



Electronic Door Access Control and System Policy

May 2023



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Terms used in this Policy

- 1) Access and Egress - This refers to the entry and exit of students, staff and visitors to the college and college buildings including student accommodation
- 2) The College – This refers to Linacre College
- 3) The University – This refers to Oxford University
- 4) Bod Card – This refers to an authorised access control card issued by Oxford University
- 5) Fob – This refers to an access-only tag issued by Linacre College for specific purposes
- 6) Salto – This refers to the system that administers the fobs
- 7) Battels Account – This refers to the internal financial account with College held by all members

Introduction

The control of access within Linacre College and its premises is a key element in providing a comprehensive security environment. The maintenance of this security is important to protect members and their welfare interests, to preserve a safe environment for academic and social pursuits and to protect College assets. This environment is designed to be proportionate to those ends, can never provide absolute security and should not be overbearing. The College has installed electronic access control systems across its sites which allow movement to be controlled by a card reader and Salto fob system. Entry into controlled areas is achieved by scanning an authorised Identity Badge [Bod Card] or fob against a card reader.

Levels of access are allocated to an individual's Bod Card, which is controlled from a central data base administered by the University and the college's IT department.

This policy runs alongside and in conjunction with 'The University Card Notes and Guidance For Authorised Administrators', dated November 2019.

In addition, the College also utilises other non-electronic access control devices such as mechanically coded locks and keys which further allow for the restriction and control of access and movement around college premises.



Purpose

The overall purpose of this document is to provide guidance to all staff on their approach and management of locked doors, entry and exit protocols and the authorisation and distribution of access control devices.

Objectives

The objectives of this policy are to keep the people and property of Linacre College safe and secure:

- To restrict members of the public from gaining access to areas, accommodation and departments of the college without obtaining permission
- To provide a variety of security access or egress levels to control the movement of students, staff, and visitors to and from higher-than-normal risk areas of our college and buildings
- To develop a security awareness culture that encourages staff to challenge anyone not using or producing an ID card in College areas, accommodation and departments



Procedural Arrangements

The procedures for issuing, updating and replacing of ID Access Control Cards [Bod Card] are contained in the document 'The University Card Notes and Guidance For Authorised Administrators', dated November 2019. This document also contains the application form for Bod Cards for new employees as well as an application form for lost and stolen cards.

User access control of both the Bod Card and individual fobs are programmed and updated by the Salto access control system. No access programming happens centrally. For students, the college's IT department bulk import new cards at the beginning of the academic year and imported users receive the 'public' access level by default. Ad hoc additions throughout the year have 'public' access assigned by default.

In the case of College student accommodation an individual fob will be programmed to provide access to the entrance doors of that particular student accommodation in addition to the individual bedroom access. This will also include access via any other door necessary for the student to be able to get to their bedroom.

In the case of Linacre College staff, the individual Bod Card Staff cards are all manually added to the Salto system. Access rights are dependent on the role requirements as stated by the line manager.

Linacre College Lodge operates on a 24/7, Monday to Sunday basis with the exception of Bank Holidays where operation may be limited. When the Lodge is closed, emergency cover is provided by the Junior Deans, specifically the Junior Dean on duty.

4.1 The procedures for issuing, updating and replacing of fobs/Bod Cards for Linacre College is as follows:

4.1.1 HR procedures for new starters:

4.1.1.1 Bod Card for Staff

The PA to the Principal will administer the process for the issue/reissue of Bod Cards as detailed in 'The University Card Notes and Guidance For Authorised Administrators', dated November 2019.

Once the Bod Card is received the IT department will register the new card onto the Salto without the physical presence of the card. Where the Bod Card is physically present then the Lodge can register the card onto the Salto system.



4.1.1.2 Bod Card for Students

Please refer to ‘The University Card Notes and Guidance For Authorised Administrators’, dated November 2019

4.1.1.3 Fobs/ID Access Cards for Staff

Access for staff will be completed by the line manager using the online application form contained in Appendix A which will specify the level of access required, as determined by Appendix B which contains the current zone listing of the College. Once the online application form is completed it will be forwarded to the Lodge Manager for action who will update the access levels of the Bod Card for that staff member. The actioned online Application Form will be stored in the Lodge email folder called Actioned Application Forms.

4.1.1.4 Fobs for Students

- Every bedroom in student accommodation will have two pre-programmed fobs securely stored and locked away in the Lodge’s key safe. One fob is reserved for issue to the relevant room occupier and the second fob is kept as a spare fob in case of the temporary or permanent loss by the student of their issued fob.
- The responsibility rests on the Lodge to ensure that there are always two active fobs in the key safe whenever the room is unoccupied.
- The Lodge will conduct a Monthly Key Audit to ensure the correct management of all fobs and this will be signed off at the end of every month by the Lodge Manager.
- Student accommodation fobs are programmed to give access to all doors that enable access to the room from the main entrance door of that accommodation block.
- A fob is issued by the Lodge to each student who has been allocated accommodation as part of the student’s check in process.
- The Accommodation Manager is responsible for allocating all student accommodation on the Mercury software system. The Lodge will receive this information by running the Check In report on Mercury

4.1.2 HR procedures for updating user access

4.1.2.1 Staff



- The line manager will complete the online form in Appendix 1 which will automatically be emailed to the Lodge.
- The Lodge will update the User Access for the staff member on the Salto system. No physical presence of the card or fob is required as Salto will automatically update the card or fob with the amended access.
- User Access must be updated within 24 hours of receipt of the Application Form.

4.1.2.2 Students

- When the accommodation of a student is reallocated the Accommodation Manager will complete the online form in Appendix 1 which will automatically be emailed to the Lodge.
- The Lodge will update the User Access for the student's fob on the Salto system. No physical presence of the fob is required as Salto will automatically update the fob with the amended access.
- User Access must be updated within 24 hours of receipt of the Application Form.

4.1.3 HR procedures for replacing fobs either temporarily or permanently:

4.1.3.1 Staff

- Upon loss, according to 'The University Card Notes and Guidance For Authorised Administrators', dated November 2019, a replacement card is requested by the PA to the Principal from the University.
- When the College receives the new Bod Card the Lodge will be notified of the new card details by email and requests that their user access from the previous card number be transferred to their new Bod Card.
- The Lodge will update the user access of the new Bod Card within 24 hours and send a confirmation to both the PA to the Principal and the relevant staff member.
-

4.1.3.2 Students

1. When a student reports that they have locked themselves out of their student accommodation room or they know where their fob is but need to borrow a replacement then the lodge will 'loan' the student a replacement which is kept in the key safe. There will always be a spare fob for each room.



- The porter will require a valid Bod Card as proof of ID, if this is accessible, from the student who has locked themselves out of their room. If they cannot produce a Bod Card as proof of identity, then it will be satisfactorily evidenced if another Linacre student or staff member can verify their identity. In addition, if a friend or approved authoriser has been sent to pick up the fob, the lodge will need proof of permission for the friend/approved authoriser to collect the fob. A copy of the student ID collecting the spare fob will be taken and kept on file for 30 days. If the porter or Junior Dean on duty or another Linacre student can verify the identity of the person collecting the spare then this is acceptable, but must be noted in the relevant documentation.
 - The Lodge will record that the spare fob has been issued.
 - The student will be told that the spare fob must be returned within 24 hours, after which the student will be charged a lost fob fee of £5.
 - The lodge will simultaneously send the student an email saying that they have been issued with a replacement fob which must be returned within 24 hours, and if not, a £5 lost fob fee will be charged against their battels account whether the fob is returned after that period or not. The Accommodation Manager, IT Support, Maintenance and the Lodge Manager or Domestic Operations Manager will be copied into the email. Simultaneously, the porter will add a task set for 24 hours to remind the porter on duty to check that the spare fob has been returned or must follow the continued actions below.
 - The lodge will put a coloured key disc in the place of the spare fob in the key safe to make it obvious to visual inspection that a spare fob has been issued.
 - If the fob has not been returned within 24 hours, then the spare fob will be deactivated by the lodge and a £5 lost fee will be charged against their battels account. The Accommodation Manager is emailed immediately to request a charge made against the student's battels account, giving the Accommodation Manager the student's details.
 - The Lodge will produce a replacement fob to keep in the key safe on notification that the spare fob has not been returned and has been deactivated.
2. If the student reports that they have lost their fob then:
- The porter will issue them, on proof of identification, with the spare fob.
 - Their battels account will be charged with a £5 lost fob fee by notifying the Accommodation Manager that this needs to be done.
 - Their original fob will be deactivated with immediate effect by the Lodge.
 - The Lodge will issue a new spare fob, upon a notification email, to replace the spare taken by the student.



A record folder of lost fobs with a spreadsheet kept in a folder in the Lodge – called Lost Fobs – will be used to record and administer all lost fobs.

This SOP will be kept in both the SOP folder for lost fobs as well as stored as a paper copy in the Lost Fobs folder stored in the Lodge. Where a porter cannot perform one of the functions above due to access levels they will notify Lodge Reception, IT, Maintenance and the Lodge Manager or Domestic Operations Manager what they were unable to do. Lodge Reception will have first action on this every weekday morning and action what could not be done.

4.1.4 HR procedures for cancelling or returning fobs:

4.1.4.1 Staff

- The line manager is responsible for retrieving the fob [and Bod Card] of employees leaving the College.
- The manager will retrieve the fob [and Bod Card] at the leaving interview or the final day of work.
- The manager will return the fob immediately to the lodge for deactivation and recycle for further use. Within 24 hours the Lodge will email the line manager with confirmation that the user access on both fob and Bod Card has been deactivated on Salto.
- If the Bod Card details and/or fob is not returned to the Lodge for any reason the Lodge will deactivate the user from the Salto system.

4.1.4.2 Students

- As part of the student's check out process from their accommodation the student will hand their fob back to the Lodge. The Lodge will immediately deactivate the fob and Bod Card on the Salto system.
- After verification on the Salto system, the Lodge will immediately return the fob back to the key safe which contains the spare as detailed in point 4.1.3.2.1
- If the fob is not returned to the Lodge as part of the check out process the Lodge will immediately deactivate the issued fob as part of the check out process.
 - The Lodge will email the accommodation manager and request that a £5 lost fob fee be charged against the student's battels account.
 - The Lodge will issue a replacement fob and return it to the key safe.



4.2.0 Extended Access For Various Roles and Facilities

4.2.1 Common Room Executive

The Common Room President is responsible for notifying the Lodge which Executive Members of the Common Room are to receive extended access and to specify what access is required by completing the online Application Form in Appendix A. This extended access is limited to the entrance to the Bamborough Building and the Common Room storage cupboard.

4.2.2 Guest Room Access

Our guest room has two fobs and two safe keys (one for each occupant), which are stored securely in the Accommodation Manager's office. In the case of loss or theft there is no written identification on the two key rings, each containing a fob and room safe key.

The Accommodation Manager is responsible for the management of the guest room bookings. On the day of guest check in, the Accommodation Manager notifies the Lodge of the expected guest/s arrival by email and issues the Lodge with a fob and room safe key which gives the guest/s access to the main front door, the internal reception door, the guest room and safe. The guest/s on check in will confirm via the sign-in book the receipt of fob/s and key/s.

On guest check out the Lodge will receive the returned fob/s and room safe key/s directly from the guest/s which are then collected by the Accommodation Manager for safekeeping as detailed above in this section.

4.2.3 Gym

The Gym is situated on the lower ground floor of the Abraham Building and is accessed through the Abraham Building main door to which all students and staff have public access granted to them.

Where external memberships to the gym are granted the Fees and Battels will notify the Lodge by email that a fob needs to be issued to that member for access to the Gym.

Where Linacre College Clubs are authorised to use the Gym for training purposes, the club president will request that the Domestic Operations Manager issue a set number of fobs for club members. The Club President is responsible for the management of the fobs and is responsible for the return of all fobs from club members that resign their membership. The Domestic Operations Manager will request the issue of these fobs by email to the Lodge.



4.2.4 Junior Deans

Junior Deans receive extended access on their appointment to this role. The online Application Form in Appendix A is completed by the Senior Tutor and processed by the Lodge on receipt of this application.

4.2.5 Music Room

The key to the music room is securely kept in the Lodge's key safe. To access the Music Room the staff member/student, on identification and proof of booking, will be given the key to the music room by the Lodge. The allocation of the key is recorded in the Key Log. When the key is returned this is again recorded in the Key Log as returned.

All staff and students have access to the main entrance door of the Abraham building where the music room is located on the lower ground floor.

4.2.6 Student Guest

All students are permitted to host a guest within their College student accommodation for a maximum period of 3 consecutive nights on an infrequent basis but no more than twice per term. No access fob or key will be issued to the guest. The guest must be accompanied at all times by the hosting student while on College premises. No unaccompanied student will be given any access to any building or room within College premises by any member of staff.

4.2.7 Welfare Officers

Linacre College Welfare Officers, which includes the Common Room Welfare Officer, will have extended access to areas that lie within their official remit. The Senior Tutor is responsible for completing the online Application Form in Appendix A, which will be acted on by the Lodge.

5.0 Temporary Access Fobs for Contractors and Regular Suppliers

- All temporary access for contractors and regular suppliers will be time-bound to the work pattern of the individual contractor or supplier.
- A request for a temporary access fob for all contractors will be made by the Director of Estates to the Lodge once all compliance has been met. A request for a time-limited temporary access fob for all suppliers will be made by the Head Chef to the Lodge, once proof of identity has been verified by the Head Chef. A written request from the Head Chef to IT will be made. The request will define what access is required, stating the time period and hours of the day when access will be required.



- Each fob will have a set expiry date and will be promptly revoked/cancelled if the fob is not returned.
- A record of all Temporary Access Fobs will be kept on file by the Lodge and regularly monitored by the Lodge Manager. [available via Salto]
- Temporary access will be limited to the areas of work.
- The Estates Department has management responsibilities for contractors and are to ensure that they inform the Lodge upon termination/end of the contracted period or work. They are responsible for regaining possession of any fob issued to a contractor. This responsibility may be delegated to the Head of Maintenance.
- The Head Chef has management responsibilities for food and beverage suppliers and is to ensure that they inform the Lodge upon termination/end of the contracted period. They are responsible for regaining possession of any fob issued to a supplier.

6.0 Visitor Access

Visitors to the Lodge are monitored via our E-Visitor software system located within the lodge. All visitors will report to the Lodge and be signed in via our E-Visitor system. The visitor software system alerts the staff member by email that their visitor has arrived. The staff member will collect the visitor and be responsible for that visitor until their departure where they will sign out via the visitor software system.

Where day visitors to the college require public door access (such as conference guests) preconfigured, time-limited fobs with public door access will be allocated and logged on the Salto system. The fob/s will be returned to the Lodge on check out.

7.0 Lodge Record Keeping and Access

- The Lodge will keep records of all applications made including the records of returned fobs.
- All fobs distributed will be recorded as users on the Salto operating system, detailing who the fob is assigned to and the level of access corresponding to each user/fob.
- The operating system can provide reports on the levels of access or users who have access to each area. It is the responsibility of the Lodge to ensure the records kept within the operating system are up to date and requests have been actioned in a timely manner.
- These records will be retained for a maximum period of 3 months from the date of the student vacating their College accommodation.



8.0 Disposal or Recycling of Fobs

Once fobs are returned to the Lodge they MUST immediately:

- Deactivate the fob.
- If the fob cannot be recycled then it must be destroyed.
- Dispose of the fob via the confidential waste system.

9.0 Control of Keys and Access Fobs

Access security fobs and security keys are provided by the Lodge or Maintenance departments. Managers of these services will ensure that the following actions and procedures are in place:

- That all fobs and keys are tagged and serialised, which if lost cannot be identified to the access areas provided. Student accommodation will be tagged as Room Number/Street Number of the room. For example: 5/3
- That a daily signing in/out procedure is in place at the start and end of shift changes to ensure keys and fobs are accounted for.
- That a monthly fob and key audit is undertaken and documented to ensure that signing in/out procedures are effective and are being followed.
- That keys and fobs that are unaccounted for are reported to the Lodge Manager, reported on Peninsula Incident Reporting System and reported to the Director of Estates.
- Any access item found to be deficient during handover is to be investigated and reported on Peninsula Incident Reporting System and the Director of Estates informed.
- Under no circumstances should security keys/access fobs or swipe cards be removed from the Lodge without due process and authorisation.

10.0 Digital Door Locks

Digital door locks are provided at College premises and where these are fitted the following procedures must be adhered to:

- The code must be changed every 12 months or sooner depending on the circumstances by the Maintenance Department. A record of all digital door locks and their administration will be held by the Maintenance Department and stored on a shared drive for access by the Lodge.
- The code must not be written down and displayed regardless of the circumstances.



- Where digital locks are in use, they must remain operational and left in the lock position.
- The College Domestic Committee will review the appropriateness of digital locks across College premises.
- All damaged locks should be reported to the Maintenance department to ensure an early response to unsecured areas.

11.0 Control and Management of Fob Consumables

It shall be the responsibility of all persons in control of Fob consumables and associated accessories to ensure their safe keeping and storage and explicitly follow the guidelines below:

- All persons with access to the system are responsible for ensuring its continued security.
- The system must only be logged into when necessary, when amendments are being made and not left idle. Staff must switch the system off after use or if they are required to leave the workstation.
- Ensure all consumables used in the fob process are secured at all times.
- That computer systems used in the fob process are password protected and never left on when not in use.
- That computer systems are secured and not readily accessible to others.

12.0 Risk Assessment

An annual risk assessment will be reviewed/completed by the Director of Estates to formally review all areas within the College. The assessment will assess what level of access restriction is required for each area and whether the current level of access restriction is sufficient. Outcomes of the assessment will be shared with all appropriate personnel giving consideration to security, financial constraints and student needs.

13.0 Procedures Connected To This Policy

See Section 4.0 of this policy

14.0 Links to Relevant Legislation

Data Protection Act 1998: The Data Protection Act controls how your personal information is used by organisations, businesses or the government.



15.0 Links to College Policies

Data Protection Policy

General Data Protection Regulation 2021

Health and Safety Policy and Arrangements

Security Policy

16.0 Roles and Responsibilities for this Policy

Title	Role	Key Responsibilities
Staff, Students, Visitors	Adherence	<p>*Report lost fobs/keys to appropriate line manager and Lodge team immediately. The fob will then be disabled from the Salto data base and will no longer work with the electronic access control system.</p> <p>*Challenge and question people not wearing identification and tail gating, particularly if they are in access-controlled department areas.</p>
Managers	Operational	<p>*Ensure that their area of responsibility is risk assessed and that they fully understand the access and egress requirements of their area.</p> <p>*Authorise staff to access their area through the use of electronic, coded or key operated control systems. They are to assume the role of Named Authoriser, or appoint a member of staff to carry out this duty as well as, or on their, behalf.</p> <p>*Encourage and support staff to challenge anyone who they do not recognise who attempts to follow them into a restricted access area.</p> <p>*Ensure that any lost or damaged fobs or keys are reported to the appropriate line manager responsible for issuing and the Lodge, and that arrangements are made for a replacement to be issued.</p> <p>*Ensure that arrangements are in place for providing access provisions for official visitors or contractors working in an area controlled by an access control system.</p> <p>*Collect all access control resources from employees and students who are leaving the College and send these to the Lodge.</p>
Director Of Estates	Implementation	<p>*Monitor and audit compliance with the college's Access and Control policy.</p> <p>*Carry out regular audits on the processes and procedures to ensure compliance with the policy.</p>
Managers	Responsible	<p>*Request the removal of access from any employee that no longer requires access to their area of responsibility.</p>
Trustee Board	Executive Lead	<p>Overall responsibility for security within Linacre College.</p>
Lodge	Responsible	<p>*Overall responsibility for access control, management and administration of all fobs, keys and digital locks within the Linacre College estate. This overall responsibility will be supported by both the IT and Maintenance departments.</p>



		<p>*Only Porters appointed in a substantive role within the Lodge will be trained and given access to the Salto software system by the IT department. On provision of an issued password by IT, the porter can give and modify access levels according to procedures set out in this policy.</p>
IT Department	Responsible	<p>*The IT Manager is responsible for carrying out monthly audits of the Salto system to monitor use of the system by the Lodge. Any anomalies are to be reported to the Domestic Operations Manager for investigation. A log is to be maintained of monthly audits undertaken by the IT department. This responsibility may be delegated to others within this department.</p> <p>*Access to audits and data logs run by the IT department or the Lodge may be shared on request with the Senior Management Team. Where the Accommodation Manager or those responsible for student welfare require access, data this will be administered on a case-by-case basis.</p> <p>*All access and data logs are to be managed in line with Linacre College's Data Protection Policy, Information Security Policy, Student Privacy Policy and GDPR compliance.</p> <p>*Together with the Maintenance department set up Salto Access system software</p>
Maintenance Department	Responsible	<p>*Installation of Salto Access system.</p> <p>*Together with the IT department set up Salto Access system software</p>
17.0 Training		
What aspect(s) of this policy will require staff training?	Which staff groups require this training?	Details
Management of fobs	IT and The Lodge	<p>*IT will receive training via Salto engineers, who in turn will train all members of the Lodge who hold substantive contracts with the College.</p> <p>*Training is to be delivered in person and online via video.</p> <p>*All new Lodge staff with substantive contracts will receive formal training by IT which will be conducted as part of their induction.</p> <p>*The Lodge Manager will ensure and monitor that this training has been performed. The Domestic Operations Manager will ensure that the Lodge Manager has this training as part of their Induction.</p>

18.0 Equality Impact Assessment



Linacre College is committed to ensuring that the way we provide services and the way we recruit and treat staff reflects individual needs, promotes equality and does not discriminate unfairly against any particular individual or group. The Equality Impact Assessment for this policy has been completed by Dr Clara Barker on 16 May 2023.

19.0 Data Protection and Freedom of Information

This statement reflects legal requirements incorporated within the Data Protection Act and Freedom of Information Act that apply to staff who work within the college. All staff have a responsibility to ensure that they do not disclose information about the college's activities in respect of service users in its care to unauthorised individuals. This responsibility applies whether you are currently employed or after your employment ends and in certain aspects of your personal life e.g., use of social networking sites, etc. The college seeks to ensure a high level of transparency in all its business activities but reserves the right not to disclose information where relevant legislation applies.

20.0 Audit & Access to access logs

On a monthly basis, on a random day of the month, the Lodge Manager is responsible for undertaking an audit of access permissions, checking that all 'all doors' access permissions are validly issued and required in accordance with this policy and checking at least 2 other categories of special membership type (e.g., Junior Deans, housekeeping staff, staff with 24-hour access) and making sure these remain appropriate. Any deviation should be reported to the Domestic Operations Manager.

Only the Lodge Manager and the IT department are able to access logs within Salto of which fobs have opened doors at any time. This is potentially intrusive information, especially when used in combination with CCTV information, and it may only be used in serious or urgent situations where the same level of assistance cannot be obtained from another means.

Typically, data relating to student use of fobs may only be requested by the Senior Tutor, or another senior member of staff, involved in an urgent welfare situation, most typically a concern for the life or wellbeing of a student to determine when they most recently used their access fob. Access to this may be made available after a verbal request in an emergency but must be supported by an email subsequently which will be retained by the Lodge Manager for 12 months. The Dean for Discipline may similarly request fob data in support of an active disciplinary enquiry and fob data may be supplied to the police or security agencies after receipt of a written request or in response to a court order.



Fob data must not be used to support investigation into trivial matters or those without serious concerns for welfare including unauthorised but benign additional guests in student rooms, parking or minor licence agreement breaches.

Staff fob data may be supplied to the Director of Estates or the Bursar in support of a significant disciplinary investigation (or with the consent of the individual) but this should only be used where the case is serious. Non-staff Fellows' fob data may be supplied to the Principal or Bursar for similar purposes. For non-College members, the data may be used in a greater range of circumstances such as attempting to access areas not permitted, by the Domestic Operations Manager, Director of Estates, Bursar or Principal.

The Data Protection Officer may also obtain reports of fob access data if they deem it personal data and in scope of a subject access request.

Seeking to access fob data without due cause or supplying it is likely to be regarded as gross misconduct under the College Disciplinary Regulations and may also represent a criminal offence under data protection legislation.

Logs of fob access are deleted after a period of 3 months unless they are required to evidence an ongoing investigation being conducted by the College, University, University Security Services or Police.



20.0 Monitoring this Policy in Working Practice

What key elements will be monitored?	Where described in policy?	How will they be monitored ?	Who will undertake this monitoring?	How Frequently?	Group/Committee that will receive and review results	Group/Committee to ensure actions are completed	Evidence this has happened
Maintenance of up to date centralised database of authorised managers and Lodge staff	Section 4	Physical inspection of list against current departmental managers and Lodge staff	IT Manager	Quarterly	Domestic Committee	Domestic Committee	Reports to relevant committee / minutes of meetings/ action plans signed off
Cancellation of ID cards of people who left the college and cancellation of temporary cards	Section 4	Physical name check of system against names of people who left the college	IT Manager, Maintenance Manager and Accommodation Manager	Quarterly	Domestic Committee	Domestic Committee	Reports to relevant committee / minutes of meetings/ action plans signed off
Completion of signing in/out books and managers monthly key checks	Section 4	Security Inspection	Lodge Manager	Quarterly	Domestic Committee	Domestic Committee	Report to Committee



Appendix 1

Door Access Application Form/Updating Access

*[This form is available online as an MS Forms document, which when completed, will automatically be emailed to the Lodge]

Application for Door Access/ Identity Card

Full names are required and initials are not permitted.

Please complete the form in **BLOCK CAPITALS**

Personal Details

Forename:..... *Surname:*.....

Bod Card Number:.....

Post Title:

Department:.....

Please Circle

New Request / Updating Access

Full Time / Part Time / Agency / Fixed Term / Student / Contractor / Supplier

Work Contact Number:.....

What Access Is Required [refer to Zone List in Appendix 2] :.....

.....

Time Period Access is Required for:.....

Line Managers Name :.....

Line Managers Signature:.....



Appendix 1

Levels of Access

The access levels for users are guided by this Appendix but may be varied on the authority of the Domestic Operations Manager or Bursar, with a record of this instruction retained in the Lodge. This document is a first iteration which will be updated at least annually.

Current Linacre Students

All current Linacre student members will be granted access to all public doors. For those living on the main site, this will include the front doors to the accommodation blocks as well as their own bedroom door and any associated kitchen should this be fitted with a lock. Those living in offsite accommodation will be granted access to their own house (e.g., 49 Walton Street residents will have access to this accommodation only) except where there is a clear block of properties – so residents of the Union Street flats will have access to the exterior doors at Union Street and those in the 4 properties on the Iffley Road to the front doors of the 4 properties. At no time may a student be granted fob access to another bedroom door.

Current Reuben Students

All current Reuben Students, until further notice, will be granted access to public doors on the main Linacre site, with access to study rooms and the library etc being withdrawn once the Reuben site share ends but sufficient access to allow access to the agreed areas, e.g., hall and bar to remain.

Current Staff

Staff not requiring routine access to other properties are granted 7 day a week access to the public doors on the main site, with access deactivated from 23:30 to 06:00. Staff working in particular areas controlled by Salto access e.g., the kitchen or IT areas should have those areas added. Some staff with an occasional need for out of hours specific access, e.g., the IT manager, those who may entertain such as the Head of Development, should have 24-hour access on a case-by-case basis.

Lodge Porters

Lodge Porters, including the Lodge Manager, are granted 24-hour access to all areas except student bedrooms over the estate. Where emergency access to a student bedroom is required, the porter will sign out that room's spare fob via Salto to attend to the emergency.

Maintenance Staff



Maintenance staff, including the Maintenance Manager, are granted 24-hour access to all areas except student bedrooms over the estate. Access to student bedrooms, over the entire estate, will be given from 08:00 to 17:00. Where the maintenance staff are to attend to an emergency outside of these hours an 'on call' fob with 24-hour access to all student rooms will be assigned to the staff member who is on call duty after hours. A register of fob handover to the next on-call staff member will be kept by the Maintenance Manager. The Maintenance Manager will have 24 hour all doors access as they are most likely to be asked to respond to an emergency when not actually on call.

Housekeepers

Housekeepers are granted access to all areas except all student accommodation. Access to student accommodation is allocated from 07:00 to 15:00 Monday to Friday and only to their assigned areas of work. The Housekeeping Manager will be granted access to all areas from 07:00 to 16:00 Monday to Saturday.

Senior Management Team

The Senior Management Team have 24-hour access to all areas including student bedrooms but must log any student room access with the Lodge and follow College procedures covering this access in all cases.

Contractors and Suppliers

Contractor and Suppliers' fobs must be issued for the specific areas where there is a routine need to access – for example kitchen delivery fobs must work only on the iron gate, kitchen door and kitchen store. Contractors needing to work in off-site houses must not be given fobs which permit access to student doors unless specifically needed to carry out necessary work. Only under the direct written authority of the Director of Estates or the Bursar may contractors be given 'all doors' access. Contractors and Suppliers must only be given their fobs once they have signed the Health and Safety documentation on the E-Visitor software system located within the Lodge.

Junior Deans

Junior Deans are granted 24-hour access to all public areas over the estate. Access to student bedrooms can be gained by signing out the spare bedroom fob located within the Lodge.

Welfare Officers

Welfare Officers are granted 24-hour access to all public areas over the estate. Access to student bedrooms can be gained by signing out the spare bedroom fob located within the Lodge.

University Security Service



University Security Services Officers are granted 24-hour access to all public areas over the estate. Access to student bedrooms can be gained by signing out the spare bedroom fob or a master all access fob located within the Lodge.

Other external authorities, e.g., police

Access fobs may be issued to verified external authorities where there is a clear need on the written authority of the Director of Estates or the Bursar. In general, external authorities should be escorted on site.

Ad Hoc users

There are a number of cases where specific access to limited areas can be granted. For example, gym members and sports coaches to access the gym on a fob. The principle here should be that access is as restricted as feasible both in terms of doors, duration and timings. The Lodge Manager can issue these for routine use at their discretion, with reference to the Domestic Operations Manager, Director of Estates or Bursar for more complex cases.