

Security Policy

Security Policy

Date approved: 2 March 2018
 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: (including clients)	Yes

Consultation

Consultation undertaken with:

Date:

- | | | |
|--|-----|----------|
| • SMT | Yes | March 18 |
| • AMT | Yes | March 18 |
| • CCMT | Yes | March 18 |
| • Students | No | |
| • Employee representatives (<i>HR policies only</i>) | NA | |
| • Other | | |

Policy review frequency, normally every 2 years

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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 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.

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, 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

6. Linked procedures

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	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision
Author and Date: Director of Estates Jan 2018	Expected Implementation Date: March 2018 What is the review date? Jan 2020
Equality and Diversity. 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? 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? :	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low