

Security Policy

1. Policy/Principles

It is the Governor's belief that:

- the College, its campus and campus partners are a community resource, such that community access and use of the site should be encouraged to aid security
- overall site security is enhanced by extensive community use of the site
- it is the policy of the Governing Body to manage the risks in a realistic and cost effective manner, taking full account of the College's place at the heart of the Community
- the policy recognises the complexity of a large site with extensive community use and access
- procedures to manage risks will be based upon an assessment of all identifiable and relevant risk factors, costs, likely and possible outcomes, set against the operational implications and costs of control measures
- these assessments will be undertaken by College managers and reported to the Governors in accordance with the reporting guidelines detailed below

2. Aims of policy

Cost effective and realistic risk management:

- to ensure as far as practicable the personal safety of students, staff and visitors to the campus
- to safeguard College assets – buildings and equipment
- to maintain the College's position at the heart of the community.

3. Implementation

Details of implementation are given in the attached appendix which includes:

- Roles & Responsibilities
- Identifying & Assessing Risks
- Reporting
- Insurance
- Security Measures

4. Monitoring and Evaluation

Management will report to the Finance & Campus committee on:

- a termly basis **and**

- as required – i.e. in cases of risk management concerns that either have potential for substantial
- financial impact (over £30k) or where there are implications for Governor policy or overall College ethos

The Business Committee will report to the full Governing Body through the minutes of the Business Committee.

The impact of the policy will be evaluated through its annual review.

This policy should be read in conjunction with the appendix that details security procedures

APPENDIX

SECURITY ARRANGEMENTS AND PROCEDURES

Roles & responsibilities

Governing body.

Security is the concern of the whole Governing Body who have overall responsibility for all aspects of security upon campus. Operational responsibility for any part of this policy may be delegated to the staff listed below who will report at least annually to the business committee who will in turn report to the Full Governing Body when necessary -

Principal.

The principal is responsible for:

- ensuring that the policy is implemented
- ensuring that all staff appreciate the importance of security, understand the policy and the obligations placed upon them under these procedure
- staff training needs are kept under review and addressed as necessary
- Staff are informed of the policy and encouraged to help improve site security, by Including this policy in the staff information file
- reporting at least **annually** to the business committee on campus security, who in turn report to the full governing body where necessary
- ensuring advice is obtained from police and county council officers upon security issues
- all crimes are reported to police and county insurance section
- assessments with regard to the management of risk are carried out.

The Principal may delegate appropriate members of staff to discharge these responsibilities.

Staff.

All staff have a general duty of care to students, legitimate visitors and themselves. They therefore have a duty to take all measures that could reasonably be expected to ensure the personal safety of campus users and secure the buildings and assets of the college from loss or damage.

Students.

Students have a general duty of care to other campus users and to the college. They are also obliged to take all measures that could reasonably be expected to enhance the personal safety of campus users and secure the buildings and assets of the college from loss or damage.

Parents/Guardians.

Parents and guardians have a responsibility to support the college in action it takes to improve the personal safety of students including measures outlined in these procedures.

Campus Partners.

All campus partners shall respect the provisions of the policy that relate to the site generally but will retain individual responsibility for security within their own buildings. The Governors will take account of all comments and suggestions for improvement from Campus Partners and seek to co-ordinate security policies and procedures to enhance overall campus security. Campus partners will meet with the College on a termly basis

The Principal will ensure that security is included within assessments of training need and to address this need where required.

The Principal will ensure that students are aware of the general duty of care placed upon them and issues of general security.

Identifying & assessing risks

The management has undertaken an assessment of campus security utilizing the EEC on-line risk assessment tool. The Business Manager will reassess the College using the same tool annually or when significant changes have occurred.

Looking back over past insurance claims the College suffers a small number of break-ins per annum (5 or less) and a similar number of instances of vandalism per annum – This does not include instances of vandalism, damage, graffiti and theft perpetrated during the college day by college students. Cases of theft by students during the day will run at a similar level whilst instances of vandalism and especially graffiti will run considerably higher, (mainly internal in areas such as toilets and classrooms).

Incidence of theft and damage are low

Reporting.

Students and visitors.

All students and visitors shall report any intruders, incidents, loss or damage to personal or college property to a member of staff at the earliest opportunity, giving as much detail as possible.

Staff.

All staff will report all damage or loss of college property to the Business Manager, including all details known.

All staff will approach intruders upon site and take appropriate action to remove them from site taking all reasonable precautions to safeguard their own safety and the safety of other staff and students. In carrying out this duty staff can call upon support from colleagues and the police if required, (if possible a member of SLT should be consulted before calling police).

Incidents of violence.

All staff and students must report any incident involving violence or threatened violence to a member of the Senior Management Team. Details should be in writing and cover those involved, where the incident happened, time and a brief description of events as far as they are known.

The subsequent log of incidents can then be examined to identify security needs.

Insurance

All contents and buildings will be insured.

All outside persons hiring the premises will be required to have third party insurance, otherwise insurance will be arranged for them and a charge levied.

Security Measures

Security & Personal Safety

Lone Working.

Staff that will be working alone must:-

Notify the duty caretaker or admin staff that they are on site.

Consider carrying a walkie talkie or mobile phone – these are available from the Caretaker

Notify the duty caretaker or admin staff when they leave the site.

Secure exterior doors behind them if working inside.

Security by design.

SLT will ensure that security issues are taken into account when any new buildings, improvements or alterations are planned.

Security & fire safety

In the case of any conflict between security measures and fire safety, fire safety will always take precedence. Consequently the issue of fire safety will be a primary factor when considering any security measures.

Arson.

All staff have a responsibility to ensure that refuse is not left adjacent to buildings where it could be used to start fires. The caretaking team should be informed that there is refuse requiring collection.

The members of the caretaking and cleaning team have a duty to remove all refuse to the refuse compound as soon as possible.

Fire procedures.

All staff must familiarise themselves with current fire procedures as laid down in the staff handbook. In the event of an alarm sounding staff will follow these procedures unless otherwise instructed by the Principal.

General Security Measures.

The Governors **will monitor that actions are taken** to employ all security measures they deem necessary and require all staff and visitors to comply with this policy and subsequent procedures. Measures currently employed are listed below

Visitor Access Control.

The College is a very open site shared with many visitors to campus partners throughout the day ranging from adult learners to members of the public visiting the Leisure Centre. This level of community access has a positive impact upon overall site security with heightened levels of general observation across the site. It is therefore impractical to employ an identity badge system whereby all adults on the College site will be issued with a visitor's badge.

All College staff are issued with identity badges and should wear these at all times when on site.

Visitors to the College should report to reception to be issued with a visitor's badge.

Staff who see an adult on campus without a visitor's badge should be approached to offer assistance - directing the visitor to reception, (either College or a campus partner).

Regular campus visitors such as daytime adult students will be issued with passes to retain.

County Council employees may use their County identification pass or have one issued from reception.

The ID pass scheme only operates between the hours of 8:00 a.m. and 4:30 pm

Site Boundaries.

The Governors will **monitor** that actions are taken to maintain and seek to improve the site boundaries to ensure that access can only be gained via official entrances.

Building Security.

The Governors will monitor that all reasonable measures are taken to ensure the physical security of buildings.

Alarm systems.

The Governors will **monitor** that intruder and fire alarm systems are maintained and added to where necessary. The Governors will aim to upgrade systems to meet the latest standards where possible.

Cash Handling.

Cash handling has almost been removed with the introduction of parentpay. Staff will ensure that any cash they collect is recorded and accounted for correctly and taken to the College Finance Staff as soon as possible. The students cash 'drop box' in reception will be emptied daily. Cash must not be held in desk drawers or filing cabinets even if locked.

Personal Property.

Staff and students are responsible for the safety of their own property. The Governors cannot accept responsibility for loss or damage unless directly caused by the negligence of the governing body or a college employee. Any claim for compensation must be made in writing to the Principal giving evidence of loss and value. Appeal against the Principal's decision must be made in writing to the Clerk to the Governors for submission to the Governing Body whose decision is final.

Contractors.

All aspects of site security must be addressed with contractors at pre contract meetings. The Governors will ensure that regular contractors are contacted to agree procedures to comply with the security policy.

Property Marking.

Staff will ensure inventories are kept up to date and that items valued over £100 are security marked.

Computer security.

The College is registered under the Data Protection Act.

The Network Manager will ensure that all computer data on college networks is regularly backed up and copies stored off-site. Staff using stand alone computers must ensure that they also comply with Data Protection.

Parking on site.

Vehicles and their contents parked anywhere on the college site are left entirely at the owners risk.

Closed Circuit Television.

The College has CCTV to monitor areas of the site. The Business manager and Senior Caretaker will ensure that this system is properly maintained, upgrading and adding to as necessary.

Further security measures may be adopted from time to time at the discretion of the Principal, who will endeavour to consult with all interested parties and take account of their views.

Security Lighting

The College has security lighting around the site and where appropriate this is designed to work in conjunction with the CCTV system. The Principal will consider additions to the lighting where felt appropriate.