Campus Security Policy

June 2017

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

University of the Highlands and Islands
Perth College

Version Control History

Version Number	Date of Change	Summary of Revisions Made
Draft 2	23 December 2016	New draft.
Draft 3	14 March 2017	Revised item 4.5 to remove student ID card reference and members of the public reference changed.
Draft 4	10 May 2017	Add Safeguarding Policy to linked documents.

Campus Security Policy

1   Purpose

1.1   The Campus Security Policy forms part of the College's suite of policies on operational issues.

1.2   The policy explains the College's underlying approach to campus security, documents the roles and responsibilities of the key parties. It also outlines key aspects of the campus security process and identifies the main reporting procedures.

1.3   This Policy covers the provision of services to provide, monitor and report upon the security of personnel and property on Perth College UHI premises. It does not cover security at other venues either abroad or within the UK.

2   Scope

This policy covers all Perth College UHI owned or tenanted premises ie the central campus at Crieff Road, Perth; Pathways at South Street, Perth; as well as the other Learning Centres at Crieff, Blairgowrie, and Kinross.

This policy does not deal with the security of data and other electronic repositories of information, nor does it deal with the security of personnel when travelling outwith the Perth College UHI campuses or on overseas travel. Reference should be made to policies dealing with Driving for Work and/or Overseas Travel Procedure.

This policy applies to the residences properties managed on behalf of the Perth College UHI by SYHA.

This policy applies to both lone working and group working situations within Campus premises.

3   Definitions

PREVENT – A UK government strategy dealing with the security issues associated terrorism.

Access control system – A physical means of selecting and restricting entry by persons to a building or facility using mechanical and/or other technological means.

Secured by Design – Established in 1989, Secured by Design (SBD) is the title for a group of national police projects focusing on the design and security for new and refurbished homes, commercial premises and car parks as well as the

acknowledgement of quality security products and crime prevention projects. It supports the principles of 'designing out crime' through physical security and processes.

Serious Security issue – An issue that requires immediate attention and notification to Police Scotland. Physical assault of a person, and theft of a precious product (eg a vehicle) are 2 examples of serious security issues.

4   **Key Principles**

Underlying Approach to Campus Security

The following key principles outline the College approach to campus security and internal control:

4.1   The College recognises that a secure environment for students, staff and visitors helps to promote a safe and comfortable place to work and learn. All areas of the College shall be kept secure from unauthorised use as far as practicable.

4.2   The College allocates the operational campus security monitoring function to be managed and overseen by the Estates department. A system of registration and identification of all users of the Estate shall be employed where users on the campuses can be readily identified.

4.3   Buildings will be secured and intruder alarms operated outwith hours of occupation where fitted. A security patrol will be operated outwith normal hours of operation to oversee ongoing security of property.

4.4   The College Senior Management Team will consider a campus security report prepared by the Head of Estates on an annual basis and review any recommendations for improvement or alteration in security provision. This shall form an input of management data to risk management activity.

Campus Security Operations

This Campus Security system encompasses a number of elements that together facilitate an effective and efficient operation, enabling the College to respond to strategic and operational security issues. These elements include:

4.5   **Registration of Facility Users**

The College ensures that a system is in place for the identification and registration of all users of College premises and facilities. Staff are issued with identification badges on commencing employment with the College.

Title: Campus Security Policy
Version/Status: V1.1 Final   **Owner:** Vice Principal, Finance and Estates
Approved By/Date: CMT/May 17   **Lead Author**: Head of Estates
Effective Publication Date: June 2017   **Review Timing/Date:** 2 years

QUAL/114/GV/DTP   2 of 7   **Perth College**

This ID shall be carried and produced to requesting security or senior College staff to confirm authority to be present on the premises and grounds.

Students shall be registered on a course in order to make use of the College facilities and shall make themselves known to lecturing staff in order to be included on class registers. Students using social, library or other facilities outwith class shall be registered on a course of study at the College. Students from other educational establishments wishing to make reciprocal use of facilities must obtain relevant agreement from a senior College manager.

Visitors, guests, contractors and other external agents who are permitted to access the Colleges premises and facilities shall be provided with an identification to permit access by the person responsible who has authority for their visit.

Unregistered members of the public will not be permitted to access the internal facilities, although access may be permitted to some areas of the grounds, for example to access the Goodlyburn Primary School.

4.6 Car Parking

Users of car parking facilities to the north and south of Brahan building and at Goodlyburn buildings on the Crieff Road, Perth campus should be aware that some of these areas are jointly accessed by other College neighbours. Users of the car park may wish to follow good practice to protect any valuable personal property left in the car parks and keep valuables locked out of sight.

4.7 Protection of Property

Property in classrooms, workshops, studios, libraries, offices and other College space should, where possible, not be left unattended and unsecured and those responsible for College property or personal property should take all reasonable steps to ensure it is secured. College caretaking staff are available to assist to ensure premises discovered insecure are secured or to provide other caretaking assistance.

4.8 Personal Safety

The Colleges campuses are generally very safe places to work, learn and visit, and users of the premises should always be vigilant for the safety of themselves and others.

Title: Campus Security Policy
Version/Status: V1.1 Final   **Owner:** Vice Principal, Finance and Estates
Approved By/Date: CMT/May 17   **Lead Author**: Head of Estates
Effective Publication Date: June 2017   **Review Timing/Date:** 2 years 2019/20

QUAL/114/GV/DTP   3 of 7   **Perth College**

4.9 Closed Circuit Television (CCTV)

Staff, students and visitors to the College Campuses should be aware that the College utilises CCTV monitoring equipment for the purposes of security and safety of College property and all personnel. All CCTV equipment used on the College Campuses is required to be registered with the Data Protection Officer.

4.10 Access Control Systems

All users shall cooperate with the College to ensure that only authorised individuals and groups entitled to enter College premises do so, in any areas operating an access control system, whether automated or manually. Users of codes to access rooms should ensure the use of codes are not provided to unauthorised users, nor allow access to unauthorised users.

4.11 PREVENT

All staff should be aware of their role in security issues and seek out training in the PREVENT scheme to address ongoing security involvement. Training in PREVENT is provided by the College in meeting its statutory duties.

4.12 Training in Security and Personal Safety

All new staff and students will be provided with advice on security and personal safety on Campus as part of their induction and ongoing training updates when appropriate. Student advice will include advice on insurance of personal belongings, laptops, bicycles etc when at College or in residences.

4.13 Secured by Design

The College should ensure that all major construction works and minor improvements follow good practice and the principles of 'Secured by Design' guidance in all Estate commissioned works.

4.14 Security Incident Reporting

Serious urgent security issues that require police investigation are to be immediately reported to the police authority by the person experiencing the incident. Any such security incidents, and/or other less serious incidents, must also be reported to the Head of Estates using the form in Appendix 1, at the earliest opportunity. Annual statistics on security issues will be collated from the returns provided on these returns.

Title: Campus Security Policy
Version/Status: V1.1 Final
Approved By/Date: CMT/May 17
Effective Publication Date: June 2017

Owner: Vice Principal, Finance and Estates
Lead Author: Head of Estates
Review Timing/Date: 2 years

QUAL/114/GV/DTP   4 of 7   **Perth College**

5 Responsibilities

5.1 The Vice Principal, Finance and Estates duties:

The owner of the policy is the Vice Principal, Finance and Estates who is responsible for allocation of resources and review of the policy.

5.2 The Head of Estates duties:

The lead author of the policy is the Head of Estates. The Head of Estates will implement this policy and report annually to the College Senior Management Team on security issues occurrence and any recommendations for improvement.

5.3 The Data Protection Officers duties:

The Data Protection Officer will maintain a register of CCTV equipment installed and used on Campuses and maintain records of all CCTV data managed and issued under the Data Protection Regulations.

5.4 The Estates staff duties:

The Estates staff shall ensure visitors to the Campus operate a system of registration and identification on the campus, and that all areas are kept secured from unauthorised use wherever practicable.

5.5 The staff duties:

It is the responsibility of all staff to comply with this policy and report breaches of this policy or security issues to the Head of Estates.

5.6 The student duties:

It is the responsibility of all students to comply with this policy and report breaches of this policy or security issues to the Head of Estates.

5.7 The Visitor, guest and external contractors duties:

It is the responsibility of all visitors, guests and external contractors to comply with this policy and report breaches of this policy or security issues to the Head of Estates.

5.8 The Head of Quality duties:

Quality approval check of the policy is the responsibility of the Head of Quality who will arrange for the policy to be posted on the web.

Title: Campus Security Policy
Version/Status: V1.1 Final
Approved By/Date: CMT/May 17
Effective Publication Date: June 2017

Owner: Vice Principal, Finance and Estates
Lead Author: Head of Estates
Review Timing/Date: 2 years 2019/20

QUAL/114/GV/DTP   5 of 7   **Perth College**

6 Linked Policies/Related Documents

Risk Management Policy

Health and Safety Policy

Driving for Work

Safeguarding Policy Protecting Children, Young People, Adults at Risk and Staff

Staff Overseas Travel Procedure

Student Overseas Travel Policy

Lone Working Policy

ICO CCTV Code of Practice https://ico.org.uk/media/1542/cctv-code-of-practice.pdf

7 Relevant Legislation

Guidance for the specified Scottish Authorities on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

Health and Safety at Work Act 1974.

Title: Campus Security Policy
Version/Status: V1.1 Final
Approved By/Date: CMT/May 17
Effective Publication Date: June 2017

Owner: Vice Principal, Finance and Estates
Lead Author: Head of Estates
Review Timing/Date: 2 years

QUAL/114/GV/DTP   6 of 7   **Perth College**

Appendix 1 – Perth College UHI Security Incident Report

Welcome to the Security Incident Report Form. To report an incident involving a breach of Security on any of the Perth College UHI properties or Campuses please complete the form below and return to the Head of Estates at Perth College UHI.

Please give the requested detail of where, when, who and what happened below.

If the matter is SERIOUS, do not delay in contacting the POLICE authority immediately and directly.

1	Your **Name**:_____

2	Your **Department/Address**: _____

	_____

3	Your **Email address**: _____

4	Are you student/staff/other:_____

5	Date and time of incident: _____

6	Location of incident: _____

7	I wish to report the following incident (circle as applicable):

Theft	Assault	Suspicious Person	Breakin to Motor Vehicle	Disturbance

Substance Abuse	Vandalism/Malicious Damage	Intruder in Building

False Alarm Activation	Threatening Behaviour	Insecure Building Found	Other

8	Description of incident and other comments:_____

	_____

	_____

9	Names and Addresses of person involved (if known): _____

	_____

	_____

10	Any action Taken or Follow/Up with Police/Fire/Ambulance:_____

	_____

	_____

11	Signature:_____	Date: _____