff or security of the same gender as the customer. Where this is refused, the customer will be denied entry to the venue.

Further to this, searches will be conducted with a minimum of two members of staff present and ideally in a well-lit area, in view of a CCTV camera. The customer should be informed (if the search is on entry) that they are being searched as part of our random search policy. Searches should also be conducted where there is a reasonable belief that the customer has been using drugs, or may be in the possession of drugs or other illegal or offensive items.

The customer has the right to refuse a search, whereupon they should be advised that they will not be allowed onto or removed from the premises.

When searching, the customer should be asked if they have anything in their possession that they wish to hand over prior to the search, including sharp objects that may cause harm to themselves or security. The customer will then be asked to empty their pockets, after which they will be searched as per SIA guidelines.