



## Access to IKON Institute Premises

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<b>Government Legislation</b>	Standards for Registered Training Organisations (RTOs) 2015
<b>Responsible Officer</b>	CEO

### 1. Purpose

The purpose of this policy is to provide a framework for Responsible Officers of IKON Institute of Australia in managing the physical security of all IKON premises.

### 2. Scope

This policy applies to all campuses from which IKON Institute operates.

### 3. Definitions

### 4. Principles

IKON is committed to ensuring the safety and security of all staff and students as well as ensuring that the physical premises are appropriately secured.

### 5. Roles & Responsibilities

The CEO is responsible for the implementation of this policy, and all members of staff are accountable for following the policy on a daily basis.

## 6. Student Access

Students are welcome to book available breakout spaces (for group work, triads etc.) during business hours, or when other training is being conducted on the premises. Students are not able to gain access the IKON Institute premises outside of these hours. Room bookings are made by contacting IKON Administration during business hours.

Students are reminded that in the event of an emergency situation arising during an unsupervised session that they are to refer to the “Emergency Manual” located in each training and breakout room inside IKON premises.

On evenings when a tutorial is scheduled students may continue to use the student facilities in the period between when the administration team leave and the tutor arrives. The last administration team member out will lock the front door, so that students can open the door from the inside to exit the building, but the door will remain locked from the outside. During this time students may let other students into the building as required.

In the event that the tutor does not arrive for the tutorial session, students will be expected to use the out of hours IKON contact (Number is published on the door of the administration office) to inform the administration team, and to follow instructions for securing the building upon their exit.

## 7. IKON Keys

### 7.1 Key Control

All recipients of keys to IKON facilities will be required to sign the *IKON key register*. In signing this register, the individual is stating that they understand and agree to the following:

1. *The keys/cards are, and remain the property of IKON Institute at all times.*
2. *I am responsible to take every reasonable precaution to safeguard the keys/cards from loss, damage, misuse or theft.*
3. *I am responsible for the cost of re-keying and repairs resulting from the loss, damage, misuse or theft of keys/cards under my control.*
4. *I will not use the keys/cards in an unauthorised manner, or lend them to a person not authorised to control these particular keys/cards.*
5. *I will return the keys/cards when requested by the IKON Institute, or whenever my employment and/or association with IKON Institute ceases.*
6. *I have read the **Access to IKON Premises Policy**, and have been trained in the proper processes for both unlocking and securing the premises.*

### 7.2 Keys to be issued

**Administration Staff Members** at each location will be trained in the processes for locking/unlocking the premises and issued with:

- Building key
- Administration area key
- Access code for security alarm and details of the app for operating the alarm remotely
- Training room key

**Academic Staff Members** will be trained in the processes for locking/unlocking the premises and issued with:

- Building key
- Training room key

**Facilities for Hire to External Parties** where applicable external parties who hire the use of IKON premises will be trained in the process of securing the premises and issued with:

- Building key
- Training room key

**Students** will not be issued with a key to any IKON premises.

## 8. Securing Premises

The last staff member to leave the premises at the end of the day is responsible for securing the premises.

Checklist prior to exiting the building:

- Ensure that there is nobody left in the building
- Turn off air-conditioning
- Secure any windows that have been opened
- Lock library
- Lock training rooms
- Turn off all lights
- Lock front door

## 9. Securing Administration Office

The last administration employee to leave the office at the end of the day is expected to:

- Turn off air-conditioning in the administration area
- Turn off lights in the administration area
- Lock the door to the administration area
- Arm the alarm within the administration area
- Lock the library (if no evening classes)
- Check to see whether there are any students still in the building
  - Where there is no evening tutorial scheduled students will be asked to leave the building
  - Where applicable advise the students of the expected time of arrival of the lecturing staff, and that the front door will be locked
- Lock the front entrance to the building

## 10. Securing of Valuables

All members of IKON staff are responsible for ensuring the safety of IKON property. This includes ensuring that portable devices are not left on the premises overnight, and that the premises are secured as directed.

## 11. Alarm System

Where an alarm is installed in the administration offices all administrative staff issued with keys to the office will be trained in how to arm and disarm the alarm system.

The first person to arrive in the mornings will unlock the office door and disarm the system.

The last person to leave in the evening will lock the office door and arm the system.

In the event that the alarm is triggered the Directors (or their nominated person) will be notified and have live access to the camera feed. They will respond in an appropriate manner to the disturbance and ensure that the premises are secured.

## 12. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff have up to date and accurate information.

### Related Forms:

IKON Key Register

### Related Policies:

HR001 Staff Induction Policy

Emergency Manual

**Attachment 1.****Securing Administration Offices Checklist**

- Air conditioning off
- Secure any open windows
- Lights off
- Door locked
- Alarm armed
- Students on premises:
  - If no evening classes then get students to vacate the premises, and move to Securing Premises Checklist
  - If evening classes, advise students of expected time of arrival of lecturing staff, and that the front door will be locked
- Front door locked

**Securing Premises Checklist**

- Ensure that there is nobody left in building
- Air conditioning off
- Secure any open windows
- Training rooms locked
- Library locked
- All lights off
- Front door locked