





Security will only admit a staff member or a student to an area outside of normal working hours if provided with some form of photo ID as proof of identity; this is to allow confirmation of approved access.

Entry will only be allowed to those areas where access has been approved.

Record of entry will be included in the security log and will comprise the area entered and the purpose of entry.

All entry assists will be followed up on the next working day with the appropriate faculty, department/school or service area.

Security officers will not open any area after hours for visitors without consent from the appropriate Access Approver and the Access Coordinator.

Security officers will only open a faculty/department/school for student use if the activity has been scheduled through room bookings and the designated staff supervisor is present.

*Notes:*

Building occupiers (faculties, departments/schools and service areas) are responsible for maintaining security of their designated areas and as such authorise access to approved areas directly administered by them. Building occupiers are also required to advise University

**Student** a person who is currently enrolled as a student at the University, either directly