



<b>POLICY INFORMATION (Policy no HR017)</b>	
<b>Subject</b>	<b>Right of Search Policy</b> <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
<b>Applicable to</b>	All staff and volunteers of Nottinghamshire Hospice
<b>Target Audience</b>	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
<b>Date issued</b>	Dec 2023
<b>Next review date</b>	Dec 2025
<b>Lead responsible for Policy</b>	Director of People Services
<b>Policy reviewed by</b>	Chief Executive Officer
<b>Notified to (when)</b>	Senior Leadership Team Dec 2023
<b>Authorised by (when)</b>	Senior Leadership Team Dec 2023
<b>CQC Standard if applicable</b>	
<b>Links to other Hospice Policies</b>	
<b>Links to external policies</b>	
<b>Summary</b>	This Policy is intended to ensure that all Nottinghamshire Hospice staff and volunteers understand that the organisation reserves the right to conduct random searches whilst you are on any of Nottinghamshire Hospice premises or whilst carrying out your duties on behalf of the Hospice.
<b>This policy replaces</b>	Right of Search Policy HR00017 2020-2023

#### **IMPORTANT NOTICE**

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months.

After that staff should seek advice from their clinical lead or manager.

<b>VERSION CONTROL</b>		
<b>Status</b>	<b>Date</b>	<b>Review date</b>
Original policy written by Angela Bloomfield, HR Manager	Oct 2014	Oct 2017
Policy reviewed by Rowena Naylor-Morrell, Chief Executive		
Policy ratified by Corporate Management Team		
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Updated staff and volunteers throughout policy	June 2020	
Reviewed by Donna Roberts	Sept 2020	Sept 2023
Logo updated and uploaded to website	March 2021	
Reviewed by Chief Executive Officer	Dec 2023	
Authorised by Senior Leadership Team	Dec 2023	Dec 2025
Updated and uploaded to website	Dec 2023	

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<p><b>1.</b></p>	<p><b>Introduction</b></p> <p>This Policy is intended to ensure that all Nottinghamshire Hospice staff and volunteers understand that Nottinghamshire Hospice reserve the right to conduct random searches whilst you are on any of Nottinghamshire Hospice premises or whilst carrying out your duties in Nottinghamshire Hospice vehicles or undertaking any activities on behalf of the Hospice at any other place of business, including patient’s homes.</p>
<p><b>2.</b></p>	<p><b>Purpose of a Search</b></p> <p>The main purpose of searches is to reduce the risk of inappropriate items being brought onto Hospice premises but also to reduce the risk of unauthorised removal of company property or that of patients, staff, volunteers, visitors etc. from Hospice premises or place of business.</p> <p>It is your responsibility to be aware that you may be asked to be searched at any time whilst on Nottinghamshire Hospice premises and you should co-operate with any reasonable request.</p> <p>Searches can be undertaken by the Chief Executive, a member of the Senior Management Team or a Line Manager, in the presence of another Line Manager. You will be advised of the purpose of the search but details or the name of any complainant will be withheld.</p>
<p><b>3.</b></p>	<p><b>Scope of a search</b></p> <p>The search will include, but not be restricted to your personal effects, lockers or vehicle, and will be conducted in your presence and with your agreement.</p> <p>Should a search be required it is the responsibility of the Line Manager to raise your awareness of this Policy and make a copy available to you. Searches can be carried out individually or in a group when entering or leaving any of the Hospice premises or place of business or at any other time during your working hours.</p> <p>When searching lockers, bags, coats, etc. the Line Manager will always ask you to provide access, remove all contents for examination and then check to see if there is anything inappropriate concealed within. If the Line Manager asks you to</p>

	<p>empty your pockets, they may ask you to turn them inside out so that they can clearly view what, if anything, is contained. The Line Manager may also ask you to turn over your waistband; they may inspect hems of garments. You may be asked to remove your shoes and socks, aprons, waistcoats, etc. It is not our intention to cause distress by carrying out searches. Those carrying out searches will be mindful of your dignity, gender and religious sensitivities.</p> <p>All completed and uncompleted searches will be documented and signed by the two Line Managers. A copy of the search document will be handed to you and a further copy held on your personnel file.</p> <p>You have the right, if you so wish, to have a colleague present during any such search as a silent witness to events only.</p>
<p><b>4.</b></p>	<p><b>Failure to Consent to a Search</b></p> <p>If you fail to agree to such a search, you will be required to state and evidence the reason for failing to consent. This will be taken into account within the reaching of any further investigation or disciplinary decision which may result from your failure to agree to the search or from the circumstances leading up to such failure.</p>
<p><b>5.</b></p>	<p><b>Outcomes of a Search</b></p> <p>If the outcome of the search is negative no further action will be taken.</p> <p>If the outcome of a search is inconclusive, a further investigation may be undertaken; alternatively issues will be addressed through performance management.</p> <p>If the outcome of a search is positive in that it is believed that you have stolen from, removed items without permission from Nottinghamshire Hospice premises or place of business; the Police may be contacted to investigate the matter and disciplinary action in line with Nottinghamshire Hospice Policy and Procedure will be taken.</p> <p>The consequences of theft, removal of items without permission or the presence of inappropriate items on any Nottinghamshire Hospice premises or place of</p>

business may include immediate suspension and/or dismissal pending investigation. Theft will be considered to constitute gross misconduct.
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