



# Security Policy

### **Our Mission**

To inspire learners to recognise and achieve their full potential

### **Our Values**

Excellence, Passion, Team Work, Integrity, Innovation,  
Sustainability, Valuing Others and Supportiveness

### **Sparsholt College Hampshire, incorporating Andover College**

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The *Security Policy* was approved by the Board of Governors in April 2020.

Originator:  
Premises Manager

Located:  
College Intranet  
College Website

Date of next scheduled review: *February 2023*

# SECURITY POLICY AND LINKED PROCEDURES

## SECURITY POLICY STATEMENT

The College Group will discharge its responsibilities in respect of the physical security of all students, staff and visitors, animals and equipment through the continued development and implementation of processes and procedures covering:

- Physical security measures
- Security awareness, training and advice for employees
- Security planning

Note, this policy is further to the College Group's policies on:

- Health and Safety
- Safeguarding and PREVENT
- e-Safety and Online Communications
- Information Security Policy
- IT Policy

## BACKGROUND

**Andover campus:** a campus of a 16+ tertiary college in the heart of the cultural quarter of the town of Andover. The college also has 14 to 16 years olds school pupils attending one day per week. Our security arrangements provide for restrictions to buildings access beyond our Reception area and vigilance, including CCTV of external areas.

**Sparsholt:** a residential campus for students of 16 + and with a mixed age of residential students including those up to age 25, the campus is rural with a marked public footpath running through. The college also has 14 to 16 years olds school pupils attending one day per week. Security is facilitated by the relative isolation of the campus (four miles from the nearest town) from casual visitors on foot and involves constant surveillance by staff, challenge of anyone not wearing a badge/lanyard and obvious CCTV surveillance.

## ACCOUNTABILITY

**The Premises Manager** is responsible for the development and implementation of 'on-site' tactical security arrangements.

**The Premises Supervisors** are responsible for day to day implementation of the security procedures at Andover Campus and Sparsholt Campus, including the reporting of crime or breaches in security. This will include 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.

**The Residential Student Services Manager, College Wardens and the site duty officer** are responsible for overseeing implementation of the security procedures at the Sparsholt campus during the evenings and at weekends, including the reporting of crime or breaches in security. This includes the liaison with police, emergency services and local authorities in respect of all security matters during those times.

**The Deputy Principal, Vice Principals, Assistant Principals, Curriculum Leaders and Heads/Team Leaders of Sparsholt College Services Limited** have a pivotal role in promoting security both within their area and across the College which will include ensuring that all colleagues employed by Sparsholt College Hampshire and Sparsholt College Services Limited and students in their curriculum areas understand and exercise their security responsibilities.

**All employees, students, 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, suspected or real immediately to reception
- must always wear their Visitor/Contractor ID whilst on college premises
- have responsibility for their own belongings including laptops, phones, bikes, handbags etc. Personal items brought to college, are at the risk of the owner and the college cannot accept any responsibility for these or their loss or damage.

## **STUDENT INVOLVEMENT**

Students have a general responsibility to give due consideration to college security matters, look after college property and follow college security procedures. Students must ensure they wear their student ID cards at all times when on college premises.

## **SECURITY ARRANGEMENTS**

a) **Badge wearing:** it is essential that all staff, students and visitors always wear ID badges unless they are taking part in practical activity, which would ordinarily involve overalls/safety equipment/embroidered logos of the college. These badges are most usually displayed on a college lanyard but if the badge is visible it is to the choice of the individual as to how to wear this. The badge has a magnetic strip, which is used to activate the card door systems and use the college till systems for purchasing items but is also used at Andover for the barrier system to gain access into each of the main buildings. The card can also be used for exiting the car parks at Andover. The college has a system for all visitors called visit app. All visitors sign in at receptions or equine when on site. The system then sends an email to the person who they are visiting. Visit app logs all visitor in and out of the site.

b) **Site Duty Staff:** the Premises Team at both campuses, have a primary role in the overseeing and maintenance of the premises, but also in the locking and unlocking of buildings, particularly early in the morning and in the evening. Premises colleagues have access to reflective jackets with very obvious CCTV on the front of the jacket, enabling them to be present at times when this would be appropriate, and in particular, at the start of term, so that students can see that there is a "Security Presence". These jackets with CCTV are used from time to time in Andover, where there is any information about individuals, known to be troublesome, 'hanging around' outside of College buildings, so that they can be moved-on.

c) **Lockdown:** the college has Lockdown alarm siren systems and all staff have been briefed on lockdown procedures and all have received 'Run, Hide, Tell' training. Students also receive 'Run, Hide, Tell' training as part of their Group Tutorial activity.

d) **CCTV:** the college is covered by CCTV and this fact is widely announced to visitors, thereby acting as a deterrent. The Sparsholt site also has ANPR camera coverage at the two entrance points to the site one at Garstons and one at the main entrance. As well as the barrier system in Andover all entrance points are covered by CCTV.

e) **Pedestrian Entrance Control System:** because Andover campus is open to the public, in a town centre location, each of the buildings has pedestrian entry point barriers that require student ID badges to be presented to the sensor in order to allow ingress and exit to the buildings.

#### **Linked policies**

Health and Safety Policy  
Safeguarding Learners Policy  
E-Safety and Online Communications Policy  
Information Security Policy  
IT Policy

#### **Linked procedures**

Security Guidelines  
Security Procedures  
Crisis/Disaster Management Plan

#### **Other External**

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