# **DARWIN COLLEGE**



**SECURITY POLICY**

This document is a statement of policy of Darwin College. Its primary purpose so far as is reasonably practicable, is to provide a secure and safe environment for all Fellows, staff, students, visitors and contractors, whilst within, or situated on, College premises. The Head Porter is operationally responsible for the effective operation and enforcement of the **Security Policy** and its procedures. Responsibility for security and personal safety rests with all persons who study, work, reside in, or visit the College. All members of the College community, visitors, guests and contractors should assist to ensure the success of this Policy.

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**DARWIN COLLEGE SECURITY POLICY**

**Employee Consultation and Representation**

The College actively promotes and supports staff and student involvement and consultation in security planning through the Health and Safety Committee.

**Access Gates and Gate Hours**

The College operates one Porters’ Lodge (Silver Street entrance) and this is staffed twenty-four hours a day.

As a general rule, the Main College is open between 5.30 am and 12 midnight every day, with the front door being closed at 8.30pm and the back door remaining open until 12 midnight to allow students to enter the bar.

Every day at around 9pm the blue gates at the Newnham Road entrance are closed.

**Room Keys**

Every occupant of a College room will receive a key from the Porters Lodge at the start of their license and in some instances will also be assigned SALTO access where required for their accommodation.

Copying of keys is forbidden, and disciplinary action will be taken against anyone in breach of this rule.

Although the Porters’ keep duplicate room keys/cards for use in emergencies, the loss of a key will normally mean that a new lock has to be installed. A charge will therefore be made if a key is lost or if it is not surrendered when the room is vacated. Information on charges can be found within the Accommodation Handbook which is available on the College website.

**University Cards**

Every Fellow, student and member of staff is issued with a University Card, uniquely identifiable by its number. This card is the responsibility of the Fellow, student and member of staff as it doubles as a SALTO card which is required to access secure areas of the College. In the event of loss or damage, Students should inform the Deanery who will be able to order a replacement card at a cost.

Student temporary cards may be borrowed from the Porter’s Lodge. Staff members should inform Accounts if they lose or damage their card.

**Access Control**

Access points in and out of the College, and into certain facilities within the College, are controlled via SALTO. Although it is possible to interrogate the system to establish which cards were used to operate a particular lock at a given time, the College does not routinely monitor this data.

Access control data may not be used by the College except to satisfy statutory obligations (including the College's duty of care to Fellows, staff and students under health and safety legislation) or for investigation into criminal procedures, a breach of security or suspected abuse of access privileges. Ultimately, permission to scrutinise the system must be sought from the Data Protection Officer.

**Building and Room Security**

Although the College is considered private property, there is the ability for the public to access the College, and rooms are, therefore, vulnerable to theft. It is the responsibility of the resident to ensure doors and windows are locked when they are vacant.

Due to public access to sites, the door to any College room equates to the front door of a house, not simply a bedroom door or office.

The College has installed SALTO card reader on the doors of some staircases/residences to provide a greater degree of security for rooms and those who occupy them. It is very important that these doors are kept closed and locked and that the security combination is not given to strangers or any non-Darwin resident.

Porters’ will lock doors if rooms are found to be empty, but while every effort will be made to keep rooms secure, residents are ultimately responsible for the safety of their own belongings.

**Site Security**

Regular patrols are carried out around the main College site and the nearby College hostels by the duty Porters and they will vary their routes so as not to form a routine or pattern that may be observed.

Whilst on patrol, security checks are made of door and building security, areas that are accessible by the public for anything suspicious. Persons not familiar to the Porters will be challenged politely but firmly.

**Personal Safety and Security**

Fellows, students and staff should take the normal precautions associated with living in a relatively big city, particularly when moving around on their own especially at night in poorly lit areas. It is advised that where possible:

* Aim to travel in pairs or groups
* Keep to main routes where other people are present
* Use public transport or taxis late at night
* Avoid deserted or ill-lit areas
* Avoid confrontation
* Consider carrying a personal alarm
* If carrying a mobile phone, keep it out of sight

If valuables are carried, it is recommended that:

* All valuable items out of sight of others
* Large sums of cash are not carried
* Details of valuable items, credit card numbers, and serial numbers are kept in separate places

If in residence or working from offices, ensure that:

* Doors and windows are secured every time the room is vacated, even for short periods
* Room keys and proximity cards are safeguarded and not labelled or traceable e.g. with names
* Only known persons should be allowed into residences

**Insurance**

The College cannot and does not accept any responsibility for losses, it is essential that all Fellows, students and staff possessions are fully insured against theft, damage or any other loss.

Giving out lock combination numbers or lending keys/proximity access cards to residences is not permitted and would potentially invalidate insurance, making individuals liable for losses to others caused by their negligence. If this did occur, then disciplinary may be taken against offenders.

**C.C.T.V.**

C.C.T.V. cameras are used on the main College site and at Frank Young House, Hardwick House, Gwen Raverat House, 10 Barton Road and 51 Newnham Road to help safeguard the security of Fellows, students, staff, visitors and property. Cameras are positioned to capture views of building entrances and certain strategic areas which are assigned as sensitive.

C.C.T.V. cameras are not used in areas where to do so would intrude on the personal and private lives of those for whom the College is their home.

Several of the cameras are capable of being directed and zoomed remotely; the live images are viewed by those authorised to do so in order to detect any suspicious activity. Information and these surveillance pictures will only be used for the detection and prevention of crime.

Warning signs are erected at entrance points to highlight that surveillance cameras are in operation and that the images are being recorded for the detection and prevention of crime and for public safety.

C.C.T.V. footage will be stored in line with the Information Commissioners’ guidelines for up to 30 days and will then be erased unless required as evidence.

Fellows, students and staff have the right of access to information about themselves held on C.C.T.V. footage. To request access to such footage, a Data Access Request Form must be completed, proof of identity provided, and the applicable fee must be paid.

**Bicycle Security**

The College has numerous bicycle racks were cycles can be stored, including the secure SALTO access bike store underneath the Old Granary.

Bicycles are required to be registered with the College. This can be done at the Porters’ Lodge who will issue the relevant tag to be attached to the bicycle.

**Security of Postal Deliveries**

All students, staff and Fellows mail is delivered to pigeonholes in the Porters’ Lodge. parcels or recorded/registered letters received for College members and staff are kept in the Porters’ Lodge for.  Recipients will be contacted by email message to advise them of a parcel delivery and of the location.

**Secure Lockers**

A number of secure lockers are available in the Rayne building toilets. Applications for these are to be made to the Porters. Keys are issued on payment of a standard deposit and must be returned at the end of the academic year.

**Visitors Passes**

The College operates a Visitors Pass system whereby contractors, visitors and conference guests are required on their arrival, to make themselves known at a Porters Lodge and be registered. Once registered, they will carry the security pass on them whilst working, visiting or residing on College property. This pass is required to be visible at all times and is returned to the Porters Lodge on departure. Any visitor requiring a PEEP should make this known when signing in at the Porters Lodge and the necessary formalities will be completed.

**Car Parking**

The car park under the dining has a bollard system, which is controlled by the Porters’. The parking at Frank Young House and Gwen Raveret House is controlled via a bollard, and only those with permission to park there have keys to the bollard.

Whilst parked on College property, car users are strongly advised to remove everything from the car that may attract car thieves and ensure that before leaving the vehicle, the sunroof, windows and doors are all secured

**College Plan for Major Incidents and Security Alerts**

The College has developed an Emergency Response Plan which is designed to respond to general threats, specific threats and other emergencies of various types.

**PREVENT**

PREVENT is the Government’s strategy to stop people becoming terrorists or supporting terrorism, in all forms. PREVENT works at the pre-criminal stage by using early intervention to encourage individuals and communities to challenge extremist and terrorist ideology and behaviour.

As a Higher Education Institution, the College must balance the duties under PREVENT with its legal requirements in relation to freedom of speech and academic freedom, as enshrined in other legislation. Freedom of expression is itself an important means to challenge and prevent people from being drawn into terrorism.

All staff and members of the College have a responsibility under the PREVENT legislation to follow the established safeguarding procedure to escalate concerns to the appropriate people within the College PREVENT Management Group.

**Date: 01/04/2022 Darwin College**

Appendix 1

**Introduction to PREVENT and College Procedures**

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on specified authorities – including higher education institutions – to have “due regard to the need to prevent people from being drawn into terrorism”. This is commonly referred to as the ‘PREVENT duty’. Clearly its underlying rationale is the prevention of harm to the wider community.

PREVENT is about safeguarding and supporting those vulnerable to radicalisation. PREVENT is 1 of 4 elements of CONTEST, the Government’s counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism

The College has established a PREVENT Committe to oversee all matters relating to the prevention of people being drawn into or supporting terrorism. The composition of this group is available through the College PREVENT Lead, the Dean. Student’s interests are represented on the Management Group by the DCSA president who can be consulted in the first instance if students do have concerns.

Experimenting with political, religious and philosophical ideas will be a natural and positive part of the University experience for many students; after all, many of the great innovations we now take for granted were actually the result of ‘radical’ thought. However, when these thoughts are so far from the norm than an individual begins to see violence as a legitimate means to achieve political, religious or philosophical ends, then we are obliged to intervene.

Radicalisation can take place face-to-face, online, or there have been cases where individuals radicalise themselves. While the risk is low, a small number of students may be vulnerable to a range of radicalising causes. Examples in recent history relate to religion, politics (often far right) and animal rights.

Often the first to observe the effects of these influences may be other students, though they may be unclear as to their cause. They may also be apparent to others within the College or the University, such as Tutors, supervisors, or other College staff, or supervisors,

All staff and members of the College have a responsibility under the PREVENT legislation and may find it helpful to look out for the following behaviour patterns as single or combined signs for concern:

• Noticeable changes in peer group or religious practices

• Sudden or increased isolation from family/social group

• Extremist political activism or the accessing, possession or distribution of materials advocating extremist views

• An undertone of grievance or ‘them and us’ language or behaviour

• Increased emotional instability, and/or cultural/social anxiety

• Possession of suspicious items (large amounts of money, multiple passports, possession of unusually large amounts of everyday materials that could be used to make incendiary devices).

It should be noted that many of the above, rather than being a sign of potential radicalisation, may instead indicate other support needs, and the Colleges response should therefore be developed on a case-by-case basis. All Colleges have subscribed to this approach, within the same collegiate university framework, which is designed to be proportionate and to protect all concerned.

If it is believed there to be a grave and imminent threat to the safety of any College member of member of staff, or those actions of that person may lead to harm to members of the University community or the wider public, then the following should be carried out:

• Contact the police directly (dial 999) outlining any concerns

If concerns are raised about a College member of member of staff who may be vulnerable to radicalisation, but do not believe there to be an immediate risk to the safety of the others, then:

• If it is a student, then concerns should be raised with a Tutor or with the Senior Tutor, outlining the circumstances. The Tutor will then consider these circumstances with the Senior Tutor. They may consider gathering further information or insight from College or University staff to contextualise the information.

• If it is a member of staff, then concerns should be raised with the College PREVENT Lead.

• On the rare occasion where severity of concern warrants it, the person may be referred to external sources of support through appropriate channels.

• Alternatively, a local package of support to the individual may be delivered via the College, in line with its policies on welfare support and safeguarding.

• If further investigation suggests that concerns are unfounded, no further action will be taken.

Details of the Collegiate University’s approach to the Prevent duty can be found at:

https://www.ois.cam.ac.uk/resources-for-colleges/prevent-duty-guidance-1

and http://www.prevent.admin.cam.ac.uk/