



## **Stop and Search Policy**

### **Introduction**

We reserve the right to stop and search staff for the purpose of controlling and preventing illegal activities.

This policy outlines the circumstances in which staff may be stopped and searched, the way a search may be conducted and the implications of refusing to undergo a search.

The policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### **Scope**

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, committee members and apprentices.

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

You may be stopped and searched where we have reasonable grounds to suspect that you have committed an illegal act. You may also be stopped and searched at random.

Being stopped and searched at random does not mean that you are under any suspicion of wrongdoing.

### **Individuals permitted to conduct a search**

Only authorised individuals from the business are permitted to stop and search staff. The current list of staff authorised to stop and search individuals are: Mandy Smith (Manager), Rachel Bessell (Deputy), Jill Blakey (Chair) and Claire McHenry (Secretary).

### **Our commitment to you**

We will ensure that all authorised individuals receive training on how to implement this policy fairly.

We will also take steps to ensure that this policy is not used in a discriminatory manner and that no individual is unfairly targeted.

### **Request for your consent**

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.

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

You may be asked to consent to a search of your personal items, including but not limited to your bag, vehicle, and any other personal spaces provided by Padbury Pre-school.

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A search of your personal items will be carried out by an authorised individual in your presence and in the presence of another authorised individual.

### **Refusal to consent to a search**

If you unreasonably refuse to undergo a search, this will be dealt with under our disciplinary procedure and may result in disciplinary action, up to and including dismissal.

### **Disciplinary action following a search**

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 dismissal. We will also report the matter to the police.

### **Data protection**

When implementing this policy, we will process any personal data collected in accordance with our data protection policy. We will record only the personal information required and keep the information only for as long as necessary, which is determined by archive dates.

### **Complaints**

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

This policy was adopted at a meeting of	Padbury Pre-school
Held on	7 <sup>th</sup> October 2025
Date to be reviewed	October 2028
Signed on behalf of the committee	C.A.McHenry
Name of signatory	Mrs Claire McHenry
Role of signatory	Pre-School Secretary