



Venue Search Policy

1. Purpose

The purpose of this policy is to outline the procedures and guidelines for conducting venue searches to ensure the safety and security of the premises.

2. Scope

This policy applies to all security guards employed by Safe Responsec Group Ltd who are responsible for conducting venue searches.

3. Legal Considerations

Venue searches must be conducted in compliance with all relevant laws and regulations, including those related to privacy and data protection.

4. Training

Security guards responsible for conducting venue searches will receive training on the proper procedures for conducting searches, including the use of search equipment and techniques.

5. Authorization

Venue searches must be authorized by a supervisor or manager, and the reasons for the search should be documented.

6. Conducting the Search

Security guards conducting venue searches should be professional and respectful at all times. Searches should be conducted efficiently and thoroughly, following the established procedures.

7. Documentation

Details of the venue search, including the date, time, location, and reasons for the search, should be documented in a written report.

Any items found during the search should be recorded and, if necessary, handed over to the appropriate authorities.

8. Privacy and Confidentiality

Venue searches should be conducted in a manner that respects the privacy and confidentiality of individuals.

Personal belongings should not be searched without the individual's consent, except in cases where there are reasonable grounds to suspect that the individual is carrying prohibited items.

9. Review and Evaluation

The effectiveness of the venue search policy will be reviewed periodically to ensure its continued relevance and effectiveness.

10. Acknowledgement

All security guards are required to acknowledge that they have read and understood this policy and agree to comply with its terms.



Signature

Director

Position

27/02/2024

Date