Security Policy

Date approved: 27 May 2022
Approved by: SMT
Responsible Manager (s): Director of Estates
Executive Lead: Vice Principal Finance & Planning

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	27/05/2022
• AMT	Yes	17/05/2022
• CCMT	Yes	06/05/2022
• Students	Yes	06/05/2022
• 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 colleagues, students, apprentices, visitors and contractors whilst on B&FC premises. Whilst serious security incidents in colleges remain relatively rare, this policy ensures that appropriate measures, that are sensible and proportionate to the security threats that have been identified, are in place.

B&FC seeks to ensure that all colleagues, students, apprentices and contractors are able to work in a safe and secure environment and as far as is reasonably practicable, ensure the personal safety and security of all colleagues, students, apprentices, 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 plans and procedures ensuring:
- A balance between maintaining an open and welcoming environment for colleagues, students, apprentices, visitors, contractors and the wider community and protecting them from harm
- Plans and procedures to be based on realistic assessment of the threats relevant to B&FC
- That there is a shared and common understanding about how to respond to identified threats
- The ongoing development of a culture in which colleagues,students and apprentices recognise and understand the need to be more vigilant about their own and the safety and security of others
- A clear demonstration of an understanding of the issues that could impact B&FC
- Clarity about what is expected from colleagues, students and apprentices should an incident occur
- Continued working relationships with the local police, Blackpool Council and other agencies in the wider community to gather and share security related information
- Security awareness, training and advice for colleagues
- Security planning
- Physical security measures
- IT infrastructure 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 colleagues and students in their curriculum or service area understand and exercise their security responsibilities, including reporting of incidents.

All colleagues:

- Must familiarise themselves with the related policies, plans and procedures

All Strategic Management Team members:

- Must have read and understood the Emergency Management Plan and their role in an emergency incident situation

Externally Appointed Security Contractor

- Must familiarise themselves with the related policies, plans and procedures
- Must ensure regular training for appointed security colleagues at the College
- That appointed security colleagues at the College follow the instructions of the Campus Services Manager
- That appointed security colleagues at the College understand their role in an emergency situation and support the College Emergency Response Team (ERT) appropriately

All colleagues, students, apprentices, 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

The elected representatives of the Student Union were consulted in the formation of this policy.

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
IT and Information Security Policy
Recruitment and Selection Policy and Procedures

6.   Linked procedures/plans

Emergency Management Plan
IT Business Continuity Plan
Security Guidelines
Security Procedures

7. Equality, Diversity and Inclusion Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, 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 Author and Date: Director of Estates April 2022	☐ New or ☒ Revision Please tick as appropriate Expected Implementation Date: May 2022 What is the review date? April 2024
Equality, Diversity and Inclusion Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No The policy should enhance the security and safety of the environment.
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No The policy manages the security risk to the College.
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☐ Yes ☒ No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions?	National guidance is being followed.

How will this impact be monitored for all these considerations?	
Is this policy of a high/medium or low risk? :	☐ High ☐ Medium ☒ Low