

Security Policy

Review date: 8 March 2024
 Approved by: SMT
 Responsible Manager (s): Director of Estates
 Executive Lead: Vice Principal Finance, Planning & Facilities

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with:		Date:
• SMT	Yes	08/03/2024
• AMT	Yes	20/02/2024
• CCMT	Yes	28/02/2024
• Students	Yes	19/02/2024
• Employee representatives (<i>HR policies only</i>)	NA	
• Other	NA	

Policy review frequency, normally every 2 years

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1. Scope and purpose of policy

The policy applies to all B&FC colleagues, students, apprentices, visitors and contractors whilst on B&FC premises and to colleagues, students and apprentices when outside (in reasonable and close proximity of) the college and/or on educational trips/visits. Whilst serious security incidents in colleges remain relatively rare, this policy ensures that appropriate measures, that are sensible and proportionate to the security threats that have been identified, are in place.

B&FC seeks to ensure that all colleagues, students, apprentices and contractors are able to work in a safe and secure environment and as far as is reasonably practicable, ensure the personal safety and security of all colleagues, students, apprentices, visitors and contractors whilst on B&FC premises by putting in place measures to protect people on site from the threat of violence.

B&FC also seeks to protect its equipment and property as far as is reasonably practical.

2. Policy statement

The law requires employers to take a common sense and proportionate approach to identify, assess and keep under review health and safety related risks and take steps to reduce or eliminate those risks. This includes security risks where there is a threat of attack on colleagues and/or students/apprentices from within or outside (in reasonable and close proximity of) the college and/or on educational trips/visits.

B&FC will discharge its responsibilities in respect of security through the continued development and implementation of plans and procedures ensuring:

1. A security strategy is in place and regularly reviewed in line with the Terrorism (Protection of Premises) Bill which is currently going through the Parliamentary process (likely to be passed in late 2024)
2. That competent person(s) are responsible for matters of security
3. That the Emergency Management Plan (EMP) and Business Continuity Plans are in place
4. A balance between maintaining an open and welcoming environment for colleagues, students, apprentices, visitors, contractors and the wider community and protecting them from harm
5. Plans and procedures to be based on realistic assessment of the threats relevant to B&FC
6. That there is a shared and common understanding about how to respond to identified threats
7. The ongoing development of a culture in which colleagues, students and apprentices recognise and understand the need to be more vigilant about their own and the safety and security of others
8. A clear demonstration of an understanding of the issues that could impact B&FC
9. Clarity about what is expected from colleagues, students and apprentices should an incident occur
10. Continued working relationships with the local police, Blackpool Council and other agencies in the wider community to gather and share security related information
11. Security awareness, training and advice for colleagues
12. Security planning
13. Physical security measures
14. IT cyber security measures

3. Accountability

The Director of Estates is responsible for the development and implementation of security strategy, policies, procedures and ensuring the roll out of all relevant training.

Colleagues, students and apprentices should be familiar with what is required from the B&FC security policy and strategy. Strategic Management Team should have an awareness of relevant security networks and be able to evaluate and assess the impact of any new initiatives on the security policy and its day-to-day operation.

The Head of Capital Projects & Maintenance Services is responsible for day to day management and implementation of the security procedures, the investigation of crime or breaches in security, the provision of expert and impartial up to date advice and liaison with police, emergency services and local authorities in respect of all security matters.

Heads of Curriculum and Service areas have a pivotal role in promoting security both within their area and across B&FC which will include ensuring that all colleagues and students in their curriculum or service area understand and exercise their security responsibilities, including reporting of incidents.

All colleagues:

- Must familiarise themselves with the related B&FC Emergency Management Plan, policies, procedures and strategy.

All Strategic Management Team members:

- Must have read and understood the Emergency Management Plan and their role in an emergency incident situation

Externally Appointed Security Contractor

- Must familiarise themselves with the related policies, plans and procedures
- Must ensure regular training for appointed security colleagues at the College
- That appointed security colleagues at the College follow the instructions of the Head of Capital Projects & Maintenance Services.
- That appointed security colleagues at the College understand their role in an emergency situation and support the College Emergency Response Team (ERT) appropriately

All colleagues, students, apprentices, visitors and contractors:

- Have a responsibility for their own security and are to ensure that their activities do not adversely impact on the security of others
- Are to report any suspicious activity or behaviour, suspected or real immediately to reception
- Must wear their B&FC/Visitor/Contractor ID at all times whilst on B&FC premises

4. Student Involvement

The elected representatives of the Student Union have been consulted in the formation of this policy.

Students and apprentices have a general responsibility to give due consideration to B&FC security issues, look after B&FC property and follow B&FC security procedures, in particular they must ensure they wear their student ID cards at all times when on B&FC premises.

5. Linked documents

B&FC Health and Safety Policy
B&FC Safeguarding Students Policy
B&FC eSafeguarding Policy
B&FC IT Systems and Information Security Policy
B&FC Recruitment and Selection Policy and Procedures
B&FC IT Disaster Recovery & Business Continuity Policy

B&FC Emergency Management Plan
B&FC IT Disaster Recover Plan
B&FC Security Guidelines
B&FC Security Procedures

<https://commonslibrary.parliament.uk/research-briefings/cbp-9799/> (Draft Terrorism Bill)

<https://www.gov.uk/government/publications/school-and-college-security/school-and-college-security>

6. Equality, Diversity and Inclusion Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability

Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working

Title of Activity: Security Policy

Name and title of proposer: Lisa Breeze, Director Of Estates

New or Revision
(tick as appropriate)

Equality and Diversity.

Are there students, apprentices, other customers, community/stakeholders, and/or colleague concerns that the proposed policy, project or change may be discriminatory or have an adverse impact on people with protected characteristics?

A	Students/Apps/Customer	Yes / No	If so, how many individuals / which groups of are likely to be affected?	Reason / comments for positive impact why it could benefit any /all of the equality groups	Reason /comments for negative impact /what could disadvantage any/ all of the equality groups
B	Community/stakeholders	Yes / No			
C	Colleague	Yes / No			
Equality group		Positive impact High Low None	Negative impact High Low None		
Sex		N	N		
Gender reassignment (Male/female/Non-binary/Transgender)		N	N		
Age		N	N		
Race or ethnicity		N	N		
(Disability) Learning difference		N	N		
(Disability) Physical and/or sensory		N	N		
(Disability) Mental health need		N	N		
Sexual Orientation		N	N		
Religion and Belief		N	N		
Marriage and civil partnership		N	N		
Pregnancy and maternity		N	N		
Carers/care experienced		N	N		
Socio Economic deprivation indicators		N	N		

What changes or actions do you recommend to improve the service, project, policy, or change to eradicate or minimise the negative impacts identified? Who will be responsible for monitoring these actions?

Have students, apprentices/other customers, communities and/or colleagues been consulted in the review / proposed change?

A	Students/Apps/Customers	N/A
B	Community	N/A
C	Colleague	N/A
	If yes, who and how many have you involved and how have they been involved?	

Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?

Yes
 No

Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits? [Risk is not having a security policy in place – this policy links to the H&S policy and ensures the safety of all in the B&FC community](#)

Yes
 No

Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?

Yes
 No

Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?

Follow national / government guidance

Is this policy of a high/medium or low risk?:

High Medium Low