Safeguarding & Security Policy

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1. Aim

1.1. The College will endeavour to ensure, as far as is reasonably practical, the personal safety and safeguarding of all students, staff and bona fide visitors on LCC's premises.

1.2. Responsibility for safeguarding and personal safety rests with all persons who study in, or who visit the College premises. All students, staff, visitors and contractors should assist the related personnel to ensure the success of the Policy.

2. Responsibilities

2.1. Responsibility for safeguarding rests with **all** students, staff and visitors to the College. In particular, everyone should report all activity, suspected or real, of a criminal nature or any suspicious activity immediately to the safeguarding staff. Within this overall responsibility some particular elements are defined as follows:

2.2. Senior Managers: the senior management of the College should ensure that support and resources are available to staff for the implementation of the Safeguarding & Security Policy. Necessary measures to improve safeguarding in essential areas should receive priority consideration. Where appropriate, specific training to achieve acceptable standards of operation should be supported and properly resourced.

2.3. Staff: All staff must ensure they are familiar with and follow the procedures in the College Safeguarding & Security Policy, paying particular attention to those issues which are relevant to their activities. They must also co-operate with requests from the Safeguarding Team, especially in emergency or evacuation situations and in relation to safeguarding procedures. Staff are required at all times when on College property to carry their College ID cards.

2.4. Students: have a general responsibility to look after College facilities properly and to give due consideration to safeguarding issues. They must follow safeguarding procedures designed to protect College property, in particular regulations governing access to computer rooms or areas with other public use equipment. Students must co-operate with requests from the Facilities Team, especially in emergency or evacuation situations and in relation to safeguarding procedures. Students are required to carry their College ID cards with them at all times and when on College property. The College does not accept liability for loss and/or damage to Students personal property unless negligence of the College or its employees can be established. Students are strongly advised to make their own arrangements for insuring their personal property.

2.5. Visitors: have a general responsibility to look after the College facilities whilst on campus and to give due consideration to safeguarding issues. In particular they must follow safeguarding procedures designed to protect College property and where issued, wear their visitors' badge at all times. Visitors must follow instructions from the

Safeguarding Team or from their host department, particularly in emergency situations.

3. Section 1 – Crime Prevention

3.1. Safeguarding Policy & Awareness

3.1.1. The College is committed to safeguarding and promoting the welfare of vulnerable adults, engaged in the breadth of its activities by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse of vulnerable adults.

3.1.2. The College seeks to ensure that its policy and procedures comply with statutory duties; reflect guidance and good practice in safeguarding vulnerable adults; and that safeguarding arrangements are proportionate and based upon common sense.

3.1.3. The College recognises that it has a duty to help staff and students recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged.

3.1.4. Proactive crime prevention and safeguarding 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.

3.1.5. The College takes seriously its duty of pastoral care and will be proactive in seeking to prevent vulnerable adults becoming the victims of abuse or neglect. It will do this in a number of ways:

3.1.5.1. Through the creation of an open culture which respects all individuals' rights, discourages bullying and discrimination of all kinds and, while recognising the right to freedom of speech, does not accept the expression of violent extremist views.

3.1.5.2. By identifying a member of the Board of Directors and a member of the Principal Executive Group (PEG) who have overall responsibility for vulnerable adult matters and two other staff as Designated Persons, who will receive training in this field and act as a source of advice and support to other College staff especially personal tutors and front-of-house staff.

3.1.5.3. By informing vulnerable adults of their rights to be free from harm and encouraging them to talk to College staff if they have any concerns.

3.1.5.4. Through the ongoing programme of support, at an appropriate level, to promote self-esteem and social inclusion and address the issue of the protection of vulnerable adults in the wider context.

3.1.6. This Policy applies to all staff (including agency staff and governors), academic and support staff employed by the College, temporary staff and volunteers. All have a legal responsibility to take seriously any vulnerable adult concerns that come to their attention and follow the procedures given.

3.1.7. Subcontractors must be informed of this Policy and deal with any concerns reported to them by contacting the Designated Person with responsibility for Vulnerable Adult Protection in College.

3.1.8. Students who have concerns about other students or the behaviour of adults towards them can use this Policy to ensure they are taken seriously.

3.1.9. It is not the College's responsibility to investigate abuse. Nevertheless, it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.

3.1.10. All staff and students are required to take a shared responsibility for the protection and safety of any vulnerable adults. They must be aware of and abide by the College's Policies.

3.2. Procedure: Crime Prevention and Safeguarding Awareness

In general:

3.2.1. All suspicious activity should be immediately reported as set out in 3.3 below;

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

3.2.3. IT Equipment and other portable equipment should be locked out of sight when not in use, particularly overnight, in closed areas.

3.2.4. All incidents of crime on College premises, real and suspected, must be reported to the Safeguarding Team.

3.2.5. Where available Facilities Officers will make patrols of the premises, to aid in the identification of safeguarding risks, monitor public safety and act as a deterrent against crime.

3.3. Incident Reporting & Safeguarding Structure

3.3.1. It is the responsibility of all staff and students of the College 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. Comprehensive reporting of incidents provides an accurate picture of the level of crime

throughout the College and thus ensures that adequate resources are provided to combat that crime. Success in the College's fight against crime is greatly enhanced by fast, efficient and detailed reporting.

3.3.2. The College has identified an organisation structure for safeguarding vulnerable adults, with key staff having designated safeguarding responsibilities including:

- **Principal**: Overall leadership of Safeguarding
  Dr Nick Papé: 0207 377 1077 (Ext: 200)
  nick.pape@londonchurchillcollege.ac.uk

- **For student-related issues:**
  Designated Safeguarding Officer, Registrar provides management and coordination role including investigations if required.
  Dr Abdur Rahim: 0207 377 1077 (Ext: 280)
  a.rahim@londonchurchillcollege.ac.uk

- **For staff-related issues:**
  Designated Safeguarding Officer, HR Manager supports key staff and provides legislative support.
  Maria Stevens: Human Resources 0207 377 1077 (Ext: 241)
  m.stevens@londonchurchillcollege.ac.uk

- **Governor with responsibility for overview of safeguarding:**
  MWI Oli

4. Section 2 – Access Control

4.1. College Identity Cards

4.1.1. All staff and students are issued with a LCC card which is used as an identity card, a student registration card, and a Library membership card. Students are required to carry their card with them at all times and to show their card to officers or employees on request. Staff are required under the terms of their employment contracts, to carry their card at all times whilst on College premises. Loss of one of these cards should be reported, as soon as possible to the IT helpdesk.

4.1.2. Access Control Systems operate in some areas. Card controlled barriers/doors are an effective method of preventing unauthorised access and the safeguarding strategy will move towards expansion of access control

systems throughout the College. Access cards should be regarded for safeguarding purposes the same as a key. Cardholders must safeguard their card and report any loss to the IT helpdesk as soon as possible, so the card access can be cancelled

4.1.3. Visitors and ad-hoc Contractors will be issued with a 'visitor's pass' at point of entry and should wear these passes which contain emergency and health & safety information, throughout their visit to the College. The member of staff responsible for the visitor/contractor should ensure that they collect the visitor's pass when signing out upon leaving the campus.

4.1.4. All staff and students are required to show their College card to safeguarding staff on request. Failure to do so may result in an immediate request to leave College premises, if a person's identity cannot be confirmed.

4.1.5. College Management Team may liaise with the Safeguarding Team to arrange for random checks of College cards and Student cards.

4.2. Procedure: Out of Hours Access

4.2.1. Staff who require access to work in their office outside normal opening hours, need written permission from the Facilities Manager.

4.3. Control of Locks, Keys and Access Control Cards

4.3.1. The facilities department controls the issue and use of all locks, keys and most access control cards. For all new premises and refurbishments, the College operates a suited key system which allows various levels of access (an 'operator key' for one room, to a 'master key' for a building).

4.3.2. No other make of lock or key should be installed on College premises without the authority of the Facilities Manager. Operator keys or sub master keys may be issued to departments for local use and issue to individual staff.

4.3.3. Facilities Officer should keep a record of all keys issued locally and ensure that staff return keys when they move offices or leave the College's employment. It is the responsibility of all individuals who are always issued keys or cards to ensure their safe keeping and report any loss immediately to Facilities Manager.

5.   Section 3 – Asset Protection: Equipment/ Documentation

5.1. Safeguarding of Equipment

5.1.1. The safekeeping of all property will help to ensure that the maximum amount of equipment is available for use at all times. Students and staff are to make all possible effort to ensure that all equipment is protected from the possibility of theft or damage.

5.2. Procedure: Safeguarding of Equipment

All computer equipment should be secured dependent on its use:

5.2.1. The physical protection of IT and AV equipment is important on and off campus. Equipment used in departments and faculties must be managed to reduce the risk of the equipment being damaged, stolen or accessed by unauthorised persons.

5.2.2. All valuable portable IT and AV equipment such as laptops & PDA's, must be locked away out of sight when not in use, especially overnight.

5.2.3. All valuable equipment should be marked using the appropriate identification method. Advice on this can be sought from the Safeguarding Team and IT helpdesk.

5.2.4. Suspected thefts of equipment should be reported promptly to both Facilities Manager and Facilities Officer

6. Section 4 - Use of Closed-Circuit Television (CCTV)

6.1. Reasons for Use

6.1.1. 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. The College uses CCTV systems around the campus covering many of the vulnerable areas, public access points and adjacent streets. CCTV is installed, with the objective of assisting to provide a safe and secure environment for the benefit of those who work, live and visit the College. This objective will be met through the monitoring of the system so as to:

6.1.1.1. Reduce the fear of crime and offer public reassurance for all students, staff and visitors to the campus.

6.1.1.2. Assist in the detection, deterrence and prevention of crime on campus by securing evidence to identify, apprehend and prosecute offenders and to provide evidence for internal disciplinary hearings.

6.1.1.3. Provide improved safeguarding of College property.

6.2. Locations

6.2.1. The College CCTV systems consist of both internal and externally located overt cameras with telemetry and digital recording (plus some video recording).

6.2.2. It is agreed that some departments eg. Library Services, public computing rooms and the Students Common area may benefit from a local CCTV system for the reasons described above. The operation of these systems and any

future installations in departmental areas, must be authorised by the Facilities Manager and comply with the GDPR.

6.3. Police

6.3.1. In general, the Police should not require access to (nor be allowed access to) College CCTV systems except under the following circumstances:

6.3.1.1. Emergencies or investigation of serious incidents

6.3.1.2. Identification of offenders

6.3.1.3. Liaison and training purposes, by prior arrangement with the Facilities Manager

6.3.1.4. As authorised by the Facilities Manager

6.3.2. Requests by Police to remove CCTV recordings must comply with the GDPR and will be registered accordingly.

6.4. Recorded Images

6.4.1. Images will be kept securely and in line with the requirements of GDPR

6.5. Covert CCTV

6.5.1. This will not generally be used within the College but may be used in exceptional circumstances to assist in the detection of crime or apprehension of offenders. Before use, permission to use covert CCTV will be obtained through the HR Department and will be sited only for a time specific and necessary to the operation. Recordings from covert CCTV will be treated in accordance with GDPR.