



SECURITY POLICY

19 February 2015 . Finance and General Purposes Committee

1 INTRODUCTION

For the Council to have a safe and secure environment for members of the Council, staff, contractors and visitors it is necessary to have in place a robust security policy along with procedures which will enhance security and safety.

2 OBJECTIVES

- 2.1 This security policy provides the overarching framework to which more detailed instructions, issued by the Town Clerk, will be linked. It provides a high level guide to everyone using council facilities and is an aid to promoting robust security governance.
- 2.2 Through this policy, Folkestone Town Council will take all reasonable measures to safeguard the security and safety of all members, staff, visitors and contractors, whilst within Council premises or acting on Council's behalf.
- 2.3 This policy applies to all Members of the Council and staff. Contractors and other visitors must comply with the instructions set out for visitors.

3 RESPONSIBILITIES

- 3.1 All individuals using Folkestone Town Council premises must take responsibility for promoting security, through adhering to the principles within this policy and any supporting instructions. Failure to abide by the principles within the security policy or supporting instructions may lead to disciplinary or criminal proceedings.
- 3.2 Folkestone Town Council has a duty of care for staff security and the Town Clerk coordinates the implementation and development of revisions to the policy. The Town Clerk will review the policy and any supporting instructions on a regular basis. Revisions will take account of any relevant changes in legislation, with particular reference to health and safety; and the monitoring of security effectiveness and efficiency.
- 3.3 The Town Clerk is responsible for the effective day-to-day management and enforcement of the security policy and will ensure that support and resources are available to staff to work with regard to the security policy. Where weaknesses have been identified, the Town Clerk will work to identify the need and potential impact of remedial work to address said weakness. The Town Clerk plays a pivotal role in promoting security (alongside health and safety) and providing leadership, but it is recognised that actual responsibilities will vary according to the location and nature of the activity as each individual is ultimately accountable for their own actions.

4 SECURITY – GENERAL PRINCIPLES

- 4.1 All staff must comply with a clear desk policy and ensure that the requirements in relation to data protection and security are fully met at the end of each working day.
- 4.2 Remote access or temporary removal of Council equipment from premises must have particular regard to the policy regarding security of portable IT equipment.

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- 4.3 All members and staff must comply with codes of conduct and the law, which means that they must make every effort to protect confidentiality. It also means that no identifiable information about a member of staff is passed to any third party. All staff are individually accountable for their own actions, but they should also work together as a team to ensure that standards of confidentiality are upheld, and that improper disclosures are avoided.
- 4.4 The Town Clerk will ensure staff have access to and are familiar with the Security Policy, with close attention paid to those issues which are relevant to the activity of their service. The Town Clerk will ensure that all members, staff and visitors understand and exercise their security responsibilities and have due regard to safeguarding council assets. The Town Clerk will undertake a security risk analysis of service area and operations to remove and reduce as far as possible any security risks. The Town Clerk will monitor existing controls and report any concerns, provide training for staff and undertake periodic inspections to promote security, monitoring adherence to the clear desk policy and security best practice. The Town Clerk will control access to Council resources by taking responsibility for the issue of keys and passes and having measures in place to ensure staff that leave the organisation return data, permits, passes, and any keys on or before their last working day of employment.
- 4.5 Staff (Including Contractors and Temporary Staff)
All staff must ensure they are familiar with and follow the procedures in the Security Policy, paying particular attention to those issues relevant to their activities. All staff must co-operate with requests from the Town Clerk, especially with emergency or evacuation instructions and in relation to security procedures.
- 4.6 Personal Safety and Security
Whilst it is the responsibility of the Folkestone Town Council to provide a safe and secure environment, it is the responsibility of all staff on Council premises to take all reasonable measures to ensure their own personal safety and security. When travelling to or from work, or away from their normal base on Council business staff should make themselves aware of their surroundings and of other people and try to avoid poorly lit or isolated areas.
- 4.7 Suspicious behaviour
If any member of staff is made aware of, or notices any suspicious behaviour, criminal activity, security or confidentiality breach they must inform the Town Clerk. Where appropriate the Town Clerk will question the individual(s) in a friendly positive manner. The Town Clerk will direct security responses as a matter of urgency, and if appropriate, ensure the Police are contacted.
- 4.8 Visitors
Visitors must report to Reception and sign the Visitors Book on arrival. Visitors have a general responsibility to look after Council property whilst on site and to give due consideration to security issues. They must follow security procedures designed to protect the visit and Council, including wearing their visitor pass (where issued) at all times and surrender the pass on leaving. Visitors must follow instructions from either the Town Clerk or their host, particularly in emergency situations. Any visitor who in the opinion of the Council or Town Clerk fails to adhere to this policy will be asked to vacate the Council's premises. For the purposes of the policy, relatives of staff and former employees are classified as visitors.
- 4.9 Persona Non Grata
For the purposes of this policy, persona non grata means that a visitor has exhibited behaviour which has been deemed detrimental to the Council, its members and/or officers and thus the visitor is no longer permitted to enter the Council's property.