

SECURITY POLICY

UK Compliant Security Management Policy

THINKOFIT Ltd

Document Control

Version	Date	Amended By	Summary of Changes
1.0	03/03/2026	Anthony Dias	Initial Issue

SECURITY POLICY

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Organisation Name: _____

Site Address: _____

Policy Version: 1.0

Effective Date: _____

Review Date: _____

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1. Purpose

This policy ensures the safety, security and welfare of staff, visitors and contractors. This policy complies with UK legislation including the Private Security Industry Act 2001, Data Protection Act 2018, UK GDPR, Human Rights Act 1998, Equality Act 2010, Misuse of Drugs Act 1971, Licensing Act 2003, Health and Safety at Work etc. Act 1974, and the Children Acts 1989 & 2004.

2. Security Staff Requirements

- All security officers must hold a valid SIA licence.
- Officers must display identification at all times.
- Staff must be trained in safeguarding, equality law, lawful searching and conflict management.
- Conduct must remain professional, proportionate and non-discriminatory.

3. Right to Refuse Entry

As private property, the organisation reserves the right to refuse entry to individuals who:

- Are intoxicated or under the influence of drugs
- Carry prohibited or illegal items
- Display aggressive or unsafe behaviour
- Refuse lawful search conditions
- Fail to present upon request, a valid ticket

Refusal must comply with the Equality Act 2010 and be fully documented.

4. Bag Search Policy

- Searches are conducted only with consent.
- Clear signage must state that searches are a condition of entry.
- Individuals may refuse search; entry may then be denied.
- Security must not place hands inside bags without consent; the owner should present contents.
- Illegal items including weapons and drugs must be secured and reported to police.

5. Physical Search Policy

- Only outer clothing pat-down searches are permitted.
- Searches must be conducted by a same-gender SIA licensed officer.
- A witness should be present where possible.
- Strip or intimate searches are strictly prohibited (police only).

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6. CCTV Policy

- CCTV is used for crime prevention and public safety.
- Clear signage must inform individuals that CCTV is in operation.
- Cameras must not be installed in private areas (e.g., toilets or changing rooms).
- Footage retention period: 28–31 days unless required for investigation.
- Access restricted to authorised personnel.
- Subject Access Requests handled in accordance with Data Protection Act 2018.

7. Safeguarding

- A Designated Safeguarding Lead (DSL) must be appointed.
- All safeguarding concerns must be reported immediately.
- Concerns involving children or vulnerable adults must be referred to appropriate authorities.
- Searches involving minors must be proportionate and, where possible, conducted in the presence of a responsible adult.

8. Illegal Drugs and Alcohol Policy

- Illegal drugs are strictly prohibited.
- Suspected drugs must be secured safely and police contacted.
- Intoxicated persons may be refused entry under Licensing Act 2003.
- All incidents must be documented.

9. Use of Force

Reasonable, necessary and proportionate force may be used only to:

- Prevent crime
- Protect individuals
- Defend self or others

All use of force incidents must be recorded and reviewed.

10. Equality and Non-Discrimination

All procedures must comply with the Equality Act 2010.

No discrimination based on protected characteristics will be tolerated.

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11. Incident Reporting

All incidents involving searches, refusal of entry, drugs, alcohol, safeguarding concerns or use of force

must be recorded with:

- Date and time
- Staff involved
- Description of incident
- Action taken
- Police reference number (if applicable)

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Approval and Sign-Off

Approved By (Name): Anthony Dias

Position: Chief Executive

Signature: _____

Date: 17/03/2026

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