



A Partnership between Bedfordshire Police, Luton Borough Council, Luton Clinical Commissioning Group, Luton Health & Wellbeing Board & the National Probation Service

The Albany, 4 Cardiff Road, Luton

Archway Metal Detector

The use of the Metal Detector is intended to manage and desist the carrying of weapons, as far as practicable, into the building.

All visitors, parents and young people will need to go through the Metal Detector in order to be seen in any of the ground floor or first floor meeting or interview rooms.

Procedure:

- The term 'visitor/s' refers to children, young people, parents or carers.
 - The term 'staff member' refers to a member of staff or an agency worker.
1. Reception staff will notify the relevant staff member that their visitor has arrived.
 2. Staff member will wait on the other side of the door from the Waiting area and will talk to the visitor directly through the intercom by pressing the dark brown button.
 3. Visitors will be asked through the intercom, to empty into the bowl/crate, anything metal that may activate the Metal Detector.
 4. Visitors must then go through the Metal Detector with any bags or coats etc.
 5. If the visitor empties items into the bowl/crate, but then activates the Metal Detector when proceeding through it, they will be advised by the staff member, through the intercom, that there are still items on their person which must be removed and placed in the bowl/crate.
 6. The visitor must be able to walk through the Metal Detector without activating it and have placed any items necessary in the bowl/crate, before the member of staff opens the inner door, with their security card, or the green round button door release, to let them through.
 - If an individual continues to activate the Metal Detector despite their assurances that they have removed everything that could cause such activation, then they will be advised that they cannot be seen on this occasion and asked to leave the premises by the staff member.

- An Operations Manager must contact the visitor on the same working day to discuss the issue, and remind them of the policy. The appointment will be re-made during this contact.
7. Otherwise, anything that could be used or construed as a weapon (this includes scissors, screwdriver, tools, aluminium afro combs and glass bottles), will be flagged up by the staff member to Reception staff.
 8. Visitors wishing to take clear liquid drinks in a plastic water bottle will be asked by the staff member to take a sip, before being able to bring the item through.
 9. To talk to Reception staff only, staff member can use the white wall phone underneath the intercom, by lifting the receiver and pressing 1 to speak to Reception staff.
 10. Once the visitor has gone through to the interview rooms, with the staff member, items are then secured in the crate by Reception staff.
 11. Reception staff will inform an Operations Manager of suspicious items.
 12. The Operations Manager will liaise with the YOS Police Constable. Items that could be considered an offensive weapon under law will be confiscated and not returned to the visitor. A decision will be made regarding police notification.
 13. The visitor will be spoken to before they leave the building of any consequences/next steps.
 14. A discussion must take place between the staff member and an Operations Manager as to any additional actions. If the visitor has an item that could be construed as an offensive weapon under law, then a decision must be made by an Operations Manager, whilst the individual remains on the premises as to what action may be immediately necessary (such as direct Police involvement).
 15. The staff member must record that the process was followed as per the policy.

NOTE:

- Staff (other than the seconded police officer) do not have the power to search an individual.
- Awareness of, and identification of, the use of the Metal Detector will be raised in the Standards and Behaviours session at the start of a child/YP intervention, and the Standards of Behaviour form signed by young people will reflect this. This will include detail about what cannot be brought to the premises; that no individual can go through the Metal Detector until requested to do so; that failure to comply with requests to not bring anything that is, or could be construed, as a weapon, to the YOS, or to refuse to empty pockets/bag etc, will result in consequences in terms of a warning, failure to comply, or, in more serious cases, a report to the Police.
- Anyone with a heart pacemaker should NOT be asked to walk through the Metal Detector. However, the visitor would still be asked to remove any other objects from their possession that could activate it.
- A wand is available in reception if visitors are unable to go through the Metal Detector (ie visitor has a pacemaker)

- This process and guidance applies 7 days a week, and must be adhered to at the weekend before young people go out on Reparation.