

1.0 SECURITY AND THE INDIVIDUAL

1.1 Security in the Office

It is the responsibility of all staff to be aware of and familiar with, all procedures that ensure a safe and secure environment for personnel, equipment and documentation in their office areas.

1.2 Procedure: Office Security

At the end of the working day, staff should ensure that:

- Valuables and confidential documents (laptops, exam scripts, research data, personnel files etc) are locked away and the following locked with keys secured in key cabinets or taken home:
 - All internal office doors
 - Stationery/ personnel files or confidential cupboards
 - Desk drawers and key cabinets
- Any departmental keys that have been issued during the day have been returned and any losses reported immediately.
- A 'clear desk policy' is maintained where possible to ensure restricted documentation is locked out of sight.
- All non-essential electrical appliances are switched off/ unplugged.
- Office doors and windows are closed and locked as appropriate, and all lights switched off.
- Intruder alarms (where installed) are set.
- PC's or monitors are switched off or password protected when not in use to prevent unauthorised access to information.

1.3 Personal Safety and Security

Whilst it is the responsibility of the Security team to provide a safe and secure environment, it is the responsibility of all students and staff on University premises to take all reasonable measures to ensure their own personal safety and security.

1.4 Moving around Campus

Students and staff should make themselves aware of their surroundings and other people when moving between buildings or across campus. Try to avoid poorly lit or isolated areas and where possible, walk with other members of staff or students. Report any deficiencies in lighting on University grounds to the Estate Management Help Desk on ext 2959, so that remedial action can be taken.

1.5 Suspicious Behaviour

If suspicious or criminal activity is noticed, notify, or get a colleague to notify the Information Desk on 2222. Security staff will direct response to the area as a matter of urgency, and if appropriate, ensure the Police are contacted.

- 1.6 Only Security staff may attempt to detain a person (by agreement) but are not authorised to use force in any way. If the individual(s) becomes argumentative and/or aggressive, staff are advised to withdraw from the situation and either follow the person at a discreet distance, until off University property (they are not to be pursued in any way once off University property) or wait around the area until the Police arrive to effect an arrest. Security staff should ensure all staff/ students in the immediate area are made aware of the situation. Failure to follow these procedures could result in the risk of individual prosecution for assault.

1.7 Unacceptable Behaviour

If you are faced with dealing with conflict, try to remain calm, avoid raising your voice, arguing or aggressive body language. Call for assistance from colleagues and/or the Security Team.

- 1.8 The University will not tolerate any form of verbal abuse, harassment, threatening, intimidating or other unacceptable behaviour, or any type of assault from or against staff, students or visitors. This type of behaviour should be reported immediately to the security team and/ or the relevant HOD and University Harassment team. The University reserves the right to request persons to leave the premises if required and, if necessary, will ask the Police to assist in the removal of such persons. The University will invoke disciplinary procedures against staff or students as necessary.

- 1.9 Where an individuals' behaviour is perceived to be unacceptable or to be a potential threat to any other individual or to the good order of the University community, appropriate staff may be notified of the person's name and department in order to prevent or restrict that person's access to the University. They may also be subject to disciplinary action.

1.10 Drugs and Illegal Substances

Any suspicions of handling or use of controlled or illegal substances should be reported to the Information Centre in the first instance, so that appropriate investigation and consultation with University authorities can take place. See also the University web site for Drug & Alcohol Policy.

<https://www1.essex.ac.uk/students/health-and-wellbeing/documents/alcoholanddrugspolicy.pdf>

Departments which hold substances that might constitute a security or safety risk should contact the Security Manager for advice on best practice.

1.11 Weapons

Weapons are not allowed on University property unless with the express permission of the Registrar and Secretary. This includes imitation firearms and knives which may be for decorative or ceremonial purposes. (Kirpan-wearing Sikhs should seek advice from the Security Manager). Any person found carrying an illegal weapon will be reported to the Police and may be arrested. Disciplinary action may also be taken against anyone found carrying a weapon on campus.

- 1.12 Kitchen knives are permitted in student accommodation, but must only be used in kitchen areas. Anyone found carrying a kitchen knife outside kitchen areas may be subject to disciplinary action.

2.0 Property – Lost and Found

- 2.1 All found property should be handed into the EMS Help Desk (room 6.003) or the Information Desk on square 3. If the owner of the lost property is identifiable they will be contacted by email or phone, notifying them that their property has been found.

- 2.2 Unidentified property handed into the Information Desk will remain there for 24 hours, before being transferred to the EMS Help Desk.

- 2.3 When property is handed in, the date/time/description of item/location found will be entered into the lost property register.

- 2.4 Disposal of Property

Items of found property will be retained for a reasonable period of time (4-6 weeks), dependent on the type of property. Attempts will be made to trace the owner if the item contains any personal details (ID card, driving licence etc). If the owner cannot be traced or the item remains unclaimed, it will then be entered into the end of year found property sale. This sale is advertised to all staff and students with the proceeds going into the Student Hardship Fund.

- 2.5 Personal Property in University Accommodation

All students in University accommodation should ensure that their personal property is security marked and/or labelled with their name department and/or home address and postcode and that they have adequate personal insurance cover during their time at University.

- 2.6 Property Marking and Registration

All staff and students are strongly advised to adequately mark personal property with their name and home postcode and to ensure that valuables are covered by personal insurance. Valuables such as mobile phones, laptops, bicycles etc can be registered on line at <http://www.immobilise.com> which provides a system for tracing the owners of found or recovered property. Further advice can be gained from the local Police at Fresher's Fair or by calling the non-emergency number 0300 333 4444.

3.0 Safeguarding

Our University is committed to safeguarding and promoting the welfare of all who participate in our organised activities or services and we will take reasonable steps to ensure that we:

- promote and safeguard the welfare of children, young people and adults at risk
- safeguard those vulnerable to being drawn into terrorism
- comply with our statutory obligations and University governance

3.1 Any member of staff is in a position of trust, particularly those who teach, support, guide or interact with students in any way. It's essential that staff are aware of this and act accordingly at all times.

See links to the University Safeguarding Policies.

<https://www.essex.ac.uk/-/media/documents/directories/policies/safeguarding-policy.pdf?la=en>

<https://www.essex.ac.uk/-/media/documents/directories/academic-section/safeguarding-guidance.pdf?la=en>