

## Stop and Search Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
Last review	January 2025

### 1 Introduction

- 1.1 We reserve the right to stop and search staff for the purpose of controlling and preventing illegal activities.
- 1.2 This policy outlines the circumstances in which staff may be stopped and searched, the manner in which a search may be conducted and the implications of refusing to undergo a search.
- 1.3 The policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### 2 Scope

- 2.1 This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns, and apprentices.

### 3 Circumstances in which staff may be stopped and searched

- 3.1 You may be stopped and searched where we have reasonable grounds to suspect that that you have committed an illegal act.
- 3.2 You may from time to time be stopped and searched at random. This does not mean that you are under any suspicion of wrongdoing.

### 4 Individuals permitted to conduct a search

- 4.1 Only department heads are permitted to search staff.

### 5 Our commitment to you

- 5.1 We will ensure that department heads and others permitted to search staff receive training on how to implement this policy fairly.
- 5.2 In line with our Equality, Diversity, and Inclusion Policy and Anti-Harassment and Anti-Bullying Policy, we will also take steps to ensure that this policy is not used in a discriminatory manner and that no individual is unfairly targeted.

### 6 Request for your consent

- 6.1 Before you are searched, you will be asked to consent to the search by completing a stop and search consent form. If you refuse to undergo a search, you will be expected to give details of the reasons for your refusal.

### 7 Manner in which a search may be conducted

- 7.1 You may be asked to consent to a search of your personal items, including but not limited to your bag(s), your vehicle, your desk and any cabinets or lockers.
- 7.2 A search of your personal items will be carried out by a department head in your presence and in the presence of another department head.

### 8 Refusal to consent to a search

- 8.1 If you unreasonably refuse to undergo a search, this may be dealt with under our Disciplinary Procedure and may result in disciplinary action, up to and including summary dismissal.

**9 Disciplinary action following a search**

9.1 If a search reveals evidence that you have committed an illegal act, this will be dealt with under our Disciplinary Procedure and may result in disciplinary action, up to and including summary dismissal. We will also report the matter to the police.

**10 Data protection**

10.1 When implementing this policy, we will process any personal data collected in accordance with our Data Protection Policy and policy on processing special categories of personal data. In particular, we will record only the personal information required and keep the information only for as long as necessary.

**11 Complaints**

11.1 If you have a complaint about the way in which a search has been conducted, you can raise this under our Grievance Procedure if it applies to you.

**12 Review**

12.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

**13 Definitions**

- 13.1 The Foundry ("we", "us", "our")
- 13.2 The Employee ("you", "your")

**Document control box**

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