Key & Electronic Fob Policy

Reference: S004

Security – Security arrangements for keys and electronic fobs

Domestic Bursar – 25th July 2016 (Next Review July 2017)

1. Introduction

1.1. This policy is intended to detail how the College will manage the key and electronic fob access requirements of the College. For the most part the College is now managed by the Salto system and electronic locking system centrally managed by the Lodge. Some metal keys remain for the older rooms of the College and some of the external houses/flats. The loss of a key or electronic fob is detrimental to the good order of the College function, either denying that service until entry can be gained or by reducing security and so placing the College, possessions and people at risk. The cost of replacing keys or fobs and locks can also be a substantial drain on funds.

The Hall has a duty to protect our members, visitors and staff from harm, keep confidential and valuable information secure, and protect assets, property and possessions from damage and theft. All College members share in this responsibility to assure safety and security for all members and property.

2. Scope & Responsibility

2.1. This policy applies to all areas of the College including external properties that are operated by the Hall.

2.2. The Governing Body has overall responsibility to ensure that this policy is followed, maintained and reviewed on a regular basis.

2.3. The Domestic Bursar is responsible for the overall management of this policy.

2.4. The Head Porter, with the assistance of the Accommodation Manager and Wardens of the external properties, is responsible for the operational delivery of this policy.

2.5. The Fellows, staff and students of the College are responsible for the custody of their individual keys and ensuring that their personal key security is not compromised. They must comply with this policy and with any local amendments as required. They should also maintain self-awareness whilst using controlled access points to ensure that safety and security is not compromised.

3. Policy

3.1. Student Residence Keys

3.1.1. All residence building entrance doors will be locked at all times.

3.1.2. Students will be issued with an electronic fob which will allow access to appropriate areas. The electronic fob will correspond to the room allocated to them by the Accommodation Manager.

3.1.3. Students are required to present valid identification on collection of their first electronic fob and a valid University ID card thereafter. Students are strongly encouraged to lock their residence room door at all times.

3.1.4. For those students on a 3 term contract, electronic fobs must be returned on the day of departure each term; data will be deleted from fobs that are no longer required. Should a student require continued access to certain areas in College (such as the

Library for continued study) they MUST inform the Accommodation Manager who will ensure that access is maintained should there be a reasonable requirement. For students on 44 week contracts the fob must be returned with 24 hours of the final day on the contract. Electronic fobs that are not returned within these requirements will incur a £30 fine.

3.1.5. All fobs will be deleted on the agreed date of departure after Trinity Term and will no longer enable access to any area of the College.

3.1.6. If a student leaves prior to the end of term, it is the students' responsibility to return their assigned fob to the Lodge within 24 hours of departure.

3.1.7. Electronic fobs must not be swapped between students and remain the property of St Edmund Hall.

3.1.8. For short term residents, the above points also apply.

3.1.9. If the electronic fob is lost or stolen, it must be reported to the Lodge immediately, so that it can be cancelled. Fobs that are lost or are not returned will incur a fine of £30 per key. Persistent loss of fobs will be referred to the Dean. Fines for stolen fobs will be waivered if the Lodge is provided with a police crime number/report.

3.2. Student Access to Academic Rooms

3.2.1. Students may access academic rooms within the College as required. The request for the key or electronic fob should be made via a booking form or via the Lodge.

3.2.2. Keys/fobs will only be issued to St Edmund Hall Students and must be returned by them.

3.2.3. Rooms must be locked prior to returning the key/fob to the Lodge.

3.2.4. Keys/fobs must be returned by the time included on the booking form or as agreed with the Porter on Duty. Keys/fobs returned after this time are considered late and may incur a fine of £30.

3.2.5. Keys/fobs remain the property of the Hall. Keys/fobs may not be duplicated or swapped between individuals.

3.2.6. If a key/fob is lost or stolen, it must be reported to the Lodge immediately, so that it can be cancelled. Keys/fobs that are lost or are not returned will incur a fine of £30 per key/fob. Persistent loss of keys/fobs will be referred to the Dean. Fines for stolen keys/fobs will be waivered if the Lodge is provided with a police crime number/report.

3.3. Fellow's Keys/Fobs

3.3.1. Keys/fobs will be issued to Fellows as required.

3.3.2. Requests for additional access should be made to the Head Porter.

3.3.3. Keys/fobs should not be duplicated or swapped with other Fellows and remain the property of St Edmund Hall.

3.3.4. Keys/fobs must be returned on the termination of association with the Hall.

3.3.5. It is recommended that rooms are locked at all times when not in use.

3.3.6. Keys/fobs that are lost, stolen or are not returned may incur a fine of £30 per key/fob.

3.3.7.   If a key/fob is lost or stolen, it must be reported to the Lodge immediately, so that it can be cancelled. Keys/fobs that are lost or are not returned will incur a fine of £30 per key/fob. Persistent loss of keys/fobs will be referred to the Dean. Fines for stolen keys will be waivered if the Lodge is provided with a police crime number/report.

3.4. Staff Keys

For a majority of staff, keys/fobs are kept in the Lodge or Housekeeping Office and are signed in and out as required. However, if specific keys/fobs are required, the below process is used.

3.4.1.   College employees will be issued keys/fobs in accordance with their access needs. Key/fob access requests should be made to the Domestic Bursar in writing. Keys/fobs are issued to individuals not departments.

3.4.2.   Doors must be locked when a staff member has completed tasks within each room.

3.4.3.   If a staff member requires access to an area that is not included on their access key(s)/fob, they must refer to their line manager who will either provide access or apply for an update to the individual staff members key/fob.

3.4.4.   Keys/fobs remain the property of the Hall. Keys/fobs may not be duplicated or swapped between individuals.

3.4.5.   Lost or stolen keys/fobs must be reported to the Line Manager and Lodge immediately on the discovery of the loss or theft. Electronic keys will be cancelled and reissued. A payment of £30 will be required from staff for each lost key/fob. Persistent loss of keys/fobs will be referred to the Domestic Bursar. Fines for stolen keys/fobs will be waivered if the Lodge is provided with a police crime number/report.

3.4.6.   Staff are expected to return all keys/fobs to their line manager when employment is terminated.

3.5 Visitors, Contractors and Service Providers

3.5.1   All visitors, contractors and service providers must report to the Lodge on arrival.

3.5.2   In general, all of the above will be accompanied during their time at the Hall and any access requirements will be provided by the responsible staff member.

3.5.3   Should there be a requirement for a long term individual or company to have specific access to complete their tasks, the Manager or individual responsible will submit a key/fob request in writing to the Domestic Bursar for authorisation. Should this be granted, it will be forwarded to the Head Porter for action.

3.5.4   All electronic fobs issued to a visitor, contractor or service provider will have an expiry date and should be returned to the Lodge at this time.

3.5.5   At no time will a master key/fob be issued to any of the above.

3.5.6   Lost or stolen keys/fobs must be reported immediately to the Lodge.

3.5.7   Keys/fobs that are lost, stolen or are not returned may incur a fine of £30 per key.

3.6 Conference Guests

During the conference season, the Hall and some external properties are used to provide accommodation for Conference Guests. Access and key/fob requirements for these are as follows;

3.6.1   All Conference guests will be issued with a room fob on arrival.

3.6.2   The room fob will also allow access to the main entrances to the building and the College.

3.6.3   Where agreed the fob will also allow access to the Library or other areas.

3.6.4   All electronic fobs issued will have an expiry date.

3.6.5   Fobs should be returned on the day of departure.

3.6.6   Fobs remain the property of St Edmund Hall and should not be swapped with other guests or duplicated.

3.6.7   Lost or stolen fobs must be reported immediately to the Lodge and Conference & Events Manager

3.6.8   Fobs that are lost, stolen or are not returned may incur a fine of £30 per fob.

3.7 Private Guests (e.g. academic visitors to the college, examiners or research collaborators)

On occasion, Fellows of the College may have academic visitors visit and stay at the Hall. Access and key/fob requirements for these individuals are as follows;

3.7.1   Visitors will be issued with an electronic fob for the accommodation they have been allocated.

3.7.2   The fob will also allow access to the main entrances to the relevant building and the College.

3.7.3   Should access be required to other areas such as the Library or SCR, the Fellow hosting the visitor should contact the Head Porter.

3.7.4   All electronic fobs issued will have an expiry date.

3.7.5   Fobs should be returned on the day of departure.

3.7.6   Fobs remain the property of St Edmund Hall and should not be swapped with other guests or duplicated.

3.7.7   Lost or stolen fobs must be reported immediately to the Lodge and Conference & Events Manager

3.7.8   Fobs that are lost, stolen or are not returned may incur a fine of £30 per key.

3.8 Safe Keys

3.8.1   In accordance with Insurance requirements, keys to safes will be located away from the safe and in the Lodge when not required. Access to the silver safe is limited to the following staff:

3.8.1.1 Domestic Bursar

3.8.1.2 SCR Butler

3.8.1.3 Hall Butler

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Version Control:

Version	Date Created	Created By	Position	Authorised By	Position
1	25/07/16	J. Taylor	Domestic Bursar	S. Costa	Sr & Finance Bursar

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