**Text

Description automatically generated with low confidence**

**ANNEX 7**

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| METAL DETECTING PORTALS / ARCHWAY DETECTORS |

Metal Detecting Portals are used in many establishments as an aid to the searching process. Follow local arrangements in place to investigate and deal with suspicious items identified by this process.

All alarms must be explored, and the source of the alarm must be identified wherever possible. If an item is identified and can be removed the person must be rescanned through the archway metal detector to ensure no other metal is present. If the alarm doesn’t activate on the rescan then no further action is required. If the metal cannot be removed (for example, due to internal plates/pins, underwired bra or a disability that requires the use of aids that contain metal etc.) and the person is able to declare why the alarm has activated, the person must be subject to a rub-down search and use of the hand-held metal detector to identify the potential item and to ensure no other metal is present. Where the source of the alarm cannot be identified, a dynamic risk assessment by a manager must be undertaken to determine what action should be taken.

If a visitor refuses the search or their personal belongings, the Duty Governor will determine the most suitable way forward. If a staff member refuses, the Duty Governor will decide if they are to be refused entry and subjected to a conduct and discipline investigation. However, in some instances, the staff member may be detained and subject to arrest under the Police and Criminal Evidence Act 1984 (PACE).

The procedure set out below must be followed: