

Standard Operation Procedure

College Safety – including stop and speak, searching and metal detecting arches

Campus	All
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Owner of Document	Group Head of Safeguarding
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1.0 Introduction

1.1 This document is to assist, support and give guidance to all Staff with the implementation of a metal detecting arch. It is owned by the above persons and should be updated if procedures/policy change and reviewed yearly. It should be read and understood by all staff undertaking 'metal detecting arch' supervision and in conjunction with policy. A metal detecting arch should be used in conjunction with a hand held 'wand'.

2.0 Overview

2.1 It is known that negative feelings are created by having a metal detecting arch in place and students are concerned that it is intrusive. Therefore, to reduce the impact of erecting and supervising the use of a metal detecting arch, staff should be aware that they must be thoughtful of body language and wording being used to students.

2.2 The reasons of having a metal detecting arch are to be proactive, it is not to catch people out, it is to prevent students bringing banned items onto college premises. It is a control measure that NCC use to reduce the risk and harm to all students and staff. This must be stressed to all persons travelling through the metal detecting arch.

2.3 It is noted that students may have a number of needs including disability, mental health need, anxiety. Those within the SEND provision or with an EHCP can be exempted from the process at the discretion of the SCM for Supported Learning or the SCM for SEND.

2.4 NOTE: staff to be aware of social media – staff operating the arch may be filmed, with both Audio and Video recorded.

Procedure - Non-contact termly metal detecting arches

3.0 Setting up of metal detecting arch

3.1 The equipment is to be brought onto site the evening before, and set up prior to the morning if possible. It can be set up in the morning, but this must be done before the college is open to students. (Setting up of the metal detecting arch must not be done whilst students are in the area and must be done out of sight of students).

3.2 All staff setting up and facilitating the metal detecting arch must be trained to do so - this training will be in person or recorded

- 3.3 It must be set up in an area where passageway around the machine is not possible – this should be forms of physical barriers – tables, hoarding etc. Staff should not be constantly telling students to walk through the metal detecting arch (this could lead to bias).
- 3.4 Clear signage (this should be in Blue to show mandatory) should be erected, with directional arrows – clearly stating that all students to walk through metal detecting arch -wording to be similar as ‘Metal detecting arch in operation, please pass you bag and belongings to a member of staff and pass through the arch’ Be aware that some students may feel anxious and have additional needs (including hidden disabilities). Staff should support students who may be concern about entering and check the rational, address and support accordingly.
- 3.5 The arch must be located where it is covered by CCTV. If CCTV if not present then the arch cannot be positioned there. CCTV should be installed in locations where NCC know that the arches will be placed. A standard colour CCTV camera with a clear field of view is fine, but a 4k HD colour camera would be recommended.
- 3.6 The footage of the tests being carried out on the arch (see below) – should be recorded and saved, for the duration noted on policy. This is to ensure that the testing is documented and proven.

4.0 Testing

4.1 The arch has to be tested prior to use; it has to be tested by three persons. One person to have a metallic object which should set the machine off, and the other without any metallic objects. The third person is to witness the test.

4.2 The testing of the machine is paramount – the machine cannot be used unless tested and witnessed.

4.3 Testing Procedure:

- Once the arch has been erected and powered on:
- The member of staff (1) should walk through the arch with a metallic object
- The arch should activate
- The second member of staff (2) should walk through the arch without a metallic object
- The arch should not activate
- The first member of staff (1) should walk through the arch without a metallic object
- The arch should not activate
- The second member of staff (2) should walk through the arch with a metallic object
- The arch should activate
- This should be witnessed by the third member of staff and times noted
- This CCTV footage should be recorded and saved

4.4 NOTE: The metallic object should be similar to a contraband item (kitchen knife, scissors etc) and be place in the waistband or pocket. It should not be carried in the hand whilst walking through the arch. These items to be stored away once the college is open.

4.5 If the arch fails the test and gives of false activations or does not activate then it must not be used.

5.0 Operation

- 5.1 The arch is fully automatic when in operation, but does have some limitations. And staff must be aware of these. It can only operate correctly if one person at a time walks through. The first person must be clear of the arch before the next person is invited to walk through. It does not distinguish between metallic objects and can be set off by belt buckles, underwire in bras, metal supports in certain type of footwear to name but a few.
- 5.2 The arch should be supervised by at least 5 members of staff, one of these should be an observer to ensure that procedure and policy is being followed. A sketch is provided in the appendix to provide guidance of a typical set up.
- 5.3 Students can choose to enter and be searched; however, they can choose not to – but they will not be able to gain entry to the college that day. Their college ID pass should be blocked and a discussion had with the Safeguarding Manager/Safeguarding Officer or Deputy Principal to discuss the reasons. A further voluntary search may be asked for, with the consent of the student. Entry to the College may be dependent on a search. Where the learner is 16-18 parent/carer should be notified.
- 5.4 A 'bag pass through table' should be situated next to the arch, where students can pass their bag and belongs (see other SOP relating to bag search). The students should walk through the arch at a normal walking pace.
- 5.5 A brief guide of actions is below:
- Student arrives at entrance
 - Students is asked to remove coat, and to passes this and their bag and contents of pockets onto the pass-through table
 - Student removes coat, passes this and bag and contents of pockets onto the pass-through table
 - Student asked to walk through
 - Student walks through arch
- 5.6 If the arch is not activated:
- Staff member asks student if they can search the bag.
 - If yes - Student's belongings searched
 - If no – discussion, where refusal may mean they are refused entry to the college
 - Once through arch student is returned all belongings
- 5.7 If the arch is activated:
- Student is stepped aside (so that the next student can walk through) and ask if they have anything on them that they know that may cause the activation.
 - If yes – then this should be shown/explained. If this can be removed, it should be and then the student is asked to walk through the arch again.
 - If the item cannot be removed then the area should be 'wanded' – if the exact area is unknown then the whole body needs to be wanded.
 - After being 'wanded' the item should be located and known.
 - If not a banned item, student to collect belongs and can go.
 - If a banned item, then safeguarding to be alerted and procedure followed
- 5.8 To ensure correct operation during the process, the arch should be checked that it is still working correctly. After a period of time the arch is in operation the test procedure should be carried. This period of time can be flexible and is usually done once there is a quiet period and

no more students are expected for 5 or 10 minutes. For a guide the test should be carried out at least once in any 3 hrs period.

Non-contact ad hoc searches where a danger is identified

- 6.0 2 Trained staff to ask the student to accompany them to more private space. Deputy Principal/Principal or Group Head of Safeguarding to authorise. It expected is good practice and where possible to have a same-sex member of staff doing the search.
- 6.1 A brief guide of actions is below:
- Students is asked to remove coat, and to passes this and their bag and contents of pockets onto the table
 - Student removes coat, passes this and bag and contents of pockets onto the table
 - Staff member asks student if they can search the bag.
 - If yes - Student's belongings searched
 - If no – discussion, where refusal may mean they are refused entry to the college
 - Further request made to the student to undergo a non-contact wandling. See below.
 - Appropriate action then taken – Staff to thank student for cooperation.
- 7.0 Wand and Wanding
- 7.1 A wand is referring to a hand-held metal detector that is used for non-physical contact to check areas of a person's body to establish the exact location of the metal that has activated the arch.
- 7.2 It is good practice to have 2 wands present, in case one is faulty. They are known to fail as they are hand held and get dropped and generally physically used.
- 7.3 As with the arch, these must be tested before using. The test is a simple test. Place a metallic object in your pocket, switch the unit on and 'wand' in front of your pocket and it should activate. Repeat the process with the metallic object removed and it should not activate.
- 7.4 Students will be asked to consent to the wandling prior to starting. Communication and consent are key to this process
- 7.5 However, the Principal/Deputy Principal can refuse entry to college property, subject to the student consenting to being wanded.
- 7.6 The 'wand' should be between 10 and 25mm away from the person being 'wanded'
- 7.7 All staff using the wand should be trained on using the wand. It is good practice to have a same-sex member of staff doing the 'wandling'
- 8.0 Stop and Speak
- 8.1 Searching a learner should be a last resort and based on intelligence.
- 8.2 A staff member should first Stop and Speak to a learner to identify any risks, before proceeding with an ad hoc search or deciding to move students along/ take no further action.
- 8.3 Staff should be aware of how a student may be feeling and aware of the power dynamic
- 8.4 Though the questions are not prescriptive, below are the types of questions, though staff are advised to use their professional judgement:
- Are you ok?
 - What are you doing here? What has just happened?
 - Why are you in this area?
 - Where are you going?
 - Should you now be in class?
 - What are you carrying?

8.5 Once a discussion is had, a decision can then be made on next steps, which could include no further action, moving students along, asking for advice or carrying out a search.

Appendix – Typical Metal detecting arch set up diagram:

