



EYNESBURY
COLLEGE

**COGLIN AND FRANKLIN
STREET CAMPUSES
SECURITY AND ACCESS
POLICY**

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SECTION A - INTRODUCTION

A.1 Purpose

This policy outlines Eynesbury College's commitment to the safety and security of Eynesbury College staff, students and visitors while on campus.

A.2 Scope

This policy applies to all Eynesbury College staff, students and visitors at the Coglin and Franklin Street (Level 4) campuses.

A.3 Definitions

None

A.4 Acronyms

None

SECTION B - POLICY STATEMENT

B.1 Principles

To foster and promote a safe environment at Eynesbury College, including by advising students and staff on actions they can take to enhance safety and security on campus.

To provide staff, students and visitors with the confidence that their personal safety is regarded and maintained while they are on the Coglin and Franklin Street campuses (Level 4 only for students)

B.2 Policy

1 Safety on Campus

- 1.1 Students who feel unsafe while on campus should report to Student & Academic Services Reception, Ground Floor.
- 1.2 If any direct threats to the safety of individuals are identified the police will be summoned.

2 Identity (ID) cards

- 2.1 ID cards allow the business to monitor access to the campus. Staff and students provided with an ID card will acknowledge that their movements into secure areas will be logged as a result of using the ID card.
- 2.2 Staff and students will be issued with a photo identity (ID) card which will provide access, once activated, to required areas.
- 2.3 Staff ID cards must not be given to anyone else to use under any circumstances. Sharing ID cards will be considered a serious breach of security and may result in disciplinary action.
- 2.4 Any loss or damage to the ID card should be reported as soon as possible so that a replacement card can be supplied and the lost/damaged card cancelled.

3 Keys

- 3.1 Keys are required to access classrooms and offices. Key access requirements will be determined by your line manager.
- 3.2 Keys are the responsibility of the staff member to whom they have been assigned and should not be shared with any other person under any circumstances. Sharing of keys will be considered a serious breach of security and may result in disciplinary action.
- 3.3 Any lost or stolen keys should be reported as soon as possible.

4 Visitor badges

- 4.1 Visitors to the campus including contractors must sign the visitor book located at reception and will be provided with a visitor badge as identification.

5 Building access

5.1 Office hours

Coglin Street Campus office hours are Monday – Friday, 8:30am - 5:00pm.

- 5.1.1** ID cards are not required to access the building Monday – Friday, 8.30am-5.00pm (excluding public holidays).

5.2 Before and after hours (including weekends and public holidays)

- 5.2.1** Access to the campus will be through the use of the ID cards as follows:
- weekdays before 8.30am and after 5:00pm
 - weekends and Public Holidays at any time

- 5.2.2** Staff wishing to work on campus outside of office hours must have prior approval from their line manager.

5.3 After hours, on weekends and public holidays - Students

- 5.3.1** Students are not permitted to remain in or enter the building unsupervised. Staff who provide access to students outside of the normal hours are to supervise students during this time.

6 Cessation of employment

- 6.1** On cessation of employment ID cards and keys must be returned on or before the last day of work. Failure to return these, plus any other company assets, may impact the timing of any final employment payments.

7 Dissemination of policy

This policy will be provided to staff during their induction and students at orientation.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Coglin and Franklin Street Campuses Security and Access Policy
Policy Owner	Student and Academic Services Manager
Approving Authority	Eynesbury Executive Group
Initial Issue date	March 2013
Directory Location	Quality Unit, Document Management, Policies

C.2 Version Control

Current Version Number	3.1
Date of Effect	05/2023
Review Date	03/2025
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

SECTION D - PROCEDURE

D.1 Related Procedures

Coglin and Franklin Street Campus Security and Access Procedure currently being developed

D.2 Related Policies

None