

100% of all detainees property/baggage should be x-rayed on admission to the establishment.

100% of all incoming/outgoing parcels and packages should be searched prior to issue or despatch. This will be done by way of x-ray in the first instance and if in any doubt the package should be opened in front of the detainee, any unauthorised items should be bagged and tagged and either stored or given to a member of the Security Department for further investigations.

11. VISITS SEARCHING

A notice will be displayed listing prohibited items, agreed with the authority, at the Visitor Centre/ Area and all entrances to the Removal Centre. Staff will be available in the Visitor Centre/Area to advise Visitors accordingly.

All staff detailed to visits will carry out searching duties as directed by the officer in charge.

The visits area (including toilet areas) will be searched before and after all visit sessions. This must be recorded in the visits register (Appendix E).

ALL detainees located in the Removal Care and Separation Unit will be rub down searched (level A) on entry and exit of the visits hall.

ALL detainees will be rub down searched prior to entering and exiting the visits hall.

Where there is sufficient evidence or intelligence to suggest that a detainee may be attempting to secrete an illicit item about their person then a full search may be authorised by the Duty Director. In such circumstances the reasons must be documented and the Full Search Record (Appendix F) completed.

Detainees will be full searched in a manner commensurate with discovering concealed items and shall not be subjected to a full search in view of another detainee or by an officer of the opposite sex, or by any other person not involved in the search. At no point will the detainee be fully naked. All full searches must be authorised by the Duty Director.

Appropriately designated and private rooms shall be located Care and Separation Unit for the purpose of carrying out full searches.

ALL social visitors will be rub down searched (Level B) and pass through a metal detector portal prior to entry into the visits area.

Searching of visitors (social and official) is a requirement for entry to the Centre. Those who refuse to comply will be refused entry.

Should the visitor be carrying a child, there will be a child seat in place so the child can be placed and securely fastened into this whilst the adult visitor is searched.

ALL property handed in for detainees by visitors will be thoroughly searched by the Visits Reception staff in sight of the depositor. Likewise, property being handed out on visits will be searched by reception staff prior to being given to visitors.

All official visitors will be rub down searched prior to entry to the visits complex.

Children aged 10 or under must be searched by a female member of staff. All searches of children will be carried out by an officer trained in child protection measures, and in the presence of a parent or responsible adult.

For searches of visitors aged 11 and over - female visitors must only be searched by female staff, male visitors can be searched by either female (provided there is no objection) or male staff. Visitors should be treated according to how they present. Thus, if a person attends the Centre dressed in female attire, they should be treated as female and searched by a female member of staff. Similarly, if a visitor is dressed in male attire, he should be treated accordingly.

Where it is suspected that a visitor may be in possession of drugs and is refusing a rub down search, the Police should be called immediately.

Under no circumstances will a visitor (social or official) be subjected to a full search. If there is evidence or intelligence to suggest that a member of staff is attempting to bring an illicit item into the centre then the police may be requested to attend.

Threat items

Visits searching should concentrate on finding all prohibited or unauthorised items, but the following items are considered a priority:

- Drugs.
- Weapons

Targets

100% of all detainees located in the Care and Separation Unit will be Rub Down (level A) searched on their return to the unit after visits.

100% of all detainees will be Level A rub down searched before entering and exiting the main visits hall.

100% of all social visitors will be rub down searched (Level B) before entry into the visits complex.

100% of all property handed in or handed out from the visits area will be searched and x rayed.

100% of all official visitors will be rub down searched prior to entry into the visits

- Escape material
- Weapons
- Drugs.

Targets

100% of all vehicles, drivers and occupants (excepting those listed at paragraph 4) will be searched prior to entering the establishment.

14. SEARCHING OF STAFF (including Home Office Staff, IMB and Sub-contractors)

The Security Manager will arrange appropriate resources to facilitate the searching of staff as is necessary this is to include all staff that work in Gatwick IRCs and third party providers. The method will be of random searching any intelligence searching of staff will be directed by the Head of Security. Searches will take place at random times for both day and night staff.

The Security Department will arrange a search of all grades of staff entering or leaving the establishment on a minimum of six times per year. On each occasion, all staff entering or leaving will be rub down searched. Any property/baggage that the member of staff is carrying will also be searched.

Where it is suspected that a member of staff may be in possession of drugs or any unauthorised items and is refusing a rub down search, a Manager should instruct the member of staff to remain in the Centre supervised by a manager pending the arrival of the police.

ALL members of staff may be searched on entering or exiting the establishment on intelligence-led basis, as directed by the Head of Safety and Security Manager or Duty Director.

Under no circumstances will a member of staff be subjected to a full search. If there is evidence or intelligence to suggest that a member of staff is attempting to bring an illicit item into the centre then the police may be requested to attend.

Threat items

Although staff searching should concentrate on finding all prohibited or unauthorised items, the following items are considered a priority:

- Drugs
- Weapons
- Escape material.
- And any item on the banned items list