

**ual:**

# **UAL STUDENT PREMISES ACCESS POLICY**

# Summary

## INTRODUCTION

It is essential that UAL provides a safe environment for students and that all appropriate measures are taken to protect University sites from crime and terrorism.

This policy describes how access to University of the Arts London (UAL) premises, including UAL-managed accommodation, is controlled and monitored and the responsibilities of students in relation to maintaining University security.

## **DOS & DON'TS**

**Do** carry your ID card at all times

**Do** report lost or stolen ID cards to College Administration, the Language Centre or in the case of Short Courses to the Tutor or College Reception as appropriate.

**Do** report lost or stolen keys or fobs in halls to the Residence Management team.

**Do** ensure any visitors, who do not attend UAL, are authorised to access our buildings by a member of college staff

**Do** ensure any visitors to your hall of residence sign the visitor book as required.

**Don't** provide access to someone you don't know

**Don't** access UAL sites without your ID card

**Don't** use another student's ID card to gain access

**Don't** tailgate at barrier entrances

**Don't** allow anyone who does not hold their own UAL ID Card to access UAL buildings without authorisation from the college

# Policy

## GRANTING ACCESS

The central locations of many of UAL's colleges and the high number of staff and students makes the security and safety of students, staff and our property a high priority for the University. It is vital to control access at all building entrances and to be able to confirm the identity and right of access of all people on site.

Access to student accommodation varies at each residential site and is overseen by on site Accommodation Services staff. Where UAL has contracted a third party to provide accommodation services, students are asked to request a copy of their security policy.

## ID CARDS

All students are issued with a University ID card which is used as an identity and access card. The card is non-transferable and may only be carried and used by the individual to whom it was issued. Students should carry their card with them at all times when on University premises and must show their card to Security Staff on request.

Lanyards are supplied with the ID card so that they can be worn and visible, this assures others that the individuals are permitted to access UAL building premises.

ID cards clearly identify whether the holder is a member of staff, a student, a contractor, a visitor, a professor emeritus, a visiting

academic, a chaplain, staff members from Iniva or a short course student.

Reception and Estates Facilities Management staff may view an ID card at any time and to request clothing or accessories be temporarily removed when these may obscure the face. Facilities Management staff maintain the security of University sites and are trained to Security Industry Association Door Supervisor standard.

During times of heightened security risk there will be increased monitoring of building entrances and a higher frequency of ID checks. At such times bag searches may be conducted which must be complied with by all staff, students and visitors. Students with childcare responsibilities may bring children on site only in accordance with UAL Policy.

## **ACCESS CONTROL DATA**

Data from ID card proximity readers gathered at the entrances to buildings and rooms within buildings will be used to prevent and detect crime. Anonymised information derived from this data may be used for other purposes, e.g. to identify patterns of entry and times or locations of congestion.

## **LOST OR STOLEN CARDS**

If a card has been lost or stolen this should be reported to the college immediately.

- At CSM please contact The Student Centre  
Email: [csmstudentcentre@arts.ac.uk](mailto:csmstudentcentre@arts.ac.uk) Tel: +44 (0) 207 514 7202
  
- At CCW please contact the Student Contact Desk  
Email: [ccwstudentsupport@arts.ac.uk](mailto:ccwstudentsupport@arts.ac.uk)
  - Camberwell College of Arts Tel: +44 (0) 207 514 2106
  - Chelsea College of Arts Tel: +44 (0) 207 514 7820
  - Wimbledon College of Arts Tel: +44 (0) 207 514 9685
  
- At LCC please contact the Information Centre  
Email: [LCC.contact@arts.ac.uk](mailto:LCC.contact@arts.ac.uk) Tel: +44 (0) 207 514 6599
  
- At LCF please contact Student Services at High Holborn  
Email: [student.admin@fashion.arts.ac.uk](mailto:student.admin@fashion.arts.ac.uk)  
Tel: +44 (0) 207 514 7461

In UAL academic buildings, College receptions will issue up to ten temporary passes every year should a pass have been misplaced or forgotten. After the tenth pass students will have to purchase any additional cards through the e-store.

Students in halls of residence should contact their accommodation reception to replace lost keys or access fobs.

## **SECURITY AND MONITORING**

Estates Facilities Management and Accommodation Services teams conduct external and internal patrols to ensure University premises are secure and to protect personal property and the University itself. However, they do not provide any indemnity for loss or damage and

students should take steps to protect their property and equipment in their charge, including through the purchase of appropriate insurance.

## **SITE OPENING AND CLOSING**

College opening and closing times are published on the UAL website ([www.arts.ac.uk/students/locations-and-opening-times](http://www.arts.ac.uk/students/locations-and-opening-times)) each term. Access will not be granted outside of these times.

## **ADVICE AND GUIDANCE**

Advice and guidance on security matters is available in the first instance from site-based Facilities Managers or Accommodation Services on-site teams.

## **BREACH OF POLICY**

Failure to follow this policy will be considered a policy breach. Breaches will be reported to Student Services through [conduct@arts.ac.uk](mailto:conduct@arts.ac.uk) and investigated in accordance with the University's Student Disciplinary Code.

Any proposed changes to this policy should be sent to the UAL Estates Information Manager.

## **FURTHER READING**

Facilities Manager contact list

Children on site

Student Disciplinary Code