



UTC Plymouth

College Security Policy and Procedures

Scope and Purpose.

This policy has been formulated to encompass all existing legislation and good practice contained within existing College policies and guidelines, ie Health and Safety at work Act 1974 (HASAWA), Education Act 2002, Students Act 2004, Data Protection Act 1998 and Occupiers Liability Act 1987, also the College Health and Safety policy, and Safeguarding policy.

The College recognises and respects its obligations contained within these Acts of Parliament and to this end will endeavour to continually review, enhance and monitor all aspects of Site access and security to ensure the safety of all staff, pupils and visitors to the College and its ancillary facilities.

1. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the College

1.1. Governors

- The Governors will ensure effective implementation of the policy, this will be achieved by the Premises, Health and safety committee monitoring performance during regular visits, via Principal and Facilities Managers report to Governors, by reference during Health and safety committee meetings and also by Governors observations during visits to the College
- Governors will delegate the day to day implementation of this policy to the Principal and Facilities Manager.

1.2. Principal

The Principal will:

- ensure that all staff within the College receives information, instruction and training in the security policy and procedures

- investigate and record any breaches of this policy and take reasonable steps to prevent reoccurrence
- ensure that all visitors and agency staff adhere to the policy
- monitor the implementation of the policy and security arrangements, this responsibility will be delegated to the Facilities Manager.

1.3. Staff

- All staff will comply with this policy and the arrangements made by the Principal to ensure the safety of Students, employees and other users and visitors to the College site
- Those listed below have been given specific responsibilities for College security

Security issue	Name	Specific duties
Agreeing and reviewing College security policy	Governing body delegated to relevant Committees	Agree policy Review annually
Day to day implementation and management of policy	Principal/Facilities Manager	Inform staff, Monitor performance, Review arrangements
Securing College entrances/exits as detailed in this policy	Facilities Manager/Caretaker	Locking external doors and making site secure
Checking condition and operation of physical and electronic security devices	Facilities Manager, Caretaker	Part of normal duties to check physical integrity of security devices
Control of contractors	Facilities Manager	Vetting and suitability of contractors
Security of money	Finance officer, Office manager (Administration team)	Collection of cash/safe storage of cash on site/banking or secure collection of cash
Control of visitors	Reception staff	Issue of passes/direct to relevant department or member of staff

Security risk assessment	Facilities Manager/Principal	Review annually and inform Governors of findings to use as part of policy review

1.4. Students

- Students will be encouraged to exercise personal responsibility for the security of themselves and others
- Students will cooperate with the arrangements to ensure the safety and security of staff, pupils and other persons using the Colleges premises.

2. Arrangements

The College has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the College premises:

2.1. Information and communication

- All staff must be aware of the Colleges security procedures, especially staff that have been designated specific responsibilities.
- All staff induction will include familiarity with this security policy and will be recorded on the employees training profiles.
- These arrangements will be communicated to all third parties that use the premises and grounds.

2.2. Buildings and Grounds

The College will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to Students and ensure the personal safety of staff

The access control procedures for the building are:

- Unlocking of the College is completed by 7.30 am;

- The College is accessed via reception desk controlling access to the building as well as onto the site, from 9.15 am until 4.45pm. This is done via the access control system which operates the opening and closing of the main gates. No visitor can access the main site during these times without the permission of Reception staff
- All visitors to the site are directed via signage to enter via the main reception
- During times outside the normal College day, areas of the College may be locked in order to restrict entry. To ensure that safety is not compromised in the event of a fire or evacuation to points of exit are always available
- The College operates an electronic attendance/registration system, this allows us to monitor absenteeism and truancy, and students who are late or leaving early are also required to sign in and out
- The College operates a signing in/signing out system for all parents and visitors, all visitors must wear a visitor's pass, this is returned to reception staff upon leaving. They must be accompanied at all times
- Site management staff monitor the movement of vehicles around the site and report any suspicious activity or infringement of traffic management rules
- Contractors working/visiting the College site are controlled by the Facilities Manager and must comply with all guidance and on site regulations, as well as DBS requirements
- An extensive CCTV system covers all external areas of the College; several staff are trained in the use and operation of this system.

Access arrangements for the grounds are:

- College gates are opened at 7.30am, and are usually locked at 6.00 pm each weeknight and are locked at the weekend if no events are being held
- Playing areas & access to the playing areas for PE should always be under the supervision of a staff member, during lunchtime Students are allowed to use certain areas of the playing areas. These are staffed during lunch and break times.
- Parents are allowed to drop off Students before the morning registration at the front of the College, collection of Students after 4.45 pm is only allowed on the visitors car park. They must adhere to the 5mph speed limit and any parent failing to comply will be asked to wait outside the college fences.
- On site vehicles (staff and 6th form) A register is kept identifying all vehicle types and registration details of vehicles used to commute to the College site. Any vehicle users seen to be driving without due care and attention will have their right to park on site removed.

2.3. Supervision of contractors

Contractors and external maintenance personnel will not always have been DBS checked, therefore they should not have unsupervised access to Students. Control measures include:

- All contractors should have signed and agreed to the terms set out in the Contractor approval form and guidance supplied by the Facilities Manager
- All contractors are signed in and out and issued with badges, and are expected to wear them.
- Contractor vehicle movements and material deliveries are monitored by the Facilities Manager
- Work will only be carried out at agreed times and locations.

3. CCTV

Currently we have 31 cameras on site with a recording/playback capability.

- Control of CCTV system is via monitors and can be accessed by the ICT technician and the facilities manager
- The system is fully networkable and can be accessed by authorised users via PC
- These static cameras provide coverage in all main walkways and access points, and stairwells
- Only authorised trained staff have access to system and are allowed to operate system, all recording/copying of images is carried out by the ICT Technician
- In order to ensure compliance with the Data Protection Act 1998 no images or footage obtained from the CCTV system are to be distributed without prior approval from the Facilities Manager or Principal
- Liaison with local police and handover of images for evidence purposes is via the ICT Technician
- Signs are displayed around the site to inform the public of the use and operation of CCTV equipment.

4. Cash Handling

All cash collected on site i.e. cash loader, student payments, charity collections, events charges etc is securely locked in a safe prior to collection by Security Company.

- cash handling should not be carried out in visible areas
- staff should not leave cash in an unsecured location

5. Personal property

Personal property will remain the property of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to College any valuable personal property. Lost property should be handed to the College office where it will be kept for 3 months before disposal.

5.1. Keys

- any missing keys issued to staff are to be reported immediately to the Facilities Manager in order to fit new locks where required or arrange replacement keys
- keys for external locks are only issued to staff when absolutely necessary.

5.2. Property protection

All valuable or property attractive to criminals is security marked using visible marking, thus deterring theft and enabling any stolen/recovered property to be returned to the College. The College has worked in conjunction with its insurer to ensure that all reasonable precautions are implemented to reduce property theft and willful damage to property.

- All staff should ensure that any property requiring marking is communicated to the Facilities Manager

6. Personal Safety

Safety of all staff pupils and visitors is of paramount importance, the College has effective measures in place to prevent accidental injury or assault to staff and pupils, all incidents are logged in accident books either in the Engineering Department or main College reception. Any serious or potentially serious incidents are reported using the Accident Reporting Form or the Near Miss Form. If any further investigation is required this is carried out by a senior member of staff.

Additional specific measures relating to Safeguarding are contained within our separate "Safeguarding policy"

6.1. Visitors causing concern/intruders to site

The Principal/SLT must be informed immediately of any intruder or visitor acting in a manner so as to cause concern or distress to any staff member. As we have a secure site with full fencing and code entrance, it is hoped that such incidents are unlikely. However if this were to occur:

- Police will be alerted immediately
- Students should be moved away from any intruder or visitor quickly and quietly

- Police are to be informed of all such instances even if that person leaves the building/grounds upon request
- If such an incident occurs during lunch or break time the staff on duty will ensure that all pupils return to the College building safely and inform a senior member of staff
- If it is known that any parent/visitor to site may be abusive or violent, no staff member shall be left alone with such person; additional staff are to be made available if required.

6.2. Alarm activations

Any security alarm activations are dealt with either by Site Management staff if the activation is on the College site. Out of hours activation will be investigated by Security staff in the first instance, who will then contact Key holders to deal with any incidents as they occur.

- Staff should where possible wait until a second member of staff can attend, before entering the building, particularly during the hours of darkness
- Staff should carry a mobile phone whilst checking building
- If any forced entry or vandalism is found the Police should be informed immediately
- All activations should be reported to the Facilities Manager who will investigate the matter and arrange any necessary action
- If any staff member is unsure of entering the building they **MUST** wait until backup has arrived.

7. Risk Assessment

A security risk assessment will be completed and reviewed annually by the Facilities Manger, the findings of which will be used in the review of this policy.

8. Monitoring and review

The Principal will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing body. Governors will monitor performance via the Principals report to Governors and when visiting College.

This policy will be reviewed annually by the Facilities Manager.

POLICY NAME: Security Policy

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Document date	Filename	Mtg submitted	Summary of changes required
Oct 2013		Staffing	New Policy
March 2017		FGB	Reviewed
July 2019			Reviewed