



Security Policy and Procedures

Introduction

Swansea College will endeavour to ensure, as far as is reasonably practicable, the personal safety and security of all students, staff and visitors to College building.

This document identifies the key elements of Swansea College's security management system and ways in which we seek to improve security of our students, staff and other adults and children who may be affected by College activities. It is essential that risks to Swansea College staff and students security are properly controlled through an effective security management system and commitment at all levels.

Students, staff and visitors to the College must also take responsibility for their security and personal safety. In particular, students, staff, visitors and contractors should help to ensure the success of the Policy.

Whilst minor breaches of the Policy may be dealt with informally, serious or repeated breaches will invoke disciplinary action.

Policy Aims

The College will:

- Provide and promote, as far as reasonably possible, a safe and secure environment for all users.
- Make reasonable efforts to protect its property.
- Encourage all users to promote a secure environment through their own conduct.
- Provide an agreed level of response against criminal activity affecting the College.
- Attempt to monitor authorised access and prevent unauthorised access to College property.

Objectives

- Enabling strategic leadership to promote a collaborative and coordinated response to risk management.
- Identifying improvements in security culture and accountability across the College.
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- Informing parents and students of the security policy and encouraging them to help ensure that it is effective.

Procedure

Organisation and Responsibilities

It is the responsibility of all staff and students within the College to report all activity of a criminal nature, whether suspected or real. Incident reporting is crucial to the identification of criminal activity as it permits investigation and recommendations to be made to prevent recurrence. Comprehensive reporting of incidents provides an accurate picture of possible crime throughout the College and thus ensures that adequate resources are provided to combat

any criminal activity.

Principal

The Principal has overall responsibility for the security of the College.

Staff

Every member of staff has a responsibility to:

- Work with due regard to the security of themselves and others, including other staff, students and members of the public.
- Ensure that the security of any property we may use has been considered and that appropriate measures are in place to prevent its loss or damage.
- Ensure that the area in which they work is properly secure at the end of the working day.
- Report any suspicious activity.
- Comply with the College's security policy.

Students

Every student has a responsibility to:

- Use College premises with due regard to the security of themselves and others, including other staff, students and members of the public.
- Report any suspicious activity.
- Comply with the College's security policy.

Visitors/contractors

Visitors/contractors, whilst on College premises, using its facilities or taking part in activities must comply with the College's security policy.

- Visitors/contractors must sign in at reception and be issued a visitor's pass.
- Contractors will be taken to the area in which they are to work and will be allowed to work unattended.
- Other visitors will be accompanied by a member of staff whilst in the College.

Protecting property

Everyone who works, studies, uses or provides services to the College has a collective responsibility to ensure that property and assets are secure.

'Property' is defined as the physical building(s) in which College staff and students work and study, where students are taught and from where the business of the College is delivered. 'Assets', irrespective of their value, are materials and equipment used to deliver College services. In respect of staff and students it can also mean the personal possessions they retain whilst working in, studying in, using or providing services to the College.

Protecting property involves buildings from where the College services are delivered. Damage to or theft from them impacts on the delivery of those services and deprives the College of resources.

College assets are the tools that allow the staff and students to fulfil their roles. Whilst assets are often regarded as items over a certain value, all items owned by or donated to the College should be considered as assets and properly secured, irrespective of whether they are low value stationery items, furniture, IT equipment's or consumable goods.

Personal security

It is the responsibility of all staff, students and visitors on College premises to take all reasonable measures to ensure

their own personal security.

Trespass

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 and section 206 of the Education Act 2002.

The College is a private place. Any person who is **not** included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- Members of staff – unless suspended for health or disciplinary reasons,
- Registered students – unless excluded for disciplinary reasons.
- Parents or guardians responsible for a student at the College – unless prevented for legal reasons.
- Inspectors – UKVI, Department for Education, other government departmental bodies, ESTYN and other accreditation bodies.
- Others – suppliers, contractors and authorised users of the premises for ‘out of hours’ activities.

Offences not involving assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The College may decide that incidents in or around the College which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The College is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the college behave in a verbally abusive manner, they will be asked to leave the building or the police will be called.

An incident that involves physical force

In the event of any person assaulting or battering another person (staff, student, other adults or children involved in College activities):

- The College may restrain the assailant with reasonable force to protect the victim.
- In all but minor cases the College will refer to the police any assaults which appear to involve bodily harm. The College will also report to the police incidents which take place in a public place off College premises, but in circumstances where the College has responsibility for any of those involved whether they be members of staff or students.
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The College will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the College premises.

When it is reasonable to believe that a student is carrying an offensive weapon it may be appropriate for a senior member of staff to search the student if they agree to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.

When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Principal, followed if necessary by referral to the police.

Theft, petty vandalism, minor criminal damage and burglary

Vandalism or arson is usually found in areas like doorways, which offer concealment and which are not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and could possibly require an emergency response where an intruder is still present on the premises. This is when the College is locked and the alarm is set off.

When an intruder is thought to be present on the premises police help must be sought immediately.

Drugs and illegal substances

Any drugs which are categorised as class A, B, or C under the Misuse of Drugs Act 1971 are not permitted on any College property.

The following are criminal offences:

- Unlawful possession of a controlled substance.
- Possession of a controlled substance with intent to supply.
- Supplying or offering to supply a controlled substance (even when no charge is made for the substance).
- Allowing premises you occupy or manage to be used unlawfully for the purpose of producing or supplying a controlled substance.

The right of search

In exceptional circumstances and when a criminal offence is suspected, any personnel on College property may be liable to a search of their offices, personal possessions, vehicles or accommodation. If permission is denied, depending on circumstances, the police may be contacted.

College staff have the authority to carry out searches of a person under the Violent Crime Reduction Act 2006 part 2 – Weapons Section 85b. This legislation provides for members of staff of an institution within the further and higher education sector who has reasonable grounds for suspecting that a student at the College may have with him/her or in his/her possession:

- An article to which section 139 of the Criminal Justice Act 1988 applies (knives/blades) or
- An offensive weapon under the Prevention of Crime Act 1953

The term 'offensive weapon' is defined as:

"Any article made or adapted for use to cause injury to the person, or intended by the person having it with him for such use"

The legislation does stipulate that it must be on the institution's premises and that a person may only carry out the search if:

- He/She is the Principal of the institution or
- He/She has been authorised by the Principal to carry out the search

Under any other circumstances, a search for offensive weapons should not be undertaken by anyone other than the police.

Contractors

- Contractors on College site are required to observe the College's security police/procedure; this is overseen

- by the relevant site staff.
- Building materials and equipment must not be left lying around.
 - When not in use, scaffolding should not be given access to previously secure roof areas.
 - Alarm systems must not be disrupted.
 - As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as College staff.
 - Contractors must provide a copy of the Liability Insurance to the College
 - Contractors who are using heat (e.g. welding equipment) must bring their own fire extinguisher with them and have it in the vicinity of the work at all times.

CCTV

Currently SWANSEA COLLEGE has a number of CCTVs set up throughout the College. Additional cameras may be added subject to requirement or risk assessment.

In order to ensure compliance with the Data Protection Act 1998, no images or footage obtained from the CCTV system are to be distributed without prior approval from the Principal.

Liaison with local police and handover of images for evidence purposes is via the Principal.

Signs are displayed around the site to inform the public of the use and operation of CCTV equipment.

Cash handling

- All cash collected on site is securely locked in a safe prior to collection or banking by staff.
- All banking should be carried out at irregular times and days.
- Cash handling should not be carried out in visible areas.
- Staff should not leave cash in an unsecured location.
- If banking large amount of cash, staff should request that another member of staff accompany them to the bank.

Keys

- Any missing keys issued to staff are to be reported immediately to the Principal in order to fit new locks where required or arrange replacement keys.
- Keys for external locks are only issued to staff when absolutely necessary.

Monitoring and review

The Principal will monitor the performance of this policy.

Related documents

- Safeguarding and child protection policy
- Staff drug and alcohol policy
- Student drug and alcohol policy