Physical Security Policy

Assistant Centre Director
Hanane Macfarlane

**Updated
21/05/2020**

Centre Director
David Macfarlane

1 STATEMENT

The security and protection of Caledonian English assets, facilities, personnel and students is fundamental to the effective and efficient working of Caledonian English.

This Policy provides a framework which allows us to manage resources in the most secure way.

Security is everyone's responsibility and all personnel working in Caledonian English must make every effort to comply with this Policy.

2 SCOPE OF POLICY

2.1 THE NEED

To meet legal and professional requirements Caledonian English must use cost effective security measures to safeguard its physical resources.

This Physical Security Policy will ensure a consistent approach to the implementation of appropriate security controls against common threats.

2.2 THE POLICY

The Policy of Caledonian English is to accept willingly all obligations in respect of physical security and to protect its resources by implementing recognised best practices that will achieve a balance between cost and risk.

2.3 APPLICABILITY

The Policy shall apply to all partners and staff of Caledonian English and any other person using the resources of Caledonian English.

2.4 IMPLEMENTATION

The requirements of the Policy shall be implemented by all partners, staff and other persons using Caledonian English's resources.

Any team member noting any area of conflict between this Policy and any other practice Policy must bring it to the attention of the **Centre Director David MacFarlane** as Security Officer of Caledonian English, immediately for conflict resolution.

The **Centre Director David MacFarlane** will in any case be responsible for the routine periodic review of the Policy.

Internal audit shall undertake independent reviews to assess the adequacy of implemented security measures including compliance with the Policy.

Compliance with the Policy is the duty of all partners and staff.

In serious cases, failure to comply with the Policy may be a disciplinary matter and could also result in a breach of the law or a criminal offence.

Staff have an obligation to report suspected breaches of the Policy immediately to Caledonian English Manager.

2.5 INFORMATION RESOURCES

The Policy applies to any resource, which is owned, held in the custody of, or used by Caledonian English.

3 OBJECTIVES OF THE POLICY

The objectives of the Policy are to ensure that:

Resources are protected from accidental or malicious damage.

Security risks are properly identified, assessed, recorded and ma.naged.

Safeguards to reduce risks are implemented at an acceptable cost.

All legal, regulatory and contractual requirements and standards of due care are met.

These objectives shall be achieved through the implementation of security controls as described in the remaining sections of this Policy.

4 LEGAL OBLIGATIONS

4.1 GENERAL

Caledonian English accepts its obligations to comply with the Local and EU laws.

5 KEY SECURITY CONTROLS

5.1 GENERAL
- The **Centre Director David MacFarlane** and **Assitant Director Hanane MacFarlane** will ensure that all contracts of employment and any contracts of agency staff include a security compliance clause.
- The **Centre Director David MacFarlane** and **Assitant Director Hanane MacFarlane** will ensure that security responsibilities are allocated to staff and written into job specification and terms of reference.
- Security education and training will be provided to all staff as appropriate to their assessed needs.

5.2 PHYSICAL SECURITY CONTROL

5.2.1 Principle
- Resources associated within Caledonian English, including office machinery, IT equipment, classroom equipment and Caledonian English building shall be protected from unauthorised access, misuse, damage or theft.

5.2.2 Access
- The non-public areas of Caledonian English premises are designated a secure area.
- Visitors are to be escorted at all times and a record of visitors kept in
- Reception.
- In order to prevent unauthorised access during silent hours an Intruder alarm system is provided.
- Reaction to alarms and subsequent management action are detailed in Caledonian English Health and Safety Policy.

5.2.3 Equipment
- All assets held by Caledonian English are to be held against an asset register and be uniquely marked as being the property of Caledonian English.
- All equipment storage areas are 'out of bounds' to visitors.
- On-going maintenance arrangements are to be made for all essential equipment and installations and are to be reviewed at regular intervals by the
- Centre Director David MacFarlane and Assitant Director Hanane MacFarlane.
- Equipment is not to be removed from Caledonian English without the authority of the Centre Director David MacFarlane and Assitant Director Hanane MacFarlane.

5.2.4 Risk Assessment
- Caledonian English is to have a system of Risk Assessment in place to cover all areas of physical security.
- Adequate, cost effective controls are to be implemented to reduce the level of associated risk.

5.3 INTERNAL SECURITY CONTROL

5.3.1 Access Controls
- The following key personnel are issued with keys to access the main door, front security shutter and Examination Storage room, along with the Intruder Alarm and CCTV Access Code.
  - **Centre Director David MacFarlane and Assitant Director Hanane MacFarlane**
- Individuals are to ensure the safe keeping of the keys to prevent unauthorised access. Any loss of keys is to be reported to the Centre Director David MacFarlane and Assitant Director Hanane MacFarlane without delay.
- The examination storage room is protected by a keypad security lock.
- Keypad combinations are to be kept confidential at all times.
- Anyone who considers that a combination has been compromised is to notify the Centre Director David MacFarlane without delay.
- Keypad security combinations are to be changed at agreed regular intervals.

6 SECURITY INCIDENTS AND REPORTING

- At the end of each working day, all room occupants are to ensure that windows are fully closed and secured.
- All electrical equipment, with the exception of essential IT equipment (Server, Fax, Telephone system etc) is to be switched off at the end of each working day.
- At the end of the working day, the Centre Director David MacFarlane is responsible for:
    - Ensuring that all security shutters are closed.
    - Ensuring that the rear entrance door to the first floor is secured.
    - Ensuring that the Intruder Alarm is set.
    - Ensuring that the main door is secured.
    - Ensuring that the lower-floor classroom door is secured.

6.1.1 Service Continuity Planning

Physical Security is to be incorporated into Caledonian English Service Continuity Plan to ensure the continued fulfilment of Caledonian English mission.

6.1.2 Violence & Aggression

- Caledonian English operates a Zero Tolerance Policy toward violence and aggression.
- At some time we may all come in contact with students who are violent or aggressive.

The definition of work related violence is not subjective.

'Violence' means:

- 'Any incident where staff are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, well-being or health'.
- Violent and abusive behaviour also includes such behaviour over the telephone.
- Violence and abuse is not part of your job.

Caledonian English will not tolerate any violent or abusive behaviour toward its staff and will do all it can to ensure the safety of its staff.

students are advised of our Policy regarding violence and a notice is displayed at Reception.

Violence against staff is a crime and Caledonian English will take whatever action is necessary to prosecute offenders

- Caledonian English Protocol 'Dealing with Violent and Aggressive Events' is to be followed at all times.

6.2 EXTERNAL SECURITY CONTROL

6.2.1 Student Access

Students are not to be allowed entry to Caledonian English premises until a minimum of two receptionists are on duty unless one of the Centre Directors are present.

6.2.2 Security Shutters

All ground floor doors and windows are fitted with steal shutters and reinforced security windows. All shutters are to be fully closed when the building is closed.

The ground floor rear fire door shutter is to be kept open at all times when personnel are in the building.

6.2.3 Outside Areas

The exterior of the building and rear internal courtyard is illuminated by notion detection security lights. Faults with the external lighting are to be reported to the **Centre Director David MacFarlane** without delay.

The school entrance is on the ground level pavement of a public main road and it is surrounded by other commercial activities and shops. The area is frequently patrolled by local police and security forces.

7 SECURITY INCIDENTS AND REPORTING

A security incident is defined as any event that could result or has resulted in:

- The integrity of the working process being put at risk.
- The availability of a resource being put at risk.
- An adverse impact, for example:
  - Embarrassment to Caledonian English, its partners, students or providers.
  - Threat to personal safety.
  - Legal obligation or penalty.
  - Financial loss.
  - Disruption of activities.

All incidents or information indicating a suspected or actual breach of security must be reported immediately to the **Centre Director David MacFarlane**. The types of incidents that can result in a breach of security are many and varied.

Their severity will depend upon a myriad of factors but the majority will be innocent and unintentional and will not normally result in any form of disciplinary action. The likely result will be improved security and awareness throughout Caledonian English.

Any unusual incident must be reported to the **Centre Director David MacFarlane** using the Significant Event Reporting procedure.

Any member of staff reporting a breach of security will have unhindered access to the **Centre Director David MacFarlane**. If that member believes the breach is as a result of an action or negligence on the part of the **Centre Director David MacFarlane** then the member will have access direct to the **Assistant Director Hanane MacFarlane**.

8 TRAINING

Staff training is to be provided covering the following:

- Physical Security
- Dealing with violence and aggression / Conflict resolution
- Risk Assessment

Training is to be carried out annually and recorded on staff training records. Centre Director David MacFarlane is responsible for arranging all training.

9 ROLE OF CALEDONIAN ENGLISH SECURITY OFFICER

The Centre Director David MacFarlane is the nominated Security Officer for Caledonian English and shall:

- Under the direction of the Partners, develop and manage Caledonian English security programme.
- Develop, issue and maintain the physical security strategy and Policy and agree them with the Partners.
- Develop a strategic Service Continuity Plan and advise Caledonian English on its implementation.
- Create a security awareness programme to include practice briefings, training and education.
- Provide security consulting support to Caledonian English.
- Investigate breaches of security and report findings and recommended action to Caledonian English.
- Implement a compliance programme to evaluate the effectiveness of the physical security programme.
- Report annually to the Partners on the effectiveness of the overall physical security programme.

10 POLICY REVIEW

This Policy is to be reviewed on an annual basis by the Centre Director David MacFarlane to take account of changing circumstances, legislation, technology and security risks.

Any revisions to the Policy are to be approved by the Partners prior to implementation.

11 LINKS TO OTHER POLICIES

This Policy links with, and is to be read in conjunction with, the following:

- Health and Safety Policy
- Information Security Policy

12 STAFF COMPLIANCE AGREEMENT

All employed and attached staff are to read this Policy and sign a certificate of compliance.

An example certificate is in **Annex A** overleaf

Signed certificates are to be retained by the **Centre Director David MacFarlane**.

Physical Security Policy

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Staff Compliance Agreement

I have read and understand
the **Caledonian English
Physical Security Policy**

and agree to abide by the requirements laid down in the Policy.

Name	
Signature	
Date	

This Agreement is to be signed by all personnel working at

Caledonian English

and is to be retained in the register maintained by

Centre Director David MacFarlane