

Safety and Security Policy

Excellence • Passion • Teamwork • Integrity

Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Teamwork, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

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

The Safety and Security Policy was approved by the Board of Governors in October 2024 and supersedes previous versions.

Originator:	Director of Estates
Located:	College websites (policy only) College Group intranet
Due for review:	July 2027

SAFETY AND SECURITY POLICY

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Foreword

In April this year the Government published new guidance for all education establishments, namely 'Protective security and preparedness for education settings'. This will be further reinforced by Martyn's Law which will become the Terrorism (Protection of Premises) Bill that has been developed following the Manchester Concert Bombing.

This new Safety and Security Policy is the Sparsholt College Group's response and puts in place a more comprehensive structure to support safety and security on all of our campuses.

This policy draws together the original security policy, adds lockdown procedures, bomb threat and incident management, new perimeter muster locations and develops new strategies for shelter in place. All of which will enable us to more effectively keep our students, staff and visitors safe.

This policy has also been developed alongside the implementation of our new security mobile application that helps all students, staff and visitors to receive safety information and alerts as well as facilitating the reporting of safety concerns. It also allows staff to be able to instigate full campus lockdown should a potential threat to life occur.

This policy links together with a number of College Group security procedures, as well as First Aid, CCTV and safeguarding policies.

Key to our security is to be able to identify all those students, staff and visitors who are authorised to be on our sites. This continues to be best done by the wearing of lanyards but will be further reinforced through a change in our habits and behaviours, by us all challenging those who we cannot identify.

Further development of the College Group's security procedures will continue with improvements to our infrastructure and the management of our larger events, such as open days, as we seek to improve our protective security and overall organisational preparedness.

Julie Milburn

**Principal and Chief Executive
Sparsholt College Group**

October 2024

SAFETY AND SECURITY POLICY

1. SAFETY AND SECURITY POLICY STATEMENT

The Sparsholt College Group (the College) 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's policies and College Codes of Practice on:

- Health and Safety
- Safeguarding and PREVENT
- e-Safety and Online Communications
- Data Protection Policy
- IT Policy
- Contractors Requirements and Responsibilities

2. BACKGROUND

Andover campus: a 16+ further education tertiary campus in the heart of the cultural quarter of the town of Andover. The also has 14-16-year-old 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 campus: a residential campus for further and higher education students of 16+ and with a mixed age of residential students, including those up to age 25. The campus also has 14-16-year-old school pupils attending one day per week. The campus is rural with a marked public footpath running through. 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.

3. ACCOUNTABILITY

The Director of Estates is responsible for the development and implementation of 'on-site' operational and tactical safety and security arrangements.

The Facilities Supervisors are responsible for day-to-day implementation of the safety and 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 Designated Safeguarding Lead, Residential Support Manager and Residential Wardens are responsible for overseeing implementation of the safety and 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 Site Duty Officer are responsible for supporting the implementation of the safety and 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 have a pivotal role in promoting safety and security both within their area and across the College campuses, 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.

The Crisis Management Team (CMT) led by the nominated CMT lead has the responsibility to co-ordinate a timely response to emergency notifications or safety and security threats following established protocols.

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 campus are at the risk of the owner and the College cannot accept any responsibility for these or their loss or damage.

4. STUDENT INVOLVEMENT

Students have a general responsibility to give due consideration to College safety and 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.

5. 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. Should ID Badges be necessary to be removed for safety purposes, it is the member of staff's responsibility to ensure all students are wearing a lanyard at the end of each lesson.

These ID badges are most usually displayed on a College lanyard but, providing that the badge is visible, it is to the choice of the individual as to how to wear it. The badge has a magnetic strip, which is used to activate the card door systems and use the College till systems for purchasing items. The badge is also used at the Andover campus for the security 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 (Visitapp). All visitors are required to sign in at the campus Receptions or Equine (Sparsholt campus) when on site. The system then notifies the member of staff they are visiting by email. Visitapp logs all visitors in and out of the site.

- b) **CCTV:** the College campuses are covered by CCTV and this is widely announced to visitors, thereby acting as a deterrent. The Sparsholt campus 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 at the Andover campus, all entrance points are covered by CCTV. Further details can be found in the College CCTV Policy.
- c) **Pedestrian Entrance Control System:** because the Andover campus is in a town centre location and accessible to the public, 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. Visitors are issued with an access card along with their visitor pass, once they have signed in at Reception via Visitapp.
- d) **Vehicular Entrance Control System:** Andover campus has an access system in place for cars and parking is restricted to only those authorised utilising the same NET2 system that is used for pedestrian entrance control. Further consideration is being given to a similar system for Sparsholt to control out of hours vehicular access to the campus.
- e) **InformaCast Mass notification system:** the College has a single IT solution to allow for rapid and widespread emergency communication and safety management. Through the system, staff have the uninhibited ability

to trigger a full campus lockdown if there is an immediate threat to life. Members of staff and residential students can also raise a security or safety concern directly to the Crisis Management Team.

6. LINKED POLICIES & PROCEDURES

Linked policies

CCTV Policy
Health and Safety Policies for Staff and Students
Safeguarding Learners Policy
E-Safety and Online Communications Policies for Staff and Students
Data Protection Policy
IT Policy & IT Acceptable Use Policy

Linked procedures

Contractors Requirements and Responsibilities
College Codes of Practice
Security Guidelines
Security Procedures
Crisis/Disaster Management Plan

Other/ External

Department for Education guidance:

- <https://www.gov.uk/government/publications/school-and-college-security/school-and-college-security>
- https://assets.publishing.service.gov.uk/media/6633799b1834d96a0aa6cfdd/Protective_security_and_preparedness_for_education_settings.pdf

7. EMERGENCY PROCEDURES (AVAILABLE INTERNALLY ONLY)

Appendix A – Lockdown

Appendix B – Shelter in Place

Appendix C - Evacuation

Appendix D – Bomb Incident Management

Appendix E – Flow Charts