

Pioneering Care Partnership (PCP) Personal Search Policy



Aim

The Personal Search Policy aims to protect the resources and equipment belonging to PCP and prevent inappropriate substances or items being brought into the work place.

Policy Statement and Principles

The Board, Chief Executive and Senior Management Team are committed to ensuring that this policy is applied appropriately and is used to only ever conduct a search where there are legitimate concerns in order to preserve the relationship between the PCP and the staff team.

The possibility of being searched and the conduct of the search itself are both highly sensitive areas if there is a need to undertake a search this will be conducted in line with PCP core values/principles, including dignity, respect and objectivity.

Scope

This Policy applies to all staff who work for PCP whether full-time or part-time, employed through an agency and placement students. This Policy also applies to PCP volunteers, including PCP Trustees.

This Policy applies to personal or work property held on PCP premises at any time, within the guidelines detailed in the Personal Search Procedure, this includes personal vehicles.

The term 'search' includes reviewing any CCTV footage or other monitoring, such as social media, telephone calls or emails, as appropriate.

This Policy will be applied consistently across the organisation.

Exclusions

This Policy is non-contractual.

Random bag/property searches will not be conducted by PCP, neither will PCP undertake covert monitoring of any description.

Searches will not be conducted without consent, however this does not mean the Personal Search Procedure will not be applied.

Definitions

Covert monitoring means monitoring or surveillance deliberately carried out in secret, without the knowledge of the person being monitored.

CCTV is closed-circuit television, signs are displayed indicating the locations of any cameras.

Responsibilities

Trustees are responsible for approving and reviewing this Policy as part of the review cycle.

Senior Managers are responsible for ensuring that the Policy is reviewed, disseminated and implemented, undertaking personal searches and addressing any concerns raised through this Policy.

Human Resources are responsible for ensuring that this Policy and associated procedures remain compliant with legislation.

Line Managers are responsible for applying the Policy and procedures, including sharing the Policy with staff, ensuring understanding and compliance.

Staff & Volunteers are responsible for upholding best practice standards, reading and operating within PCP policies and procedures, adhering to PCP core values and raising concerns with their line manager.

Related Policies and Procedures

PCP is also committed to the continued development and implementation of a range of measures and procedures to protect and support staff whilst engaging in organisational activities. This Policy should be read in conjunction with the following related policies, procedures or guidance:

- Personal Search Procedure
- PCP Core Values Statement
- Dignity at Work Policy and Procedures
- Alcohol and Substance Misuse Policy and Procedures
- Disciplinary Policy and Procedures
- Equality and Diversity Policy

Relevant Legislation

This Policy is in line with the following relevant legislation:

- The Equality Act 2010
- Data Protection Act 1998
- Human Rights Act 1998 (regarding protection of property)

Monitoring and Review

This Policy will be reviewed by Human Resources on a regular basis to ensure that it remains compliant. A full formal review will also take place annually by Senior Management Team as part of the Policy Review Cycle, and approved by the Board of Trustees.

The Policy Impact Assessment will be monitored and reviewed every 3 years by HR as part of the Policy Review cycle.

August 2017

Policy document tracking

Action	Date(s)
Draft to SMT:	27 th July 2017, 8 th August 2017
Draft to Board:	21 st August 2017
Ratified by Board:	21 st August 2017
Approved Policy circulated to SMT:	4 th September 2017

Approved Policy uploaded to shared:	4 th September 2017
Approved Policy circulated to staff:	4 th September 2017
Interim Review Date:	August 2018
Main Review Date:	August 2020
SMT Lead for Review	Carol Gaskarth