

ENTRY & SEARCH POLICY AND PROCEDURE

Standon Calling 2026

DOCUMENT CONTROL

VERSION	DATE	CREATED BY	APPROVED BY	SECTIONS AMENDED	DETAILS OF AMENDMENTS
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PURPOSE AND AIMS

The purpose of this policy is to detail the management and implementation of the search process during the event, to ensure the security and wellbeing of all attendees by searching for items that may cause harm, nuisance or legislative issues.

By implementing this search policy the Festival aims to:

- Discourage and apprehend persons attempting to enter the event against the Conditions of Entry
- Discourage and apprehend persons attempting to enter the event with contraband items
- Discourage and apprehend persons attempting to enter the event without valid accreditation
- Controlling disorder and preventing public nuisance/anti-social behaviour in all parts of the event.
- Keep incident logs where necessary for all security related incidents
- Uphold licensing requirements

This document is split into two sections:

SECTION ONE: This details the policies behind entry and search into the site

SECTION TWO: This details the procedures undertaken to enforce these policies, including details on ticketing, wristbands, and infrastructure

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SECTION 1 – ENTRY AND SEARCH - POLICY

TICKETING

Standon Calling have sought a reputable ticket manufacturer to manage the sale of tickets. Pre-printed barcode style tickets are being used at this event, and whilst these can be photocopied, the barcode can only be scanned once.

There is a box office onsite where day tickets can be purchased should capacity allow. Admission is by a ticket or pass only.

Standon Calling is a cashless festival. The cashless system is operated by a reputable RFID provider. The RFID system will be used for access control on the main entrance gate and local entrance gates, as well as the payment system within the site.

PROHIBITED ITEMS

The items below are prohibited within the licensed area of the festival site, as part of the Conditions of Entry.

	Arena
Aerosols - e.g. deodorants, not spray paints	X
Alcohol (no glass, limited quantities)	X
Animals (except registered dogs)	X
Audio visual recording or transmitting equipment without press pass	X
BBQs	X
Bicycles	X

Bottle of perfume	X
Campfires	X
Chinese Lanterns	X
Compact Mirrors	✓
Cooking Equipment	X
Distress Flares	X
Drones	X
Flags on Poles	X
Food - picnics etc	X
Gas stoves up to 3.9kg and not briefcase models	X
Gazebos	X
Generators	X
Glass drinking bottles	X
Hi-vis jackets	X
Illegal substances	X
Knives for cooking in line with the weapons policy and personality check	X
Large (Golf) Umbrellas or parasols	X
Laser Pens	X
Liquid fuels	X
Mallets or small hammers (for pitching tents)	X
New Psychoactive Substances (so-called legal highs) including Nitrous Oxide	X
Pyrotechnics or Fireworks	X
Spray paints, stickers	X
Soft drinks (sealed plastic bottles only)	X
Unauthorised promotional material unless otherwise agreed	X
Weapons (or anything that could be used as a weapon)	X

TICKET TYPES

There will be day tickets only.

ID CHECKS

All ticket holders will be asked to bring ID to facilitate entry and for ID checks at bars.

ACCOMPANIED TEENS AND YOUNG ADULTS

Standon Calling will check to ensure the correct number of adults accompany all adult and young teens. Anyone who does not comply to the below will be refused entry.

SECTION 2 – ENTRY AND SEARCH - PROCEDURE

INFRASTRUCTURE

Size of accreditation tent tbc

Each lane will require:

- 1 x 240 litre refuse bin for confiscated alcohol.
- 1 x trestle table
- 1 x scanner (scan all ticket types)
- prohibited items signage (on the search tables)
- conditions of entry (on the search tables)
- power and internet

In addition to this, the lanes will have the following signage:

- Lane number / signage
- Conditions of entry
- Search in operation

At the entry point to the lanes there will be drug amnesty bins which will be secured to infrastructure.

EXPECTED ARRIVALS

tbc

QUEUE CAPACITIES

tbc

ARRIVAL AND SEARCH PROCEDURE CUSTOMERS, MEDIA AND GUESTS

- Stewards at the start of each lane will tell people to have tickets ready
- Customer presents ticket for visual check
- Security search and check ID
- Scan team scan ticket

Note

If the gate staff should believe there are any safeguarding issues, then the security team will escort to the welfare tent after logging with Event Control (EC).

If a customer fails the search - i.e. they have illegal items on them - they will be removed from the queue lanes through the gaps in the fence and out the egress route.

If there is a problem with the ticket, the steward will alert the Gates team who will try to resolve. Should this be a continued issue, the Gates team will accompany the customer to the 'queries' desk at the end of the tent where a Manager will investigate the issue.

Searching is carried out by experienced personnel who hold current SIA accreditation, in line with the conditions of the Premises Licence. All search staff will have experience on events of a similar scale and will have undertaken additional training regarding personal search.

Searches will primarily include bags, and the actual person when deemed necessary. Light searches are undertaken on all customers, and in-depth searches are targeted (1:5). An increase in threat may prompt an increase in search levels.

When carrying out searches staff will specifically identify the following:

- Glass
- Alcohol
- Any item that resembles drugs and or drug paraphernalia.
- So called “legal highs” or New Psychoactive Substances (NPS)
- Nitrous Gas Canisters and paraphernalia.
- All types of weapons including knives with the exception of folding pocket-knives where the blade is less than 3 inches.

Depending on the nature of the confiscated item, the attendee may still be allowed into the festival site.

We operate a very strict search procedure in that male staff search males and female staff search females. There is no exception to this rule.

PROCEDURE FOR BOX OFFICE SALES

Box office sales will be undertaken in the cabin next to the main gate, where capacity allows. Once a ticket has been sold, the customer will be given a paper barcode and will enter into the search lanes to undertake the usual search process.

GUESTLIST AND MEDIA

Where possible, guests and the media will be issued with mobile tickets in advance. If this hasn't been possible, they will collect at the box office on the day.

RE-ENTRY

We will discourage re-entry unless there are exceptional circumstances. Anyone leaving will be searched on re-entry.

EXIT SEARCHES

Exit searches may also take place if there is reasonable cause to assume one is required.

OVERVIEW OF GATE TIMINGS

tbc

ACCREDITATION STAFFING AND MANAGEMENT

- Event Director will manage Accreditation and Gate Manager
- Gate Manager will manage Security and Scanning Teams
- Ticketing Manager will manage Box Office and Scanning Teams
- Marketing will manage Press Accreditation Via Box Office