Title:	Security Policy and Procedure
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Approved by:	Senior Management Team
Policy owner:	Group Head of Estates

1. Policy Overview

1.1. For WaterBear to provide a safe and secure environment for students, staff and visitors, a robust Security Policy is required, along with procedures that will enhance security and safety and improve current practice, without hindering the learning delivery or experience.

1.2. This Security Policy aims to formalise a cohesive and integrated approach to security throughout all WaterBear buildings.

2. Policy Statement

2.1. WaterBear seeks to ensure, as far as is reasonably practical, the security and safety of all students, staff, visitors and contractors, while within WaterBear premises. The Estates and Facilities Team will be responsible for the effective operation and enforcement of the Security Policy and Procedures.

2.2. WaterBear reserves the right to prosecute and/or take appropriate disciplinary action against any person who acts negligently, dishonestly or commits a crime against WaterBear.

3. Responsibilities

3.1. Responsibility for personal safety and security rests with all persons who study at, work at, or who visit WaterBear. All students, members of staff, visitors and contractors should assist the Estates and Facilities Team. Security and personal safety is everyone's responsibility and cannot be left solely as a matter for the Estates and Facilities Team or police.

3.2. Responsibility for security rests with all students, staff (including contractors and freelance staff) and visitors to WaterBear. All suspicious and/or suspected criminal activity should be reported immediately to the Estates and Facilities Team and Reception.

3.3. Within this overall responsibility, some elements of responsibility are defined as follows:

3.4. **WaterBear SMT (Senior Management Team):** SMT should ensure that support and resources are available to staff for the implementation of the Security Policy. Necessary measures to improve security in essential areas should receive priority consideration. Where appropriate, specific training to achieve acceptable standards of operation should be supported and properly resourced.

3.5. **Group Head of Estates alongside Heads of Education:** Development and implementation of security strategy, policies and procedures with reference to health & safety and the monitoring of their effectiveness and efficiency. Liaison with police (including the reporting of crime committed on site, emergency services and local authorities). Risk management, analysis and implementation of security solutions. Organising the investigation of confidential breaches in security; provision of expert and impartial up-to-date advice.

3.6. **Estates and Facilities Team alongside Reception Teams:** Day-to-day management and implementation of the Security Policy and Procedures; ensure their continued effectiveness; provision of security hardware including keys, access fobs, access apps, access cards, locks, safes, CCTV and intruder alarm installations.

3.6.1. **All Staff and Tutors:** Should familiarise themselves with the Security Policy and Procedures, paying particular attention to those issues that are relevant to the activity of their department/lessons, ensuring that students in their department understand and carry out their security responsibilities with due care and attention to WaterBear and their own personal property (see sections below), in particular security of IT equipment. Liaise with the Estates and Facilities Team on any security matters, take action to remove or reduce, as far as reasonably practicable, any security risks and attend coordination meetings if required. Notify the Estates and Facilities Team of any security risk, for example, the purchase of high-value equipment not procured by estates or any high-value equipment onsite owned by staff or tutors that may be brought in for teaching purposes. Estates and Facilities will then advise on any additional security or protection.

3.6.2. **Staff:** (This includes all those with a contract of work, visiting lecturers, freelance tutors). All staff must ensure they are familiar with and follow the procedures in the WaterBear Security Policy, paying particular attention to those issues that are relevant to their activities. They must also co-operate with requests from the Estates and Facilities Team regarding security procedures.

3.6.3. **Students:** Students are expected to look after WaterBear spaces and equipment properly and to give due consideration to security issues. They must follow security procedures designed to protect WaterBear property, in

particular regulations governing access to Mac suites, music venues or the use of the bookable mixing suites unsupervised. Students must co-operate with any requests from the Estates and Facilities Team, especially with emergency or evacuation instructions and in relation to security procedures and in accordance with prevailing health and safety expectations.

3.6.4. **Visitors:** All visitors (including meeting delegates and event attendees) have a general responsibility to look after the WaterBear facilities while on site and to give due consideration to security issues. They must follow security procedures designed to protect WaterBear property and always wear their visitor badge. Visitors must follow instructions from Reception/Estates and Facilities or from their host department in all buildings, particularly in emergency situations. All visitor appointments to any offsite buildings manned by a receptionist must be communicated in advance to Reception. All visitors must sign into the visitors' log and sign out when departing.

3.6.5. **Common Areas:** Security risks in common or public areas of buildings are the responsibility of WaterBear but will be the devolved responsibility of the Estates and Facilities Department. However, SMT are asked to draw risks or issues to the attention of the Estates and Facilities Team, so that effective solutions can be proposed in conjunction with all interested parties.

3.6.6. Staff and Student Identification Cards

All staff; students, contractors, and authorised visitors are required to always wear their official identification (ID) card while on organisational premises. ID cards must be clearly visible and displayed above waist level to enable easy recognition and verification of identity.

The purpose of wearing ID cards is to promote a safe, secure, and professional environment, assist with safeguarding responsibilities, and help prevent unauthorised access to buildings and facilities.

3.6.7. Individuals must not:
Lend, share, or allow another person to use their ID card
Alter, deface, or misuse their ID card
Use an expired or invalid ID card

Wear ID cards outside of WaterBear campus buildings.

Lost, stolen, or damaged ID cards must be reported immediately to the appropriate department, and a replacement obtained as soon as practicable.

Failure to comply with this requirement may result in access being restricted.

APPENDIX 1: Crime Prevention

1. Security Awareness

1.1. Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption. Staff and students should make every effort to counter the threat of crime.

2. Procedure: Crime Prevention and Security Awareness

2.1. All suspicious activity should be immediately reported to the Estates and Facilities Team or Reception Team.

2.2. Personal valuables should be locked away, placed out of sight or kept on the person, and personal property should never be left unattended.

2.3. Offices must be locked upon leaving, with windows closed and locked (where locks are fitted).

2.4. Laptops should be stored in lockable cupboards or lockable rooms when not in use, particularly overnight.

2.5. Lights (except security lighting) should be turned off when leaving.

2.6. All incidents of crime on WaterBear premises, real and suspected, must be reported to the Estates and Facilities Team.

3. Incident Reporting

3.1. It is the responsibility of all staff, tutors and students to report all activity, suspected or real, of a criminal nature. Incident reporting is crucial to the identification of patterns of criminal activity. It permits investigation and recommendations to be made to prevent a recurrence.

3.2. Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout WaterBear and thus ensures that adequate resources are provided to combat that crime. Success in the fight against crime is greatly enhanced by fast, efficient and detailed reporting.

3.3. Incident forms are to be completed for every incident and will be actioned by the Estates and Facilities Team when an incident is reported.

4. Procedure: Reporting of Security Incidents

4.1. All incidents of a security nature should be reported to the Group Head of Estates via the appropriate Head of Department.

4.2. An incident form must be completed and should include: time, location, incident description, persons involved, items missing, persons/organisations reported to, actions for completion and complete actions documented.

4.3. The incident will be logged in the Estates Team SharePoint site.

4.4. The local police should be informed in all cases of reported crimes of assault, indecency, fraud, theft and burglary. Responsibility for informing the police falls to the Group Head of Estates, Estates and Facilities Team and Reception.

4.5. The Group Head of Estates and Heads of Education are to be notified of all police involvement on campus to enable effective management of any subsequent actions on WaterBear premises.

4.6. This reporting procedure should always be followed.

5. Crime Investigation

5.1. All crimes that occur on WaterBear premises will be investigated appropriately to prevent re-occurrence and aid crime prevention. The Group Head of Estates will be responsible for carrying out internal investigations of security-related incidents, producing written reports for circulation where necessary and providing follow-up crime prevention advice.

APPENDIX 2: Access Control

1. Entry Fobs/apps and cards

1.1. WaterBear buildings are fitted with electronic door access systems. Staff/tutors and students are issued with ID cards and entry fobs or are registered with the mobile phone access app by the Estate and Facilities Team.

1.2. Students are issued with Student ID cards and entry fobs or are registered with the mobile phone access app by the Estate and Facilities Team.

1.3. Students and staff should notify Estates if they lose an ID card fob or have technical issues with the app system.

1.4. The Education team must notify Estates and Facilities Managers when any member of staff, tutor or student ceases to be employed, working or studying at WaterBear, so the entry access systems are updated and access denied.

2. Control of Locks, Keys and Access Fobs

2.1. The Estates and Facilities Teams manage use of all locks, fobs and apps for internal and external doors, and padlocks and keys for securing musical equipment. Heads of Department are responsible for in-office desk drawers and cupboards containing items allocated to their department.

2.2. No other make of lock or key should be installed on WaterBear premises without the authority of the Group Head of Estates.

2.3. The Estates and Facilities Team should keep a record of all keys issued locally and ensure that staff return keys when they move offices or leave WaterBear employment. It is the responsibility of all individuals who are issued keys to ensure safe keeping and report any loss immediately to their Head of Department or Estates and Facilities Manager.

2.4. Where additional access control on system is required, departments should discuss their needs with the Group Head of Estates so that usage analysis and installation can be assessed.

3. Visitors Pass

3.1. Visitors and contractors will be issued with a 'visitors pass' at point of entry and should wear these passes during their visit to WaterBear and return them on leaving.

4. WaterBear Opening Times (subject to periodic review when required by the needs of the business)

4.1. During term time: The College buildings are open for teaching and related activities from 09.00, and the College is generally open until 8.30pm Monday to Friday. The

WaterBear Venue and WaterBear MusicBar in Brighton may operate a different schedule around lessons and events.

4.2. Out of term time: The College buildings will be open from 09.00 and close at 17.00 Monday to Friday. The WaterBear venue and WaterBear MusicBar in Brighton may operate a different schedule around lessons and events.

4.3. WaterBear buildings are closed for general use on Saturdays, Sundays and public holidays. All campus buildings are closed for a defined period during the Christmas and New Year period.

4.4. The WaterBear venue and WaterBear MusicBar remains open all year round for commercial activity.

4.5. One Saturday a month, WaterBear buildings will be open for Open Day marketing/student recruitment activities.

5. Weekend and Other Out of Hours Functions/Meetings/Events

5.1. The use of WaterBear premises during evenings and weekends is restricted. Any request to use the premises outside of business hours must be submitted and authorised by the Group Head of Estates.

5.2. Authorisation is subject to unaffecting cleaning schedules and ensuring appropriate staffing levels to run the activity in a safe and secure manner. The activity organiser is responsible for arranging staffing for these one-off or regular bookings. The Estates and Facilities Team must ensure that the shutting down and locking up of buildings is maintained.

6. Procedure: Request for Keys

6.1. Staff. All applications for new keys should be made in writing to the Group Head of Estates. All issues will be subject to satisfactory fulfilment of criteria to ensure need, use and availability.

6.2. Contractors. WaterBear buildings will be strictly controlled by the Estates and Facilities Teams according to agreed access control procedures.

6.3. General.

- All losses of keys must be reported immediately to the relevant site Estate and Facilities Manager.
- Persons leaving WaterBear employment are to return their key(s) direct to the site's Estates and Facilities Manager. They should not pass it/them directly to their replacement.

- Any loss of master keys will be the subject of an enquiry, and costs for replacement of locks and keys may be charged to the individual concerned. Loss of keys may also lead to disciplinary measures should negligence be proved.

APPENDIX 3: Asset Protection: Equipment Documentation

1. New Equipment

1.1. The safekeeping of all WaterBear property will help to ensure that the maximum amount of equipment is always available for use. Staff, tutors and students are to make all possible efforts to ensure that WaterBear equipment is protected from the possibility of theft.

2. Procedure: Security of Equipment

2.1. For all offices, classroom and staffrooms, all valuable portable IT equipment such as laptops must be locked away out of sight when not in use and especially overnight. Computers should always be password protected and/or switched off when not in use to protect them from unauthorised access to information.

3. Security Hardware

3.1. All requests for installations of locks, CCTV, intruder alarm or access control will be subject to authorisation by the Group Head of Estates. Such equipment is not to be purchased and/or installed (or removed) without prior consultation with the above staff who will advise on approved installers. Where CCTV is installed, the requirements of the Data Protection Act must be followed.

4. Insurance Cover

4.1. The replacement cost of WaterBear property stolen through burglary or damaged in any way may be claimed from WaterBear insurers but only after a complete review of the circumstances has been completed by the Group Head of Estates and reviewed by the SMT. There are limits on the claims that can be made both in number and value, therefore the SMT will decide whether to make a claim or replace without claim. Property left within an insecure/unlocked or un-alarmed area may not be covered by the insurance policy. The insurance policies have built-in excesses, and these will be taken into account as part of the review mentioned above as relevant for the circumstances under review. Departments are therefore advised to ensure that all valuable items are physically protected as described above.

APPENDIX 4: Security and Individual Responsibilities

1. Security in the Office

1.1. It is the responsibility of all staff to be aware of, and familiar with, all procedures that ensure a safe and secure environment for personnel, equipment and documentation in their office areas.

2. Procedure: Office Security

2.1. At the end of the working day, staff should ensure that valuables and confidential documents (laptops, cameras, data, personnel files etc) are locked away.

2.2. Office cupboards and all windows must be closed and locked as appropriate.

2.3. All computers must be switched off or password protected when not in use to prevent unauthorised access to information. Please also refer to the WaterBear IT and Digital Policy WBITADP-01.

2.4. The Estates and Facilities Teams will manage the end-of-day lock-up against the security checklist.

3. Personal Security

3.1. While it is the responsibility of WaterBear to provide a safe and secure environment, it is the responsibility of all staff, tutors and students on WaterBear premises to take all reasonable measures to ensure their own personal security.

4. Moving between WaterBear Buildings, or to and from Offsite Partner Venues

4.1. Staff, students and tutors should make themselves aware of their surroundings and of other people when walking between buildings. Poorly lit or isolated areas should be avoided, as should lone working or walking, where possible. Any deficiencies in lighting in WaterBear buildings should be reported to the Estates and Facilities Team as soon as possible.

5. Suspicious Behaviour

5.1. If suspicious or criminal activity is noticed, notify or get a colleague to notify the Estates and Facilities Team. The Group Head of Estates should be informed immediately and, if appropriate, contact the police.

5.2. Staff are not authorised to detain or to use force in any way. If the individual(s) become argumentative and/or aggressive, staff are not to put themselves or students at risk and are to report to the police or Estates and Facilities Team.

5.3. **It is important that WaterBear staff, and all members of the public, are treated with courtesy and respect.** This means that aggressive or violent behaviour towards

our staff or any member of the public within WaterBear premises will not be tolerated under any circumstances.

6. Drugs and Illegal Substances

6.1. All suspicions of the handling or using of controlled or illegal substances on WaterBear premises should be reported to the Estates and Facilities Team, who will immediately inform the Estates and Facilities Manager, Venue's Operations Manager or Bar Supervisor or venue's security staff. The relevant person will speak to the person suspected and either confiscate the substance and hand it over to the police as soon as possible or pass the details of the witnessed incident on to the police for them to investigate directly.

7. Found Property

7.1. Property that is found in WaterBear buildings should be either: a) in the case of clothing, jewellery, wallets – handed in to the nearest reception desk, b) in the case of electrical or musical equipment – be securely stored in the nearest Estates and Facilities or venue offices, and the nearest reception desk informed.

7.2. If the owner can be identified by an indicator on the item in question, reception staff should contact the owner and arrange a mutually convenient time for collection.

7.3. Where this is not possible, unidentified found property should be handed in for storage. When property is handed in, the date/time, location of find, description of the item and finder should be logged. If the property is not returned to the owner or is left unclaimed for more than three months, the item will be disposed of following the final attempt at re-uniting it with the owner via lost property reminder communication.

8. Claiming Property

8.1. When a person claims an item of lost property, full details will be required, including a full description of the item. For certain high-value items, proof of ownership may be requested. When Reception or Estates staff are satisfied with the owner's claim, the property will be handed over on signature. Where any doubt to ownership exists, the Estates and Facilities Manager and College Manager may be asked to resolve the situation.

9. Property Left in Classrooms

9.1. No items of property should be left unattended in teaching rooms. Any property left will be treated as found property and dealt with per paragraph 5 above.

9.2. Where the value is questionable (leftover hand-outs or teaching material) and/or the condition of the item is poor, the practice is to treat this as 'unwanted' or 'waste' and to place it in bins for disposal.

10. Lost Property

10.1. Staff, tutors or students searching for lost property should contact the relevant reception desk or the Estates and Facilities or Venue Team as stated in paragraph 5.

10.2. With regard to items lost outside WaterBear premises, the individual should check with the nearest police office.

APPENDIX 5: Use of Closed-Circuit Television (CCTV)

1. Reasons for Use

1.1. The use of Closed-Circuit Television (CCTV) has been recognised as a powerful tool in the fight against crime, both in its prevention and detection. WaterBear uses CCTV systems in all its buildings, covering many of the entrance areas and common ways. It is installed inside and outside buildings, with the objective of assisting to provide a safe and comfortable environment for the benefit of those who work, study at and visit WaterBear. This objective will be met through the monitoring of the system so as to:

- Reduce the fear of crime and offer public reassurance.
- Assist in the prevention of crime and public disorder.
- Facilitate the apprehension and prosecution of offenders in relation to crime and public disorder.
- Monitor and deal with any public safety issues.

1.2. To comply with the Data Protection Act (1998) (DPA), signs will be placed around WaterBear premises to inform anyone entering the premises that CCTV with recording is in use.

2. Locations

2.1. WaterBear CCTV systems consist of both internal and externally located overt cameras and digital recording. Recorder units for each system are located in buildings and where possible will be housed in lockable data cupboards. Cameras are remotely controllable but have not been installed for the purpose of monitoring staff and tutor performance.

2.2. Future installations must be authorised by the group Head of Estates to comply with the DPA.

3. Access to the CCTV recording systems

3.1. Access is controlled and is limited to the Group Head of Estates, Estates and Facilities Team and Venue's Operations Manager.

3.2. Requests to view or for copies of CCTV recordings must be submitted in writing to the Group Head of Estates or Venue's Operations Manager. The provisions of the DPA apply, and any legitimate request for material may be subject to an appropriate administrative charge.

4. Police

4.1. In general, the police should not require access to (nor be allowed access to) WaterBear CCTV systems except under the following circumstances:

- Emergencies or investigation of serious incidents.
- Identification of offenders.

4.2. Requests by police to remove CCTV recordings must comply with the DPA and be registered accordingly. All requests for CCTV recordings should be directed to the Group Head of Estates.

4.3. Images will be securely stored on each system's associated hard drive for one calendar month. Any requests to view a recorded image will be dealt with as section 4.

4.4. The WaterBear venue and WaterBear MusicBar certified premises licence requires CCTV as a condition consistent with the operating schedule for the prevention of crime and disorder as follows:

4.5. An operational CCTV system will be maintained to cover both inside and outside of the premises. Recordings to be kept for 31 days and external areas to be covered by security lighting.

APPENDIX 6: Risk Assessment

1. Evaluation

1.1. Before hardware/equipment is purchased or a security strategy is developed, risks need to be evaluated. This evaluation should include:

- Location and nature of the area.
- Building design.
- Premises use.
- Current access control or other security measures.
- Past security record.
- Value and desirability of contents.

1.2. Risks may vary depending on the time of day, level of building use or if alterations to the building are carried out. A risk assessment therefore should reflect this and be reviewed as operations change. Once a risk assessment is prepared, it should be evaluated by the Group Head of Estates and the Venue's Operations Manager to decide if the risks are acceptable, what level of protection is required and what the priorities should be.

2. Risk solution considerations:

- Removal
- Secure
- Reduced equipment available
- Access control
- Surveillance
- Environment
- Implement rules

2.1. Security Risk Assessment to be reviewed annually in September to include new equipment procurement and changes to buildings or use of new buildings or venues prior to each academic year by the Group Head of Estates and the Estates and Facilities Team and Venue's Operational Team.