Document category	☒Policy ☐Procedure ☐Position Statement ☐Charter ☐Code ☐Report ☐Plan
Title	Security Policy
Description	This policy outlines the college commitment in ensuring, as far as is reasonably practicable, the security and safety of all college learners, its staff, visitors and contractors, whilst within or on college premises.
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Department / Area	Campus Operations
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Policy Statement

The college seeks to ensure, as far as is reasonably practicable, the security and safety of all college learners, its staff, visitors and contractors, whilst within or on college premises. The security team is responsible for the effective operation of this security policy and any linked procedures and risk assessments. Responsibility for security and personal safety rests with all persons who study, work or visit the college.

All learners, members of staff, visitors or contractors will assist the security team to ensure the success of this policy. Security and personal safety is everyone's responsibility and cannot be left solely as a matter for the security team or police. The college reserves the right to prosecute and/or take disciplinary action against any person who acts negligently, dishonestly or commits a crime or promotes or presents an extremist view or threat, whilst at any of the college sites or engaged in college activities.

Introduction

Dudley College of Technology is situated in Dudley, West Midlands. The college has one main town centre campus, the Dudley Learning Quarter, IOT, plus sites located at Brierley Hill, Wolverhampton Street.

The main campus is centred around The Broadway, Dudley and together with the other campuses, is vulnerable to incidents of theft due to its open access and the high number of staff, learners, visitors and contractors using these premises.

Open access to the college is an essential part of college life and carries some risks: appropriate security measures are, therefore, required to maintain the college's reputation as a safe and secure environment in which to learn and work.

Limited car parking is available for all cars displaying a current permit to park. Car parking is available on a first come, first served basis other than that reserved for the purposes of health grounds, family friendly or selected occupations.

Security is intended to facilitate the effective operation of the college rather than hinder its purpose. Responsibility for personal property remains with its owner and the college accepts no responsibility for individual property left on the premises, including motor vehicles and bicycles.

Advice and information on security issues for staff and learners is provided by the security team- contact via reception or the Campus Operations Manager on 3494.

Responsibilities

Responsibility for security remains with all learners, staff and visitors to the college.
Reports are encouraged of any activity, suspected or real, of a criminal nature or any suspicious behaviour **immediately to the security team or campus coordinator.**

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Chief Executive and Principal

This post-holder will ensure overall development and planning of security strategy, policy and procedures.

Senior Leadership Group

The college Senior Leadership Group will:

- ensure that appropriate support and resources are available to staff for implementing this Security policy.
- Give priority consideration to improving security through necessary measures in essential areas.
- Provide support and training to achieve acceptable standards of security.

Executive Director of Estates and Capital Projects

This post holder will be responsible for the upkeep and maintenance of buildings, CCTV, guarding and alarms.

Campus Operations Manager

The key duties of this post holder are:

- day to day management and implementation of the Security policy and procedures.
- monitoring of this policy and procedures to ensure their continued effectiveness.
- delivery of an efficient and effective security service.
- risk management.
- undertake security risk analyses with security officers.

Security Officers

Security officers will:

- Deliver an effective security service, ensuring only those people with a right to be on premises are allowed to do so.
- Ensure buildings are securely locked or unlocked as necessary.
- Effective operation of access controls, CCTV, intruder alarms and other security systems.

Contract Security Guards

Contract security guards will cover as above and ensure:

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- Security duties including patrolling of college areas.
- Crime prevention.
- Other security duties as required.

Campus Coordinator, Duty Manager, Curriculum and Professional Services Managers

These post holders will:

- Promote college wide and departmental security.
- Ensure staff have access to and are familiar with the security policy and procedure.
- Ensure that all staff and learners understand and exercise their security responsibilities with due regard for college property.
- Liaise with the security team on security matters.
- Notify the security team of any security risk (security staff will advise on additional security or protection and investigate any crime or incident).

Staff

Staff in general will:

- Ensure familiarity with and follow the procedures in the security policy.
- Co-operate with requests from the security team, especially in the event of an emergency or evacuation instructions and in relation to any safety or security procedures.
- Co-operate with all requests from the security team, including wearing a valid college staff identification card.

Learners

College learners during induction will be encouraged to:
- Respect college facilities and give due consideration to any safety or security issues.
- Follow security procedures designed to protect property and equipment.
- Co-operate with all requests from the security team, including wearing a valid college student identification card.

Visitors

Visitors to the college must:

- Respect college facilities whilst on campus and give due consideration to security issues.
- Sign in at reception on arrival and wear a visitor's identification badge whilst on campus.
- Follow instructions from the security team or from their host department, particularly in an emergency situation.

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Contractors

All contractors to the college shall be responsible for the security of their equipment and staff whilst on any property owned or rented by Dudley College of Technology.

Contractors must conform to the requirements of 'control of contractor's rules and safety guidance for contractors.

Part 1- Crime Prevention

1.1   Security Awareness

Crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption. Staff and learners will make every effort to counter the threat of crime.

1.1.1   Procedure: Security Awareness

- All suspicious activity should be reported to the security team immediately.
- Personal valuables should be locked away or placed out of sight or kept on the person, and personal property should never be left unattended.
- Offices/classrooms should be secured upon leaving, with all windows, curtains and blinds closed, and lights switched off.
- Laptops and other equipment should be locked out of sight when not in use, all easily removed equipment should be secured either by locking them away or secured by means of a security cable.
- All incidents of crime on college premises, real or suspected, should be reported to the security team.
- Where available, the security team will patrol all buildings (internal and external), to aid in the identification of security risks, monitor public safety and act as a deterrent against crime.

1.2   Incident Reporting

It is the responsibility of all staff and learners to report any activity, suspected or real, of a criminal nature. Incident reporting is crucial to the identification of patterns of criminal activity. It permits investigation and recommendations to be made to prevent recurrence. Success in the college's fight against crime is greatly enhanced by fast, efficient and detailed reporting.

1.2.1   Procedure: Incident Reporting

- Incidents should be reported to the duty manager, college reception or a security officer.

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- Incidents of a security nature may be reported in the first instance to the college emergency number **Ext: 888 but only in cases of emergency or need of immediate action.**
- Anonymous information can be given on: **Ext: 3494.**
- All available information should include: day, date, time, who, where and what.

1.3 Incident Investigation

All appropriate security incidents that occur on college premises should be recorded and investigated to prevent re-occurrence and aid crime prevention.

Part 2 Access Control

2.1 Identification Cards (ID)

Card Control at gates, barriers or reception areas are an effective method of preventing unauthorised visitors. Any employed members of college staff may stop a person and ask to see their identification or visitor pass card. Access control in this way will act as a deterrent.

All staff and learners are issued with a college ID card; ID cards must be worn at all times whilst on college premises. These cards will be regarded in security terms as a key. Cardholders will safeguard their card and report any loss to the security team as soon as possible and in any case within 12 working hours.

A formal ID checking system is operated by staff and security.

2.1.1 Procedure: Identification Cards

- Visitors and contractors will be issued with a 'Visitor's Pass' at point of entry.
- These passes will be worn at all times whilst on campus.
- Visitors will sign out and return the 'visitors pass' when leaving the site.
- Learners will wear their ID cards whilst on campus.
- Learners will produce a valid ID card when requested by a member of college staff.
- Failure to produce a valid ID card may result in an immediate request to leave the campus.
- Staff will wear staff ID cards whilst on campus.

2.1.2 Dress Code

The college welcomes the wearing of religious and cultural dress.

The college does not allow the wearing of hoodies and caps whilst in the building in the interest of security.

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Learners who wear a niqab will wear an ID card, in accordance with college policy, and special arrangements will be made as follows:

- A private room/situation will be provided for the photograph without the niqab to be taken.
- Two photographs will be taken, the first one wearing the niqab, to enable the student to comply with college regulation to wear ID. The second photograph will be taken without wearing the niqab. This one will only be shown when requested by appropriate members of staff, e.g. female security, female duty manager in a private viewing area.

2.2   Meetings, Events and Multi Faith Facilities

Meeting organisers/staff will inform the customer services team of any meetings or events where non-college persons are attending.

It is the responsibility of the event organiser to vet the proposed use of the facility to be hired, in line with the college's Prevent strategy, to ensure there are no links to extremist views or organisations or threat to safeguarding.

2.2.1   Procedure: Meetings and Events

Prior to any hiring, meeting or event, the following information will be sent to the security team via the Campus Operations Manager:
- Name and details of organisation hiring the facility and proposed use.
- Date and time of the meeting/event.
- Location, to include room number.
- Number of persons attending.
- Persons with special needs.
- Car park requirements.
- Name/department hosting the meeting/event.

2.2.2   Multi Faith Facilities

The college provides multi faith facilities to allow staff, learners and visitors, a quiet space for prayer and reflection. The facilities are not to be used for group prayer or meetings.

The college wishes to encourage and promote integration, understanding and mutual respect in college life. The college will on no account tolerate any form of discrimination or harassment of learners on religious or cultural grounds and will consider any such acts as breaches of this policy as well as any relevant statute and will take disciplinary and/or legal action as necessary.

Access to the multi faith facilities will be controlled by the issue of keys from the main

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reception where they must be booked out to a named person. Use of the facility will be monitored on a regular basis by the Campus Coordinator and security team as part of their daily patrols.

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2.3　College Opening Times

Term

College buildings are open for staff at 07.30 and for learners from 08.00 Monday to Friday (access to some areas may be restricted due to maintenance or cleaning works). College closing hours may vary daily depending on educational requirements and other meetings or events. Out buildings are generally closed after teaching, times of which can vary.

Holiday

College buildings are generally open at 07.30 Monday to Friday (times can vary according to the requirements) although access to areas may be restricted due to maintenance or cleaning works. College closing times during holiday periods vary daily and should be checked at reception or when signing in.

Learners are only admitted during holiday periods when supervised by a member of staff.

Weekend

Unless opening a building is by arrangement or for a specific event, college buildings are closed (locked) for the weekend.

- Check 'college opening hours' at reception areas and staff rooms.

- **Staff must** leave 10 minutes before the stated closing time to allow the Security Team time to ensure the buildings are empty and secured.

2.3.1　Out of Hours Access

- If access is required to the college outside normal hours, permission will be sought via the Campus Operations Manager on ext 3494.
- Further information and enquiries on college opening times is available from the Campus Operations Manager.

Part 3 Asset Protection

3.1　Protection of equipment

The safekeeping of all college property will help to ensure that the maximum amount of equipment is available for use at all times. Learners and staff will make every effort to ensure that college equipment is protected from theft.

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3.1.1 Procedure: protection of equipment

- It is every member of staffs' responsibility to ensure equipment is secure and locked away when not in use.
- It is the Teaching Aids Co-ordinator's responsibility to ensure all reasonable measures are taken to protect and secure AV equipment.
- It is the Head of IT responsibility to ensure all reasonable measures are taken to protect and secure IT equipment.

3.2 Protection of stationery

Pre-printed headed paper and other stationery displaying the college logo, staff names, telephone numbers etc, will be treated carefully to avoid fraudulent use and always be locked away when not required.

- Headed documents will be locked away when not in use or required.
- All controlled stationery and order books must be locked away.
- Headed documents that are no longer used will be disposed of by shredding, controlled waste.

3.3 Protection of data/information

- The Director of MIS and Data is the college's designated Data Protection and Freedom of Information Officer.
- It is the responsibility of college staff to ensure the safety of college data and information both paper based or electronic.
- It is the responsibility of the relevant member of the Senior Leadership Group for MIS, Human Resources and Finance departments to ensure the security of all high risk and confidential information both paper based and electronic.

Part 4 Security and the Individual

4.1 Security in your area

It is the responsibility of all staff to be aware of, and familiar with, all procedures that ensure a safe and secure environment for personnel, equipment and documentation in their areas.

4.1.1 Procedure: Security in your area

General Awareness:

- College ID cards will be worn by staff at all times whilst on college premises or business.
- Staff will be aware of the '888' emergency telephone number for gaining assistance.

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– Any suspicious behaviour or item will be reported by telephone to security, duty manager or reception.

4.1.2 **At the end of the working day, staff will ensure that:**

The following items and locations are properly secured:
– Offices, classrooms and staff rooms (locked).
– Valuables, equipment and confidential documents.
– Internal office doors, stationery cupboards, filing cabinets and desk drawers (locked).
– Doors and windows (locked).
– Ground floor curtains and blinds (closed).
– Lights (turned off).
– All non-essential electrical appliances (switched off).

4.2 **Personal Security**

Whilst it is the responsibility of the security team to provide a safe and secure environment, it is the responsibility of all learners and staff on college premises to take reasonable measures to ensure their own personal security. Learners and staff will make themselves aware of their surroundings and of other people when walking around college. Avoiding poorly lit or isolated areas and walking with other members of staff or learners will reduce risk.

4.3 **Suspicious Behaviour**

If suspicious or criminal activity is noticed, Security should be notified via reception. Staff members may, then, question the individual(s) in a friendly and positive manner. If individuals become argumentative or aggressive when challenged, staff will retreat from the situation and report the matter to the Security Team who will respond to the area as a matter of urgency, and, if appropriate, use handheld metal detectors (wands) to scan for hidden weapons, and contact the police for further help and advice.

4.4 **Threatening or Abusive Behaviour**

Stay calm avoid raising your own voice or using aggressive body language. If necessary, move away and call for assistance from colleagues or the security team. Be available as you may be required to make a statement. For further information see Harassment for Employees procedure.

4.5 **Prevent Duty**

Any promotion, support or reference to extremist views should be reported to the college's designated Safeguarding and Prevent Officer.

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4.6 Drugs and Illegal Substances

All suspicions of handling or using illegal substances will be reported to the security team immediately who will report the matter to the Duty Manager.

Part 5 Vehicle Parking

5.1 Car Parking

A limited number of spaces are available at the Broadway car park on a first come first served basis.

A valid parking permit must be on display in the windscreen of the vehicle at all times. A permit can be purchased from Learner Services.

After the third week from enrolment car parking will only be available to car displaying permits.

5.2 Staff Parking

Parking for staff on site is strictly on a first come, first served basis, other than those in a reserved space.

All staff will register their vehicle with the student services and a valid parking permit displayed in the front window whilst on campus.

5.3 Visitor Parking

Any department or member of staff wishing to reserve a parking space for visitors (on college business) will inform car park reservations. The host will provide the following details:
- name(s) and number of visitors
- date and time of visit

5.4 Disabled Parking

Blue badges must be displayed whilst using these parking bays.

5.5 Temporary Reserved Spaces

Staff with a medical condition may gain approval to park in a reserved space from the Human Resources Department (these to be reviewed every 3 months).

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5.6   Motorcycle/Cycle Parking

Parking areas are available for motorcycles and bicycles. Users are advised to ensure the security of their machines. The college will not accept any liability for motorcycles, scooters or bicycles parked or left on its premises.

5.7   Reserved Parking

Reserved parking is available for staff registered on the family friendly scheme or some peripatetic staff. Requests for parking spaces within the reserved area need to be directed to the Human Resources Department for consideration.

The college Corporation does not accept responsibility for the loss of, or damage to, any vehicle (car, motorcycle or cycle), however such loss or damage may be caused.

For further information on the above see the procedure on Car Parking.

Part 6 Use of Closed Circuit Television (CCTV)

6.1   Reasons For Use

The college uses a CCTV system around the campus covering many of the entrances, car parks and public access areas. It is installed internally and externally with the aim of providing a safe and comfortable environment through monitoring of the system to:

- reduce the fear of crime and offer public reassurance.
- assist in the prevention of crime and public disorder.
- assist in the apprehension and prosecution of offenders.
- monitor and deal with any public safety issues.
- aid the effective operation of college premises.

Body worn video will be used to record incidents to help promote a safe environment.

To comply with the Data Protection Act (DPA) signs will be placed around the college premises informing persons entering the site and premises that CCTV with recording is in use.

6.2   CCTV Operating Procedures

These aim to:
- ensure that concerns over integrity, confidentiality and ethics are not compromised.
- provide information from CCTV systems that will give public confidence.
- protect the rights of individuals at all times.

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— comply with the requirements of DPA.

Access to CCTV systems, recordings and discs will be strictly controlled and limited to college security staff, authorised managers and, where appropriate, Police. The Security Team will not allow access or respond to requests to view CCTV recordings unless the college Data Protection Officer gives permission. Provisions of the DPA apply.

6.3   Recorded Images

The college security team may use images and still photographs from CCTV systems after an event for training purposes or to assist in the identification and detection of offenders. Images or photographs may be supplied to the Police for crime incidents on a formal request.

6.4   Body-worn Video

Members of our Security Team may be wearing body-worn video equipment that will capture video images and audio of learners, staff and members of the public. All recordings will be incident specific and will not indiscriminately record all security activity. The Security Team will, wherever possible, inform individuals that video recordings are being taken. Recordings will be held securely on a Hard Disk Drive (HDD) within the device and retained in line with our data retention policy and Information Asset Register.

6.5   Covert CCTV

Although not generally used within the college, this system may be used in exceptional circumstances to assist in the detection of crime.

6.6   Audio recording of telephone calls

Recording of telephone calls will only be used in exceptional circumstances such as staff being verbally abused or threatened. The caller must be advised that recording will take place. Notification to callers about the potential for call recording is provided on the telephone auto attendant and on the college website.

Part 7 Alarm Systems

College buildings where practical and in compliance with our insurance recommendations are fitted with intruder alarms. All alarm systems will be maintained in accordance with statutory requirements and insurance specifications. Any faults to an alarm system must be referred to the help desk on extension 3054 or direct to the alarm company as soon as possible.

Security personnel will be instructed on the use of, and the correct procedure to take, when an alarm sounds. Security personnel will be familiar with correct procedure to re-

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set and reporting of functions relating to intruder alarms, this will include false activations.

The Estates Maintenance and Services Manager and Campus Operations Manager will regularly carryout site safety tours, during which security alarms will be re-assessed to ensure full coverage and protection. Access and egress controls also buildings will feature in this site tour and be assessed.

Part 8 Keys and Controls

8.1 Issue of Keys

Keys, locks, FOBs and any electronic locking system or numeric locking device will at all times remain the property of Dudley College of Technology. Staff, college learners or members of the public may be issued with keys during their stay at a college location. However, it will be the duty of the temporary key holder to return the keys at the conclusion of their stay.

Staff keys will be issued to staff using a key request form. It is all members of staff responsibility to ensure the security of their keys and report loss within 12 working hours. Replacement keys may be charged to staff.

Key request forms are available on the college intranet. Completed forms must be approved by the department/area Manager and Campus Operations Manager.

8.2 Key Holder use of Keys

Key holders have a duty of care to ensure that rooms and lockers are kept secure within their area of care. All keys must be kept in a secure place both during work time or when off duty. This contractual requirement is placed on all key holders both on college property and off college property.

8.3 Return of Keys

Any keys which are required to be handed out on a daily basis are collected from and must be returned to reception. Staff leaving the employment of the college are required to return their keys back to the Campus Operations Manager before leaving the site.

Dudley College of Technology reserves the right to legally pursue and reclaim any keys not returned to the college within 28 days of that person leaving the college.

8.4 Special Keys and Controls

A separate suite of keys are used for all high security areas. External doors at most sites are fitted with mag locks. Times when these systems will be used will be displayed locally if they are not permanently in operation.

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8.5   Restricted Areas

Some restricted areas or locations of the college will hold keys or will use numerical locking systems, these will be managed locally. Staff must be at all times totally confidential. Failure to comply with this confidentiality may result in disciplinary or legal action.

8.6   Lift Keys

Keys to lifts are available from any college reception. College learners or staff may obtain a lift key on a lone basis for Health or Safety purposes. However, please note, these lift keys must be returned to reception at the conclusion of stay at the college. For further information, see the Key Request procedure.

8.7   Public Access and Security

Security personnel are based on all main sites and will advise staff, learners and the public on the location of rooms. If the person is authorised, security staff may unlock the area. However, it will be the responsibility of the authorised person to report to security before leaving the site.

Associated Documents

POL-16 - Safeguarding
POL-028 - Data Protection
Behaviour Management procedure
Bomb Threat procedure
Car Parking procedure
Children or Vulnerable Adults (non students) on College Premises procedure
College Closure Inclement Weather procedure
Control of Contractors & Service Engineers procedure
Duty Manager procedure
External Speaker procedure
Fire Alarm Evacuation procedure
Incoming Goods Inspection procedure
Key Request _Returns procedure
Safeguarding - Children & Adults procedure
Student Search procedure
Lone Working - Code of Practice
Risk Assessment - Code of Practice
Business Continuity & Disaster Recovery Plan
Prevent Radicalisation_Extremism Strategy

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Policy Review

This policy will be reviewed bi-annually or earlier should it become necessary by the Campus Operations Manager.

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