



# VISITOR BAG SEARCH POLICY

Version	1.0 (website)
Date	1 <sup>st</sup> May 2017
Owner	Brian Doneghan, Head of Operations

## **Visitor Bag Search Policy**

### **Purpose and Scope of Policy**

The purpose of this policy is to state the circumstances and manner in which bag searches of visitors will be conducted to ensure that nothing that could be harmful, noxious, dangerous or deleterious to people, collections or buildings is brought into the Galleries.

When the bag search procedures are in place, they will apply to all visitors and to all “external” contractors (ie all those contractors except those with whom NGS has an existing background check/Disclosure agreement – Mackays, Contini, Heritage Portfolio, GBM cleaners).

### **Policy Statement**

The safety of the National Galleries of Scotland’s visitors, volunteers, staff, collections and buildings is of paramount importance and is integral to the mission of the National Galleries of Scotland which is to care for, develop, research and display the national collection of Scottish and international art.

From time to time, in order to maximise safety precautions, and in line with changing circumstances and/or government instructions (see note below), the National Galleries of Scotland may introduce additional security measures as appropriate, including the search of bags which are brought into the Galleries by visitors. The methodology to be applied to bag searches (included at appendix A) will ensure that:

- the search is lawful
- the search is consensual
- the visitor is fully aware of the situation
- the search is appropriate and thorough
- staff are protected against allegations of wrongdoing

### **Instigation of Bag Search Procedures**

There are several instances in which bag search procedures may be instigated:

- The UK Government may impose search requirements on visitors to NGS sites if the UK threat level is raised;
- The Police may request bag search procedures for high security events, such as a Royal visit;
- An exhibition or events related to an exhibition may require additional security measures, including a bag search, for example at the request of lenders. The decision will rest with the exhibition curator in consultation with the relevant gallery director, the Head of Operations and the Director-General.

In all instances, the implementation of bag searches procedures will be managed by the Head of Operations.

## **Training**

Staff required to carry out bag searches will receive training in line with the content of this document and its appendices.

## **Related Policies**

The responsibility upon security staff to provide a welcoming, safe and secure environment for all visitors, staff and collections across the NGS estate is articulated in the Security Policy for National Galleries of Scotland.

## **Implementation and Review**

The methodology to be followed by staff in the performance of this duty is detailed at Appendix A whilst the task card to be utilised by staff is attached at Appendix B.

In the event of a member of the public making a complaint the matter will be dealt with in the first instance by the Supervisor and thereafter, if necessary by the Duty Manager or Security & Visitor Services Manager. A record of complaints will be maintained by Supervisors and monitored by Head of Operations.

The Policy will be subject to review by the Head of Operations every two years. The accompanying procedures will be reviewed as required by changing circumstances and at least every two years.

## **Equalities Impact**

An equalities impact assessment has been undertaken on this policy and the accompanying procedures. Measures to mitigate any negative impact identified have been included in the procedures.

## **Contact and Further Information**

Further information on this policy and its implementation is available from the Head of Operations. Duty Managers are responsible for the day-to-day operation of the procedures which accompany this policy.

## **Note on Current UK Threat Level**

At May 2017 the UK threat level is assessed as “severe”, having been raised from “substantial” in August 2014. In the event that it is raised to “critical” it may be that additional security measures, including bag search requirements, are imposed by the UK Government across Government-related and/or public buildings.