# Security Policy

Date approved:             3 April 2020
Approved by:               SMT
Responsible Manager (s):   Director of Estates
Executive Lead:            Chief Operating Officer


Applicable to staff:                        Yes
Applicable to students:                     Yes
Accessible to students:                     Yes
Accessible to general public:               Yes
(including clients)


**Consultation**
Consultation undertaken with:                           Date:


- SMT                                    Yes      3 April 2020
- AMT                                    Yes      12 March 2020
- CCMT                                   Yes      12 March 2020
- Students                               Yes      18 June 2020
- Employee representatives *(HR policies only)* NA
- Other                                  NA


Policy review frequency, normally every 2 years

**Contents**

# 1. Scope and purpose of policy

The policy applies to all B&FC employees, students, visitors and contractors whilst on B&FC premises.

B&FC seeks to ensure, as far as is reasonably practicable, the personal safety and security of all employees, students, visitors and contractors whilst on B&FC premises.

B&FC also seeks to protect its equipment and property as far as is reasonably practical.

# 2. Policy statement

B&FC will discharge its responsibilities in respect of security through the continued development and implementation of processes and procedures covering:

- Security awareness, training (including Action Counters Terrorism) and advice for employees
- Security planning
- Physical security measures

# 3. Accountability

The Director of Estates is responsible for the development and implementation of security strategy, policies and procedures.

The Campus Services Manager (CSM) is responsible for day to day management and implementation of the security procedures, the investigation of crime or breaches in security, the provision of expert and impartial up to date advice and liaison with police, emergency services and local authorities in respect of all security matters.

Heads of Curriculum and Service areas have a pivotal role in promoting security both within their area and across B&FC which will include ensuring that all employees and students in their Curriculum or Service area understand and exercise their security responsibilities, including reporting of incidents.

All employees, students, visitors and contractors:

- have a responsibility for their own security and are to ensure that their activities do not adversely impact on the security of others
- are to report any suspicious activity or behaviour, suspected or real immediately to reception
- must wear their B&FC/Visitor/Contractor ID at all times whilst on B&FC premises

# 4. Student Involvement

Students have a general responsibility to give due consideration to B&FC security issues, look after B&FC property and follow B&FC security procedures, in particular they must ensure they wear their student ID cards at all times when on B&FC premises.

# 5. Linked policies

Health and Safety Policy
Safeguarding Students Policy

eSafeguarding Policy
Information Security Policy
IT Security Policy
Recruitment and Selection Policy and Procedures

**6.      Linked procedures**                                                                    4

Security Guidelines
Security Procedures
Emergency Management Plan

## 7. Equality Impact Assessment

| Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability |
| --- |
| Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working |

| | |
| --- | --- |
| Title of Activity:  Security Policy<br><br>Author and Date:  Director of Estates March 2020 | ☐ New or ☒ Revision Please tick as appropriate<br>Expected Implementation Date: March 2020<br>What is the review date? March 2023 |
| **Equality and Diversity**.<br>Which of the characteristics maybe impacted upon?<br>And, if yes, how has this been considered?<br>What are the risks? What are the benefits? | None |
| **Safeguarding:**<br>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?<br>If yes, how has this been considered?<br>What are the risks? What are the benefits? | ☐ Yes          ☒ No<br>The policy should enhance the security and safety of the environment. |
| **Health and Safety:**<br>Have any risks been identified?<br>If yes, how has this been considered?<br>What are the risks? What are the benefits? | ☐ Yes          ☒ No<br>The policy manages the security risk to the College. |
| **Sustainability:**<br>Are there expected benefits or impacts on sustainability issues?<br>If yes, how have these been considered? | ☐ Yes          ☒ No |
| **Evidence:**<br>What evidence do you have for your conclusions and expectations for these conclusions?<br>How will this impact be monitored for all these considerations? | National guidance is being followed. |
| Is this policy of a high/medium or low risk? : | ☐ High          ☐ Medium          ☒ Low |