

Green Templeton College University of Oxford

Security Protocol

Introduction

The College is committed to keeping as secure as possible its premises and property as well as that of students, staff and Fellows. However, it is important for staff to realise that the College is a high risk area because many visitors pass through the gates, and particularly at night, members of the public use the cross-path which runs adjacent to the Colleges' south boundary.

Oxford Colleges are known to be targeted for being an easy and soft option for theft and criminal activities and we have been warned about this by the Police and University Security Services.

With this in mind, the following Security Protocol has been put together by staff and management to try and raise awareness of security and also to be clear about what action the College will take in various circumstances, as well as clarifying the rights and responsibilities of staff.

College Property

Staff are responsible for the protection and safe-keeping of College property entrusted to their care.

The College is a high-risk area and staff must report any suspicious sightings or occurrences to the Lodge staff.

Work spaces, computers, work equipment and furniture remain the property of the College even if allocated to an individual, and may be re-allocated at the discretion of the management.

Office doors are to be locked when a room is vacated to ensure property is protected. Security procedures relating to care of high-value College property and its return must be followed. Failure to take adequate care and follow this reasonable instruction could result in disciplinary action being taken.

No food or drink belonging to the College may be taken home unless the employee has the express permission of the Food Service Supervisor or Head Chef, and in their absence, the Domestic Bursar.

To help the Lodge staff manage security, any staff member who works outside of their normal working hours, must gain the permission of their line manager beforehand and inform the Lodge.

For security reasons, it is forbidden for staff to sleep overnight on College premises and anyone found doing so may be subject to disciplinary proceedings. Exceptional

circumstances are where a staff member has booked accommodation through the College's usual booking systems. If an exception is made for an individual, for example during adverse weather conditions, the staff member who sleeps on the premises overnight must obtain written permission from the Senior or Domestic Bursar.

Staff Property

Staff are advised to lock their bags and other personal items into a locker, desk drawer or their car, rather than leaving them unattended.

It is recommended that staff do not bring large amounts of money, personal documentation such as passports, or high value items to work.

The College will take no responsibility for money or personal possessions belonging to staff, who are responsible for the protection of their own belongings.

If it is necessary to bring money or valuables to work, there are two safes located in the Lodge and in the Finance Department where these items can be deposited for the day.

At the present time, staff who are working, may park their vehicles on College premises on a first come first served basis. This is not a contractual right for any staff member and it may be necessary to withdraw these parking spaces in the future for operational reasons.

Catering staff may park their cars at the side of the Doll Building during the daytime, but if working after 6pm they must park in the main car park so that the Lodge are able to monitor vehicles on site. Staff vehicles must never be parked on the cross hatch lines in front of the kitchen door unless loading or unloading catering supplies.

Staff may park their cars in the main car park when off duty in evenings and weekends provided they display a College parking permit in the window of the vehicle. Staff may leave cars in College car parks overnight at the discretion of the Senior or Domestic Bursars, or the Lodge Manager, and written permission should be obtained.

Losses

College Property:- If high-value College property cannot be accounted for, then the Police will be informed and asked to investigate.

Staff Property:- If staff property or money is reported missing, the College will not normally take any action unless there are signs of a forced entry. The College reserves the right to call the Police in at any stage.

Student Property:- If a student reports money or items missing and has concerns that it may have been stolen, the Police will be called.

Voluntary Searches

1. Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises, we would ask all employees to assist us in this matter should we feel that such a search is necessary. These requests for searches do not necessarily imply suspicion in relation to any individual concerned.

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2. If you submit to a search, if practicable you will be entitled to be accompanied by a third party to be selected only from someone who is on the premises at the time a search is taking place.