

## SITES AND BUILDINGS

### SECURITY POLICY

Reviewed and updated by the Full Governing Body: July 2009

Next Review due: July 2010

---

#### **STATEMENT OF INTENT**

This is a statement of the organisation and arrangements for Security in Paignton Community & Sports College.

This policy should be read in conjunction with, the College's Health and Safety Policy.

This statement deals with those aspects over which the Governing Body has local control.

It describes how these responsibilities are discharged in respect of governors, employees, contractors, visitors, and all other users of the College premises.

The Governing Body is committed to providing a safe working environment and will endeavour to achieve this through the monitoring of security issues and performance, with a view to continuous improvement.

The Governing Body is committed to respond to any change in working practices, equipment or legislation with regard to security.

The aim of the statement is to ensure that all reasonable practical steps are taken to ensure the security of College buildings and welfare of all persons using the premises and in particular to ensure that:

- A suitable management structure is created.
- All staff will be made fully aware of relevant security statements, regulations, practices and College procedures for all areas of activity, both inside and outside the College.
- Arrangements for security are monitored and regular reports submitted to the Governing Body, so that an effective response can be made to the issues and incidents.
- High standards of security can be achieved, maintained and improved.
- All staff with management responsibilities will be given security duties, which will be monitored and reviewed on an annual basis.
- Training needs will be identified and the appropriate training will be offered to staff, Governors and pupils;
- All College users work collectively to provide a safe and secure working environment

## **ORGANISATION**

### **THE GOVERNING BODY ("GOVERNORS")**

#### **The Governors will:**

- Approve a written security policy which will be reviewed annually, or when there is a change in circumstances.
- Ensure that measures are in place to monitor the effectiveness of the policy.
- Ensure that where required, objective support and advice is obtained on security issues, from the Education Dept, Health and Safety Team, Corporate Services, the Devon and Cornwall Constabulary and other professional organisations.
- Ensure that resources are available for the provision of staff training.
- Ensure that resources are available for the provision of security equipment.
- Ensure that resources are available to undertake alterations to ensure the security and wellbeing of staff, pupils and other College users.
- Ensure that action is taken to improve security as a result of recommendations from the College security risk assessment.

### **PRINCIPAL**

#### **The Principal will;**

- Have responsibility for the day-to-day maintenance and development of safe working practices for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the College.
- Take all reasonable steps to maintain and improve a safe and secure working environment in conjunction with the Head of Sites & Buildings, Head's of Centre, Head's of Faculty, Senior Management team, teachers and others as appropriate.
- Ensure that all job descriptions indicate the level of responsibility of each individual post holder in relation to security issues within the College.
- Ensure that all staff are made aware of the security arrangements throughout the College.
- Ensure that all College users are aware of the security arrangements throughout the College.

### **HEAD OF SITES & BUILDINGS (SECURITY CO-ORDINATOR)**

#### **The Head of Sites and Buildings will:**

- Be the focal point for reference on security and welfare matters and give advice, or indicate sources of advice in relation to these issues.
- Will formulate and review the College's Security Policy and all associated documentation
- in consultation with the LEA, Torbay Council's Risk Management Team and Devon & Cornwall Constabulary;

- Co-ordinate the implementation of the Security Policy and procedures within the College.
- Make clear any duties in respect of security which are delegated to members of staff.
- Ensure that there is an effective communication network both within the College and with outside organisations, to enable effective dissemination of security information and to take appropriate action where it may be deemed necessary;
- In consultation with the Torbay council's risk management team and Devon & Cornwall Constabulary arrange for the reporting and subsequent investigation of all serious incidents of trespass, assault, threatening behaviour and burglary, ensuring that appropriate remedial measures are taken to prevent re-occurrence;
- Ensure that there is regular contact with agencies able to offer expert advice, such as officers of the LEA, Torbay Council's Risk Management and Devon & Cornwall Constabulary;
- Arrange for a security risk assessment of the premises and working practices to be undertaken annually, recorded, added to, and reviewed as necessary (e.g. when a situation changes or new equipment is purchased)
- Ensure that the appropriate emergency procedures are in place to deal with any security issues or emergencies that may arise.

## **HEAD OF CENTRE**

### **The Head of Centre will:**

- Ensure that security issues are discussed and addressed when ever necessary at staff meetings and assemblies.
- Ensure that all site based support staff are aware of their responsibilities with regard to security within the College.
- Ensure that emergency contact numbers for staff and pupils are kept up to date.
- Ensure that data protection and security concerns are taken in to account when hand held radios are being used.
- Raise any security concerns related to their work but outside their control with the Head of Sites and Buildings or the Principal;
- Ensure that all incidents/occurrences relating to security are recorded on form B1 510
- Ensure that there is a system in place for all visitors to sign in and out when visiting the College.
- Liaise with the, Principal and the Head of Sites & Buildings with regard to any issue that may affect the security and safety or welfare of College users.
- Ensure that any temporary rules such as exclusion from the premises are made known to all College users.
- Ensure that all staff wear appropriate ID at all times.
- Ensure that all staff display a College badge on any vehicle which they intend to park on College premises

- Set a good example in following safe working procedures personally;
- Ensure their staff observe all College guidance and procedures relating to security.

## **STAFF WITH MANAGEMENT RESPONSIBILITY**

### **Leadership Team, Heads of Faculty, Heads of Subject, Heads of Year**

- Ensure that security issues are discussed and addressed when ever necessary, at staff meetings
- Ensure that all staff within their department are aware of their responsibilities with regard to security within the College
- Ensure that systems are in place so that all office, classroom, storerooms and working areas under their supervision are kept locked when not in use.
- Ensure that new staff are allocated keys to departmental areas.
- Ensure that staff at the end of their employment within the College, return all keys and I D cards
- Ensure that appropriate storage is available for all valuable departmental equipment.
- Ensure that an inventory of equipment is undertaken and reviewed annually.
- Report the loss or damage of any departmental equipment to the HOS&B.
- Raise any security concerns related to their work but outside their control with the Head of Sites and Buildings or Head of Centre.
- Exercise effective supervision of their staff and know the emergency procedures in respect of any issue which may affect the security of premises or individuals.
- Set a good example in following safe working procedures personally.
- Co-ordination of the Colleges Security policy within their own Faculty, Year team, Department or area of work.

## **FORM TEACHERS**

### **The form teacher will:**

- Ensure that all classrooms and storerooms are locked when not in use.
- Ensure that pupils do not enter a room unless they are under supervision.
- Ensure that all valuable departmental equipment is stored safely when not in use.
- Raise any security concerns outside their control related to their class/area with their immediate line manager.
- Exercise effective supervision of pupils and know the emergency procedures in respect of any issue which may affect the security of premises or individuals

## **SUPPORT STAFF**

### **All support staff should:**

- Co-operate with their line manager so far as is necessary, to enable the manager to undertake any security and welfare responsibilities;
- Know the security arrangements to be adopted in their own working areas, and ensure they are adhered to.
- Ensure that systems are in place so that all offices, storerooms and working areas under their supervision are kept locked when not in use.
- Raise any security concerns outside their control with their immediate line manager.

## **THE PUPILS**

### **Pupils will be reminded that they are expected to:**

- Observe the security rules of the school and, in particular, the instructions given by staff in an emergency
- Use and not wilfully misuse, neglect or interfere with any equipment, signs or areas provided for their Security
- Not encourage unauthorised individuals to enter the College sites.

## **VISITORS AND OTHER COLLEGE USERS**

### **Visitors and other users of the centre are expected to:**

- Observe all the security rules in the College and, in particular, the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with equipment, signs or areas provided for their security or the security of others on the premises;
- Visitors and users of the premises are required to observe the security rules of the College.

## **CONTRACTORS**

### **Any member of staff who employs a contractor on behalf of the College must ensure that the contractors:**

- Are a reputable contractor.
- Have an appropriate system for CRB checks.
- Wear corporate clothing stating the name of the company and/or an identity card.
- Have clearly identifiable markings on their vehicles while they are parked on College premises.
- Do not enter areas outside their agreed working location.
- Do not leave tools or equipment unattended at any time.

- Do not sub contract any work without the express permission of the College representative.
- Do not encourage third parties, not involved with the intended work, to access the College site
- Do not give College keys to third parties
- Are aware of any conditions, which may affect their security and welfare, or the security and welfare of others.
- Take reasonable care for the security and welfare of themselves and of any other persons or property that may be affected either directly or indirectly by their acts or omissions.
- Report to the main reception before and after any work takes place.
- Do not divulge any information regarding the security of the College to third parties.
- Understand that the College does not accept any liability for their goods or equipment.

## **SECURITY ARRANGEMENTS**

## **DEPARTMENT**

### **1. ACCESS CONTROL**

### **HOS&B**

The College has a swipe card system to restrict access past the main reception areas into the College. This allows only members of staff with ID cards to access these areas from reception. This system is maintained by a NACOS approved security company.

### **2. ACCESS TIMES (TERM TIME)**

### **HOS&B**

During term time the sites and building staff will start their shift at 7 a.m. College staff should be aware that areas may still be alarmed at 7.20.am. Staff should ensure that they do not enter any area that may still be alarmed. External doors will usually be locked at around 4.30.pm and all alarms will be set at 6.00 pm. The College sites are used extensively for evening lettings which can finish as late as 10.pm. Any staff wishing to work late should check with the sites and buildings staff to see if this is possible or not.

### **3. ACCESS TIMES ( OUT OF TERM)**

### **HOS&B**

During College closure periods, the sites and building staff will be on site between 8.00am and 4.00 pm. All College buildings will be kept locked and alarmed unless they are in use. Any member of staff who is not scheduled to be in work and wants to enter the College buildings, should press the 'call bell' so that they can inform the sites and buildings staff that they are on site. The 'call bell' at WRC is located just inside the main door. The 'call bell' at BRC is located just inside the main door to the library block.

### **4. ACCESS TIMES ( WEEKENDS)**

### **HOS&B**

College buildings may be open on Saturdays and Sundays for lettings. Any staff who will require access to the buildings should contact the HOS&B before 2.30pm on Friday. In the event of access being required in the event of an emergency, staff can contact the HOS&B or the assistant HOS&B via their mobile phone numbers. These numbers are available from HOF and senior management team.

### **5. ALARM MONITORING**

### **HOS&B**

All College burglar alarms are monitored 24 hours a day 365 days of the year by an alarm receiving centre. The receiving centre keeps detailed records of opening and closing times, activations and alarm faults. The receiving centre will only disclose this information to the burglar alarm contractor or the HOS&B.

- 6. BICYCLE STORES** **HOS&B**  
Secure bicycle enclosures are provided on both College sites. These enclosures are locked at 9am and opened at 2.30pm. Bicycle owners should ensure that their bicycles are securely locked within the store by using either padlock and chain, or an appropriate security device. The College does not accept any responsibility for loss or damage for any bicycles left in these areas.
- 7. BOUNDARY FENCING** **HOS&B**  
The perimeter of both College sites is enclosed by security fencing. This fencing is checked on a regular basis by sites & buildings staff. Any problems or defects with any fencing should be reported to the HOS&B as soon as possible.
- 8. BURGLAR ALARMS** **HOS&B**  
Burglar alarms are installed throughout all College areas. Access to alarm codes is restricted to sites and building staff. The burglar alarm system is subject to annual maintenance and repair by a NACOS approved security contractor.
- 9. CAR PARKS** **HOS&B/HEAD OF CENTRE**  
Car parking is provided on both College sites. The car parks are for the use of staff and visitors to the College. Any staff vehicles parked within these areas must display a College badge, and the vehicle registration number must be logged in the College personnel office. Badges are available from reception. The College does not accept any responsibility for loss or damage to any vehicle left in these areas.
- 10. CASH COLLECTION** **FINANCE/BURSAR**  
A security company is instructed to collect cash from the College site on a regular basis.
- 11. CASH IN TRANSIT** **FINANCE/BURSAR**  
All cash is transferred between sites using an in house courier. This cash is transported in sealed cash bags. Only a small amount of cash is transported on each occasion.
- 12. CASH STORED** **FINANCE/BURSAR**  
All cash is stored in the College safes.
- 13. CCTV** **HOS&B**  
CCTV cameras are installed in various areas both inside and outside of the College buildings. Any member of staff viewing CCTV footage must report this to the Head of Sites & Buildings so that a log can be kept on record.  
The CCTV system is subject to annual maintenance and repair by a NACOS approved security contractor. The location of each camera is indicated at the back of this document.
- 14. CCTV POLICY** **HOS&B**  
The CCTV policy contains information relating to the purpose, positioning and access to the CCTV system. This policy is updated by the Head of Sites & Buildings and reviewed annually by the Governing Body.
- 15. DATA PROTECTION** **BURSAR**  
All data relating to staff, pupils and College business, is stored in compliance with the Data Protection Act and the College's data protection policy.
- 16. DOORS** **ALL STAFF**  
Staff should ensure that doors to all working areas and store rooms are kept locked when not in use.

- 17. EMERGENCY PROCEDURE** **HOS&B**  
The HOS&B and members of the senior management team should be contacted in the event of any emergency which may affect the safety or security of College users, property, or buildings.
- 18. EQUIPMENT - PORTABLE** **INDIVIDUAL DEPARTMENTS**  
Departmental equipment should be locked away in a secure area when not in use. If any equipment is lost or mislaid, then this should be reported to the Head of Department immediately.
- 19. EQUIPMENT - LOANED** **INDIVIDUAL DEPARTMENTS**  
Staff can only borrow departmental equipment after permission has been given by the Head of Department. All equipment should be signed out and signed in, on return. Staff must ensure that their household insurance covers these items.
- 20. EXTERNAL LIGHTING** **HOS&B**  
External lighting is in place in various areas of the College sites. Some of this lighting is manually operated and some sections are automatically operated. This lighting is checked on a regular basis by sites & buildings staff. Any problems or defects with any fencing should be reported to the HOS&B as soon as possible.
- 21. FIRE EXIT DOORS** **HOS&B**  
Fire doors will be checked by sites and building staff, to ensure that they are secure at the end of the College day. These doors and their locking devices will be checked on a monthly basis. Fire door locks and closures will be inspected by an approved contractor on an annual basis.
- 22. GATES** **HOS&B**  
Access to College sites is restricted by the use of gates. These gates will be opened and closed at appropriate times to facilitate the needs of College users, bearing in mind any security issues which may arise. Only sites & buildings staff have keys to these gates.
- 23. IDENTITY CARDS** **RESOURCES**  
All College staff will be issued with an ID badge when they commence their employment within the College. The badge will state the name, job title, date of issue and a photograph of the member of staff. The badge also acts as a swipe card for the access control systems. Staff must wear their ID badge at all times while they are on the College sites or undertaking work on behalf of the College.
- 24. INSURANCE CLAIMS** **FINANCE/HOS&B**  
All insurance claims will be dealt with by the finance dept. The HOS&B will deal with quotes related to College buildings, fixtures and fittings.
- 25. INVENTORY** **HOF/DEPT/FINANCE**  
HOF/DEPT'S are responsible for ensuring that an up to date inventory is kept for all equipment that they are responsible for. A copy of this inventory should be forwarded to the finance office.
- 26. KEYS** **HOS&B**  
The Head of Sites & Buildings issues all keys. The caretakers have a full set of keys enabling them to access all areas of the College with the exception of the CCTV monitoring area and the HOS&B office. Each member of staff is issued with a key for his/her working area and it is their duty to ensure that these areas are kept secure when not in use. Staff will not be allowed duplicate keys and will not be reimbursed for duplication of keys.

- 27. KEYS – CONTRACTORS** **HOS&B**  
 Individual contractors may be given keys to access various areas of the College to facilitate their working arrangements within the College.
- These contractors are:
- DDS – Keys to main kitchen areas and store rooms.
  - TCS Waste Management - Keys to main gates and bin compound
  - Thulborns Ground Maintenance Contractors – Keys to field gates.
  - Securiguard - Keys to main gates
  - J.N Building Services – Keys to Fire Alarm panels
  - Safeguard Security – Keys to Burglar alarm panels
  - Amber Locksmiths – Key profiles for all College locks
  - Allard Lifts – Keys to lifts
- 28. KEY HOLDERS LIST** **HOS&B**  
 The key holders list will be kept up to date at all times and forwarded to all appropriate companies and organisations as necessary.
- 29. KEYS – SHORT TERM USAGE** **HOF/DEPT/HOS&B**  
 In the event of temporary staff being employed within the College, it is the responsibility of the Head of Faculty/Department to ensure that these members of staff have keys to access their working area. The Head of Faculty/Department must ensure that these keys are returned at the end of temporary employment. Staff or pupils with mobility problems will be issued with keys enabling them to access lift areas. HOS&B will ensure that these keys are issued and returned at the end of usage
- 30. KEY STORAGE** **HOF**  
 Staff should be discouraged from taking large amounts of keys off site at any time. Departments may decide to have a full set of keys stored in a central location. These keys should be stored in a secure, fixed key box. These can be ordered via the Head of Sites & Buildings.
- 31. LETTINGS** **FINANCE**  
 All organisations who want to use the College facilities must complete a lettings agreement which can be obtained from the finance office. They will be given a copy of the College's lettings policy and informed of their responsibilities in respect of premises security.
- 32. LOCKING & UNLOCKING PROCEDURES** **HOS&B**  
 The Head of Sites & Buildings will ensure that all College areas are locked and unlocked at the appropriate times to facilitate the needs of College users, bearing in mind any security issues which may arise.
- 33. LONE WORKING** **HOF**  
 Lone working should be avoided whenever possible. Staff should take their safety, and the security of the premises, into consideration at all times. If staff are uncertain about the correct procedures, then they should contact the HOS&B for advice.
- 34. LOST PROPERTY** **OFFICE MANAGER**  
 All property found during the College day should be handed in to reception. Cleaning staff should give any lost property to the duty caretaker.
- 35. MEETING ROOMS** **OFFICE MANAGER**  
 There are three meeting rooms located on each site within the reception areas. These rooms should be used by College staff when dealing with parents or visitors to the College. When using these room's staff should ensure that they sit near the door, so that they can access the 'panic alarms 'in the event of an emergency.

- 36. MOBILE PHONES** **HOS&B**  
 The College issues mobile phones to the Head of Sites and Buildings and Assistant Head of Sites and Buildings .These numbers can be contacted at anytime to report any problems or incidents relating to security. The caretaking staff have been provided with two mobile phones for use on both sites during for evening shifts. Access to these numbers is restricted to sites and buildings staff and the senior management. A mobile phone is available for staff taking pupils on trips or visits. This phone is kept in the finance office.
- 37. NETWORK SECURITY** **NETWORK MANAGER**  
 The network manager issues all members of staff and pupils with their own individual user name and password to access the network. This access is restricted to their work space and various resources on the network according to their group (ou). Staff are also given user names and passwords for the SIMS (School Information and Management System). This system includes restrictions on the user's ability to access sensitive information in line with their role within the College. Internet access is monitored and restricted for both staff and students. Anti virus software is installed on all servers and workstations, including laptops. There are two backup systems in place. The curriculum network has two main servers for staff & student data storage. There is also a server on either site that has the facility to mirror the other server's data. The admin network has two servers in place one for SIMS and the other for admin staff data storage. Both servers backup to either site on alternate days to remote storage devices. All Servers and Workstations across the College are monitored for activity with Ranger Remote Control.  
 All College email accounts (...@paigntoncommunityCollege.com) & (...@students.paigntoncommunityCollege.com) are monitored by the Network Manager.
- 38. OUT OF HOURS EMERGENCY** **HOS&B**  
 The HOS&B and the assistant HOS&B are the out of hour's emergency contacts for the College. They can be contacted at anytime 24 hours a day. Their numbers are available from HOF and senior management team.
- 39. OUT OF HOURS USAGE** **FINANCE**  
 All use of College facilities outside normal College hours must be pre booked through the finance office. This includes College functions and events.
- 40. PANIC ALARMS** **OFFICE MANAGER**  
 There are three meeting rooms located on each site within the reception areas. These rooms should be used by College staff when dealing with parents or visitors to the College. When using these room's staff should ensure that they sit near the door, so that they can access the 'panic alarms 'in the event of an emergency. These alarms activate a warning buzzer in the reception areas.
- 41. PERSONAL BELONGINGS** **ALL COLLEGE USERS**  
 It is the responsibility of all College users to ensure that their personal belongings are kept in a safe place. The College or its insurers cannot be held liable for any damage or loss of personal property.
- 42. POLICE OFFICER**  
 The College has a community police officer based on site. The role of this officer is to deal with any incidents of reported crime in, or relating to, the College. The officer provides a high profile visible deterrent around the College site and provides advice and assistants in security related issues.
- 43. PROPERTY MARKING** **INDIVIDUAL DEPARTMENTS**  
 The College is currently looking in to various ways to 'identity mark' College equipment to reduce the risk of theft.

- 44. PROVISION & MAINTENANCE OF LOCKS** **HOS&B**  
All areas should be kept locked when not in use. Any defects or problems with locks should be reported to the HOS&B as soon as possible. All locks are fitted and maintained by a competent contractor.
- 45. RADIOS** **HOS&B**  
Handheld radios are used throughout the College by reception staff, E-Call, caretakers, IT technicians and sites & buildings staff. These radios should be used in the event of an emergency or to deal with a security issue.
- 46. SAFES** **FINANCE/BURSAR**  
The College currently uses 3 safes.  
1 in finance,(access restricted to finance staff)  
1 in BRC reception, (access restricted to reception staff)  
1 in BRC sports office, (access restricted to the Out of Hours Coordinator and Sports Dept Admin Asst).  
1 in WRC Kitchen, (access restricted to Kitchen Manager & Kitchen Assistant Manager).  
1 in BRC Kitchen, (access restricted to Kitchen Manager & Kitchen Assistant Manager).
- 47. SECURITY PATROLS** **HOS&B**  
A security contractor has been appointed to provide foot patrols within the College sites at various times out of College hours. The contractor logs all incidents and forwards reports to the HOS&B. The contractor has access to an up to date key holders list.
- 48. SIGNAGE** **HOS&B**  
Signs are located around the College sites to deter theft or vandalism. These signs include CCTV, trespassing, and directional signs.
- 49. STORAGE** **INDIVIDUAL DEPARTMENTS**  
All storage areas must be kept locked when not in use.
- 50. THEFT** **HEAD OF CENTRE**  
All suspected incidents of theft should be reported to the Head of Centre and the HOS&B immediately.
- 51. TRAINING** **INDIVIDUAL DEPARTMENTS**  
Heads of faculty should identify any training needs that may be required to improve security in their faculty and within the College. All requests for training should be forwarded to Exec.
- 52. TRESPASS** **ALL COLLEGE USERS**  
If any College user suspects that an individual or individuals appear to be within the College boundary without reasonable cause, or with intent to commit a crime, then this should be reported to the College reception. If this happens out of normal College hours, then police assistants should be requested.
- 53. TRIPS/VISITS** **HOS&B**  
All staff involved in the organisation of College trips or visits must complete a written risk assessment for the activity, taking into consideration any security issues which may arise. Assessments can be obtained from the HOS&B.
- 54. VANDALISM** **ALL STAFF**  
All incidents of vandalism should be reported to the Head of Centre and the HOS&B. The caretaking staff will complete a vandalism form for all incidents. The HOS&B will compile a full report of all incidents for the Governors Sites and Buildings committee.

**55. VEHICLES**

**HOS&B**

All incidents of theft or damage to vehicles parked within the College boundaries should be reported to the HOS&B. All damage to College vehicles should also be reported in the same way.

**56. VISITORS**

All visitors to the College must report to the main reception. Visitors who will remain on site for any period or move around the College site, whether accompanied or not, should sign in and wear a visitor's badge. See 'meeting rooms'.

**57. WINDOWS**

**ALL STAFF**

Staff should ensure that all windows within their working areas are closed at the end of the College day.

Caretaking staff will check all windows when securing the premises.