



Security Policy

This policy applies to :	Staff / Students / Contractors / Visitors
Author/Department:	Health, Safety & Welfare Manager
Area/Person responsible:	Vice Principal (Finance & Resources)
Date approved:	16 Sep 15
Related Documents/ Policies:	General H&S Manual, Safeguarding Policy
Date of Next Review:	Annual

Date of most recent review:	Jun 2015
Changes made:	<ol style="list-style-type: none"> 1. Adoption of new policy template. 2. Policy rewording.

The Equality Act 2010: The Equality Duty

The College has a duty to consider the needs of all individuals in our day-to-day work – in shaping policy, in delivering services and in relation to our employees. The Equality Duty has three aims, which require the College to have due regard to the need to:

- **Eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **Foster good relations** between people who share a protected characteristic and people who do not share it.

Does the policy support the aims of the Equality Duty?	Yes		No		N/A	
If no, please state which groups may be affected and complete a full equalities impact assessment (guidance and forms available on the intranet)						
Impact Assessment Reference:	http://srvsharepoint/FinanceResources/healthandsafety/SecurityManual/Impact%20Assessment%20college%20Security%20Policy%20Sep%2015.pdf					

Initial Impact Assessment Completed	Yes
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Date	24 Sep 15
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Review of Policy	
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Date	
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1. Introduction

The College recognises the right to a safe and secure environment which is beneficial to effective learning. Security protects the college's resources, both human and physical, and improves the overall safety of the organisation. Consequently the college is committed to the application of suitable security measures, and it is essential that there are clear procedures for the management of security.

Responsibility for personal property remains with the owner of the property. The college takes no responsibility for such property left on the premises, including motor vehicles, motorcycles, scooters and bicycles, although the Estates Staff will aim to provide a security presence on the college site.

2. General Policy Statement

The Board of the Corporation and Principal seek to ensure, as far is reasonably practicable, a safe and secure environment for all students, staff, visitors and contractors, whilst on the college site. To achieve this:

- The college will make all reasonable efforts to protect its property and resources and maintain the personal security of staff, students and visitors.
- The college will ensure that support and resources are available to staff for the implementation of college security and security procedures.
- The college will control authorised access to the college and reserves the right to restrict admission to the college site.
- The college reserves the right (within safeguards) to stop and search any individual on college property where there is reasonable suspicion that they are carrying a weapon or illegal substance. The college further reserves the right to confiscate such items if they are found.
- In exceptional circumstances (within safeguards) the college reserves the right to employ reasonable physical intervention.
- The college reserves the right to prosecute and/or take appropriate disciplinary action against any person who acts negligently, dishonestly, or commits a crime against the college.

In addition:

- All personnel who study at, work at or visit the college site must take responsibility for their acts or omissions in respect of personal and collective security and the security of their personal belongings.
- Estates Staff are responsible for the effective operation of the Security Policy and procedures, all students, members of staff, visitors and contractors must assist Estates Staff in this undertaking.

Signed by the Chairman of the Board of
the Corporation

Signed by the Principal

Date

Date

For detailed information refer to the college security manual held on the staff intranet.