

# **SITE SECURITY AND ACCESS POLICY AND PROCEDURES**

CATEGORY	<b>Finance &amp; Estates</b>
POLICY OWNER	<b>Facilities Services Manager</b>
DATE & VERSION	<b>8-12-2023 - Version 2.3</b>
APPROVED BY	<b>Finance and Estates Committee</b>
REVIEW FREQUENCY	<b>Annual</b>

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## 1. Policy Purpose

Our policy for the security and workplace safety at UWC Atlantic (the College) is primarily to provide a safe and secure environment in which our students can study, our employees can work and our visitors feel welcome.

Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

Schools and colleges are traditionally very open places, of varying size and complexity and whose facilities are widely used by their local communities. UWC Atlantic is no different, with public footpaths crossing the estate and an Arts Centre, nursery and church open to the public at the centre of the site.

## 2. Policy Statement

Within the College, executive responsibility rests with the Principal, with operational responsibility devolved to the Director of Operations and Sustainability as the Security Coordinator.

The College's health and safety committee will be the main forum within the College for discussing

- Security issues
- Monitoring risk assessments
- Induction and training programmes
- Assessing the effectiveness of the physical and electronic security measures adopted by the College.

## 3. Policy Implementation

### 3.1 Responsibilities

#### The Principal

The Principal has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security and workplace safety and monitoring and reviewing these arrangements on a regular basis.

#### Director of Operations and Sustainability

The Director of Operations and Sustainability is responsible for the physical security of the buildings, and for tasking the Welcome Team with;

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- locking and unlocking external buildings and windows at the start and finish of every day (those with physical key access) as far as practicably possible, and
- carrying out patrols of the site overnight.

### **Building Maintenance Manager**

The Building Maintenance Manager will contact a member of their team if required in an emergency.

The Building Maintenance Manager is responsible for ensuring that all contractors attending the college site have appropriate DBS checks and Health & Safety records in place.

## **3.2 Site and Access Information**

### **College Employees**

All employees must have a College I.D. card. If their I.D. card is lost, they must report it to the Head of ICT Operations who will arrange a replacement. Employees must have this on their person at all times when they are on campus, including when they are off duty but moving around the campus. This is to ensure that they are easily identifiable.

All employees are required to conform to the College's student safeguarding procedures as outlined by the Safeguarding and Respectful Community Policy. This includes responsibility for visitors on the campus.

### **Family Members Living On Site**

Family members of College employees living on site over the age of 16 are also required to have an I.D. card and college DBS check. Please refer to HR to check details if necessary.

### **Students**

Students are issued with college I.D. cards during the start of their 2 year course and are advised to carry them at all times. Students who leave site will sign out and back on the Inventory Software at Reception.

### **College Visitors**

Appendix 1 details the key principles for college visitor access. Appendix 2 details the key principles of event visitor access.

### **Parking Facilities and Deliveries**

There are clear signs directing visitors to our visitors' car park.

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There are warning signs restricting speed to 10 mph, and speed humps to restrict speed.

### **Reception and Security**

The College Reception is staffed 24/7 at the main entrance during term time and vacation periods.

## **4. Related Information**

### **4.1 Related Policies that are Required of the College**

- Occupational Health and Safety Management
- Fire Safety Policy
- Safeguarding and Respectful Community Policy
- Visitor Policy

### **4.2 Key Contacts**

Out of Hours Contact Details:

Duty Housementor	<a href="#">Please refer to Duty Roster</a>
Silver Command	<a href="#">Please refer to Duty Calendar</a>
Duty DSP	<a href="#">Please refer to Duty Calendar</a>
Welcome Team (24/7)	1000
Emergency Engineer	1000 (contact reception)
Duty Nurse (7am-7pm weekdays)	1022 or 1023

## **5. Policy Measurement and Reporting**

The Site Security and Access Policy is reviewed annually by the Finance & Estates Committee of the Board, the Director of Operations & Sustainability and the Facilities Services Manager, as part of the operations review cycle and as part of the whole College development plan. Part of this review process will consider to what extent the policy is being used as an active working document.

The policy is communicated to the school community electronically on **Every** and is available on the UWCA website.

## **Appendices**

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**Appendix 1 - Visitor lanyard colour, required checks and campus access level**

Role	Checks/ sign in process	Lanyard	Host	Access NOT permitted to;
Staff	<ul style="list-style-type: none"> <li>Enhanced DBS by college</li> <li>References</li> </ul>	Red	NA	NA
Governor or college approved volunteer	<ul style="list-style-type: none"> <li>Enhanced DBS by college</li> <li>References</li> <li>Announced via TOPdesk</li> <li>InVentry sign in</li> </ul>	Red	NA	NA
College day visitor (including alumni, parent/guardian, non-DBS checked contractor)*	<ul style="list-style-type: none"> <li>Announced via TOPdesk</li> <li>InVentry sign in</li> <li>Host contacted prior to permitted entry</li> </ul>	Pink	Staff/student host to fully escort visitor	Classrooms & academic blocks, 1st & 2nd floor of the Castle, Lower floor Sports Hall, Staff room, Swimming pool (indoor & outdoor), Health Centre, Student houses
DBS checked contractor listed on the <a href="#">approved list</a> *	<ul style="list-style-type: none"> <li>Company DBS</li> <li>Announced via TOPdesk</li> <li>InVentry sign in</li> </ul>	Green	NA	Access to pre-approved areas to carry out the role
Overnight visitor*	<ul style="list-style-type: none"> <li>Stay approved by Facilities Service Manager</li> <li>Announced via TOPdesk</li> <li>InVentry sign in</li> <li>Host contacted prior to permitted entry</li> </ul>	Pink (no DBS held)	Staff/student host to fully escort visitor until guest retires to accommodation for the night	Classrooms & academic blocks, 1st & 2nd floor of the Castle, Lower floor Sports Hall, Staff room, Swimming pool (indoor & outdoor), Health Centre, Student houses
		Green (DBS held)	NA	Student houses
St Donat's Church visitor - on regular congregation list*	None	None	St Donat's Church	Anywhere apart from the church
Role	Checks/ sign in process	Lanyard	Host	Access NOT permitted to;

St Donat's Church visitor - not on regular congregation list*	Sign in with InVentry	None	NA	Anywhere apart from the church
Bulk load delivery driver (unrestricted area)*	No sign in, Photographic identification must be checked on arrival	None	Staff	Anywhere apart from outside the delivery building
St Donat's Nursery visitor - on regular visitor list*	None	None	St Donat's Nursery	Anywhere apart from the nursery
St Donat's Nursery visitor - not on regular visitor list*	Sign in with InVentry	None	St Donat's Nursery	Anywhere apart from the nursery

\*All of these visitors must be expected to provide formal, photographic identification, which could be passport, driver's licence, national identity card or company identity card

## Appendix 2 - Event visitor access details

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<b>Type of event</b>	<b>Eventbrite, TOPdesk or Spreadsheet guest list</b>	<b>InVentry sign in?</b>	<b>College ID/pass issued</b>
1st/2nd year parents arrival	Student name spreadsheet from iSAMS	No	None
International show	Eventbrite	No	Wristband
CAS experiences	Spreadsheet guest list or TOPdesk	Yes	InVentry visitor badge & lanyard
Weekly Hire (pool, dance, etc.)	Spreadsheet guest list	No	None
Leavers Ceremony	Eventbrite	No	Wristband
One-off events (concerts, christmas fayre, cinema, etc.)	Eventbrite	No	Wristband
Weddings	Spreadsheet guest list	No	None
Reunion	Eventbrite	No	Event lanyard
Summer Education Programme (residential courses)	Spreadsheet guest list	No	Event lanyard