

## Policy: Campus Security

Policy Reference: C-FA-001  
Version: 1  
Person Responsible: Director of Facilities

### 1. Policy Statement

Bahrain Polytechnic recognises that it has legal, regulatory and ethical responsibility to provide and continuously improve a secure campus and environment for its staff, by implementing rules, guidelines and procedures students, visitors and contractors, and undertakes to provide sufficient and suitable security services to all parties in Polytechnic where applicable and required. Accordingly, policy and procedures are issued and developed to ensure timely and effective security processes are applied for Bahrain Polytechnic and undertaken within the legal parameters of the law and standards consistent with the general community standards.

### 2. Application

People:

- This policy applies to all staff, students, contractors of, and visitors to, Bahrain Polytechnic.

Processes:

- This policy covers a wide range of campus security processes such as Closed Circuit Television (CCTV) Monitoring & Recording, visitors and vehicle control, campus entry and key control and Polytechnic property control.

### 3. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Bahraini legislation related to campus security and quality of security service.
- The laws and regulations of Kingdom of Bahrain.
- Bahraini legislations of Ministry of Interior.

## 4. Definitions

- **Security Officer:** a qualified and trained person with the responsibility for controlling all security aspects in and around the Polytechnic campus, and monitoring day-to-day habits of campus personnel and effectively employing the security resources to minimise all security risks.
- **Security Patrol:** an inspection around the campus and inside buildings by vehicle or on foot to ensure security procedures are adhered to and security services are properly implemented.
- **Personal Property:** is property owned by an individual or business which is movable and is not affixed to or associated with the land individual.
- **Polytechnic Property:** All assets belonging to Bahrain Polytechnic, such as the land, buildings, Vehicles, equipments and furniture.
- **Authorised Persons:** A person who has a permission to enter Bahrain Polytechnic, can be classified as staff, students, contractors, and visitors).. All such persons should carry proof of identify and produce this if requested. All others are unauthorised and Bahrain Polytechnic reserves the right to refuse entry to any unauthorised person.
- **Threat:** a situation or an activity that could cause harm or danger.
- **Recorded material: means** any material documented in writing or through the use of any other form of media.
- **Release of data:** viewing and production a copy of the data.

## 5. What is Expected:

To secure Bahrain Polytechnic campus environment and to outline responsibilities to proactively manage any breaches and prevent re-occurrences by:

- Providing and promoting as far as reasonably practicable, a safe and secure environment for all users
- Exert a concerted effort to protect all assets
- Encourage all users to promote a secure environment through their own conduct
- Provide a high level of response against immoral and illegal activities affecting the Polytechnic.
- Monitor and control all access and exits of personnel and vehicles

## 6. Key Dates

First Approved: 02 February 2014 by SMT , 10 December 2014 by BoT

This Version Approved: 02 February 2014 by SMT , 10 December 2014 by BoT

Next Review Date: 4 years from the approval date or as required

## 7. Links and Related Documents

- Health and Safety Policy: C/HS/001
- Smoke-Free Policy: C/HS/002
- Legislative Compliance Policy: C/GA/002
- CSB Regulations