istituto**marangoni**

School Security and Access Policy

Istituto Marangoni London 2024-25

Version Final 2024-25

Istituto Marangoni London

Version Control Statement

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1. Scope

1.1 This policy applies to all: staff, tutors, lecturers, students, visitors, and contractors at Istituto Marangoni London

1.2 The purpose of this document is to:

    1.3 Identify clear roles and responsibilities for security and access across the School.

    1.4 Outline the security and access measures in place that reduce security risks.

    1.5 Establish security and access procedures

1.6 This policy will be periodically reviewed every two years

2. Definitions

2.1 <u>Individuals</u> are all: staff, faculty, students, visitors, and contractors

2.2 <u>School (Building):</u> Istituto Marangoni London, 30 Fashion Street, E1 6PX London

2.3 <u>Staff</u> Includes: Full time staff, Part time staff, Tutors and Lecturers

3. Responsibilities

3.1 Technical Owner: The IT and Facilities Departments are the technical owner of the policy. They are responsible for the implementation, maintenance, and operation of the access control systems, related infrastructure, and Security.

3.2 Compliance Owner: VISA & Compliance Department are the compliance owner. They are responsible for ensuring that the policy adheres to relevant regulations and standards and for overseeing investigations related to compliance issues.

4.   Key Principles

4.1   All individuals must always have their ID badge visible while on-site.

4.2   Card Scanning at Entry Gates: All individuals must scan their ID card at the entry gates upon arrival.

4.3   Reporting Loss of ID Cards: Loss of ID cards must be reported immediately to Reception. Reprinting your ID card may incur a fee charged to the individual.

4.4   Monitoring & covert monitoring: The access control system connected to the gates will never be used for covert monitoring of individuals' arrival and departure times, except in exceptional cases. These include:

4.5   Disciplinary & Misconduct cases (Refer to IML Student Code of Conduct and Disciplinary Policy)

4.6   UKVI Investigation and Compliance

4.7   Safeguarding & Prevent

4.8   Health & Safety (Fire Safety)

5.   Building Access

5.1   Underage Children: Unfortunately, children under 16 years old cannot be accommodated at the School, except in exceptional circumstances and with prior approval from Student Services. For more information, please contact reception at reception.london@istitutomarangoni.com or call: 020 8888 8888

5.2   Student Visitors: Visitors for students are generally not allowed, except those associated with your course. You must seek permission from Student Services, your Tutor or Technician for external visitors. When you bring a visitor on site you must be able to show permission in writing at Reception.

5.3 Other Visitors must have an invitation or appointment to be permitted entry. Visitors must report to Reception, sign in as a Guest and request a Visitor Badge.

5.4 Animals are not allowed on-site, except for assistance and service animals.

5.5 Disabled Access and Facilities: The primary areas of the School building is accessible to wheelchair users[1]. Disabled access toilets are available[2].

1 A section of the library is not accessible via a wheelchair

2 There's no disabled toilets on 40 fashion street ground floor or 1st floor at 30 fashion street

6. ID Cards

6.1 ID Cards are issued based on these conditions

6.2 The individual is a staff member, contractor or visitor

6.3 The individual is a student enrolled to a valid course of study

6.4 The individual has provided all their immigration documents and passed all UKVI compliance requirements

7. Issuance and Acceptable Use

7.1 All individuals who satisfy the above conditions set in section 6 are issued with an ID card, which grants them access to the School building. The School operates a strict no-card, no-entry policy to ensure the safety of our community.

7.2 In the interest of everyone's safety, all Individuals must always have their ID card displayed. School Staff and Security have the authority to request to see your ID card if not visible.

7.3 Lost or Forgotten ID Cards: If you forget to bring your student ID card to School, you will be asked to sign in at the reception desk and receive a temporary ID card for that week. Please note that if you forget your student ID card three times in one Term, on the third occasion you will not be permitted entry to the School. You will be given the choice of returning home to collect your student ID card or to purchase a new one.

7.4 Reprinted cards will cost £5 and can be ordered using this form. You will receive an email once your new card is ready to be collected.

7.5 If your ID Card is stolen, please report it using this form. If you can provide a crime reference number, your card will be re-printed for free.

7.6 Damaged ID Cards If your ID card is damaged and not working, please request a new one using this form.

7.7 Impersonating other individuals and sharing ID cards is strictly prohibited. Anyone found using another individual's ID card will have it confiscated, and both parties may face disciplinary action. (IML Student Code of Conduct and Disciplinary Policy)

7.8 At the end of the individual's engagement with the school the ID Card will be cancelled and removed from Internal Systems.