

Staff and Student Security Policy

1. Introduction

The University of Oxford is committed to providing a secure environment for all those who work and study at the University or visit it.

To achieve this aim, the University has established a number of policies and guidance to protect the security of its staff, students and visitors. These are set out in section 3 below.

2. Responsibilities

The University's Security Subcommittee (SSC) is responsible for overseeing the management of security risks to the University's staff, students and visitors and ensuring that the University takes appropriate and proportionate measures to protect them from security threats.

Heads of Divisions are responsible for the oversight of security arrangements relating to staff, students and visitors for departments within their division in order to ensure that they are functioning in accordance with the University's policies.

Heads of departments and institutions, and faculty board chairs are responsible for the effective implementation at a local level of the University's policies on issues relating to the security of its staff, students and visitors.

All staff, students and visitors are responsible for familiarising themselves with, and complying with, the University's policies on issues relating to their own security, in particular any aspects that have a direct bearing upon their activities. Staff and students must at all times work with due regard to the security of themselves and others, including other staff, students and visitors.

3. Policies and guidance on issues relating to staff, student and visitor security

Issue	Policy/guidance
Lone working	University Safety Office: University Policy Statement S5/08: Risk Assessment (Section 8)
Fieldwork activities	University Policy Statement S5/07: Safety In Fieldwork
Overseas travel	University Safety Office: University Policy Statement S3/07: Overseas Travel Occupational Health Service: Travel Tips
Protection of children and vulnerable adults	Code of Practice on the Protection of Children and Vulnerable Adults
Student health and welfare	University advice and guidance
Harassment/bullying	University Policy and Procedure on Harassment
Pre-employment screening	Personnel services guidance on standard and compulsory pre-employment checks and additional pre-employment checks
Counter Terrorism and Security	The University is in the process of developing procedures and guidance in response to the Counter Terrorism and Security Act 2015

Personal safety	Oxford University Security Services guidance
Information security	Information Security policy
Physical security	Physical Security policy

4. Further guidance

For further information or general enquiries about this policy, please contact the Secretary to the Security Subcommittee (sarah.cowburn@admin.ox.ac.uk). Contacts for more detailed information and guidance are shown below:

Oxford University Security Services - <http://www.admin.ox.ac.uk/ouss/>

Emergency (24 hours) (0)1865 (2) 89999

General Enquiries (24 hours) & non-emergency incident reporting (0)1865 (2) 72944

E-Mail: security.control@admin.ox.ac.uk

Personnel Services: relevant Human Resources Business Partner - <http://www.admin.ox.ac.uk/personnel/contacts/divisions/>

Oxford University Security Services (OUSS) Vetting and Screening Administration team - 01865 (2) 82152, or via email screening@admin.ox.ac.uk.