

## Physical Security Policy

The purpose of this policy is to provide a framework and procedures for identifying and dealing with security risk facing Rotunda Ltd, its staff, learners and visitors. This policy will allow Rotunda Ltd, in as far as is reasonably practicable, to ensure the safety and security of the campus, outlying facilities and the people using these facilities.

### The Policy:

- Defines the roles and responsibilities of relevant persons
- Confirms Rotunda Ltd determination to minimise the security related risk facing the School.
- Affirms Rotunda Ltd commitment to have in place security systems, procedures and control measures that ensure that the Rotunda community, including visitors to the School, can go about their business in a safe and secure environment.

### Roles and Responsibilities

#### Management and Responsibilities

It is essential that adequate resources are made available for managing the risk arising from security related issues within Rotunda. It is important that all personnel involved in implementing this policy are competent, trained and aware of their responsibilities.

**The CEO** - is responsible for all strategic aspects of security across Rotunda Ltd Physical Security Policy and will ensure that support/training and resources are available to the Management Team to implement the Security Policy. They are responsible for the development of strategic security, drafting Rotunda Ltd Security Policy, and will take the lead role in its implementation and will propose amendments to the Security Policy that may be necessary in the future.

**Senior Management Team** - will manage the day to day implementation of the Security Policy and monitor its continued effectiveness. They will be responsible for the day-to-day organisation and supervision of all staff involved in our frontline security.

**Staff All staff** - must be knowledgeable of and adhere to the Security Policy.

**Learners** - must follow security procedures and co-operate with requests from the Staff Team, especially in emergency or evacuation situations.

**Visitors** - are required to follow Rotunda Ltd security procedures and follow directions from their host or the Staff Team, particularly in an emergency situation. Where issued, visitors must display their pass at all times. It is the responsibility of the host to ensure all visitors are informed of and comply with the Rotunda Security Policy.

**Rotunda Ltd operate a number of security systems in order to keep the premises and surrounding environs safe and secure for staff, learners and visitors:**

### **Closed circuit television (CCTV)**

Rotunda uses CCTV systems around the campus (outside and inside buildings) covering many of the vulnerable areas, public access points and adjacent streets. The CCTV system and all its recordings are owned by Rotunda Ltd and the system is operated by the Staff Team. Rotunda Ltd uses CCTV to protect life and property and to prevent crime. It is used for no other purpose. The images captured are recorded and retained in the event that they may be needed as evidence of criminal activity. All images from the CCTV system are treated in accordance with the Data Protection Act of 1998. Under the Data Protection Act individuals, who have been monitored by a CCTV system, have a right of access to their recorded images. Requests to access recorded images must be made to the CEO.

### **Panic Alarms**

There is a Panic Alarm installed in our Counselling Room and it is monitored from the reception area when the counselling room is in use. Staff will respond immediately to this alarm upon activation

### **Crime Prevention**

#### **Security Risk Analysis**

All departments and divisions will be responsible for assessing and mitigating security related risk arising from their activities. In liaison with the Senior Management Team, departments and divisions should carry out periodic risk assessments to determine their security needs.

#### **Security Awareness and Reporting of Incidents**

All persons on campus must report any incident of crime and suspicious activity (even if not of a criminal nature) or items to the Management Team immediately. The Management Team will always treat any reports seriously and respond accordingly. Departments or individuals responsible for an activity that may impact on the security of the must also report this to the Management Team.

### **Personal Security**

Rotunda Ltd is an open college, however, access to the building is monitored via our reception area and all personnel are required to sign in and out of the building. Whilst it is the responsibility of Rotunda Ltd to provide a safe and secure environment, it is the responsibility of all to take all reasonable measures to ensure their own personal security.

### **Staff and Learners**



The Management Team will provide security briefs to staff during their induction period. Teachers are responsible for providing this brief to learners during their induction.

### **Contractors and Visitors**

All contractors who make use of and work on Rotunda Ltd property have a general responsibility to give due consideration to personal security issues. In particular, they should follow security advice and procedures designed to protect them whilst on the property.

### **Access Control**

**Identity Cards** All staff and visitors will be issued with an ID Card. Cardholders must safeguard their card and report lost cards as soon as possible. Identity cards are not transferable nor should they be loaned out to anyone for any purpose. The identity card remains the property of Rotunda Ltd.

### **Lost Cards**

All lost ID cards must be reported to the CEO immediately to prevent misuse by unauthorised individuals.

### **Public Events**

Public events are defined as an event where over 30 members of the general public may attend, the following security and access control considerations must be observed:

#### **Security**

- The organising entity must ensure that they complete the public events security questionnaire and forward this to Rotunda Ltd
- In some cases a full security risk assessment may be recommended by Conferences and Events. The organising entity must liaise with the Management Team in the commission of this risk assessment.
- In certain cases the provision of enhanced security may be recommended as a result of the risk assessment.

**Access Control Members** of the public are permitted to be on Rotunda Ltd premises for the duration of the event they are attending. Most events are on a first come first served basis but some are ticketed and access is granted only to those with a valid event ticket.

### **ASSET PROTECTION**

It is the responsibility of all staff and learners to take reasonable measures in protecting Rotunda Ltd property, as well as their own personal property, from theft or damage. **Control of Cash** Members of staff who handle cash on behalf of Rotunda Ltd must adhere to the cash handling guidelines provided by the Finance Manager.

### **Security of Buildings**



The Management Team is responsible for the securing of all external entrance/exits doors to all buildings outside Rotunda Ltd main operating hours. It is the responsibility of all staff to secure their own office space.

### **Rotunda Ltd Equipment**

Staff and learners are to make all possible effort to ensure that all Rotunda Ltd equipment is protected from the possibility of theft or damage. Staff members have a special responsibility to take appropriate measures to ensure that equipment directly under their control is kept safe and secure.

### **Personal Property**

It is the responsibility of everyone to take reasonable measures in ensuring that their personal property is safe.

### **Lost Property**

Any lost and found property should be handed in at the reception desks of the Main Building.

### **Control of Locks and Keys**

Keys are issued via the Finance Manager.

### **Control of Locks and keys**

Staff and learners are encouraged to familiarise themselves with the information provided by Rotunda on what to do in an emergency. They should also familiarise themselves with the contact details for the Management Team, the police and other emergency services.

### **Major Incidents**

**The Major Incident Initial Response Plan (MIIRP)** sets out the framework for the actions to be taken at Rotunda Ltd in response to the early stages of a major incident. The objective of the plan is to help ensure the safety and wellbeing of people and security of property in the immediate aftermath of the incident. Further details on MIIRP can be found at: in the Business Continuity Plan

### **Fire Alarm Activations**

In the event of a fire alarm activation the Management Team is responsible for managing the incident, including managing an orderly evacuation of the building and directing occupants to the designated fire assembly point, and calling the Fire Brigade if necessary. Under no circumstances can anyone re-enter the affected building(s) without the all clear and go ahead from the Management Team or the Fire Brigade. Staff, learners and visitors to Rotunda Ltd are required to cooperate fully with staff in the event of fire alarm activation.

### **First-aid**



If a person has an accident or is taken ill, please dial 1000 to summon first-aid assistance. The Reception will have lists of first-aiders on site and the location of first-aid supplies. They will also summon an ambulance if it is required.

### **Bomb and Suspect Material**

Any member of staff or learner who receives a suspicious package should not open the package, but immediately 1000. Members of staff, learners and visitors are encouraged to report any suspicious items such as bags left unattended to reception or member of staff.

**Security Safety Procedures Recognising** means that the risk (physical, legal and reputational) inherent in security operations means that risk assessment must be carried out on the basis of complete information. Many and varied factors can impact on security risk assessment and the responsibility to identify these factors rests with the Management Team.

All departments and divisions within the school are responsible for the full disclosure of information as required by the Management Team for the purposes of security risk assessment.

### **Operational Procedures**

Rotunda Ltd will support the provision of a safe and secure environment in the buildings by implementing the security operational plans. Security will utilize physical protections systems, procedural methods and protective counter surveillance to achieve the most effective and pre-emptive security model across Rotunda Ltd. The Security notebook is a primary source of evidence. All notable facts, anomalies and evidence relating to crimes incidents and other occurrences must be annotated to the notebook.

### **Rotunda Policy Review Record**

<b>Reviewed by:</b>	<b>Approval date:</b>	<b>Review frequency:</b>	<b>Review date:</b>	<b>Signed:</b>
Maxine Ennis	18 <sup>th</sup> January 2024	Annual	18 <sup>th</sup> January 2025	