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Anti-Bribery Policy

Current Version Adopted by Council: November 2019

Review Date: Michaelmas Term 2023

Committee Ownership: Finance

INTRODUCTION

Bribery is a criminal offence. Murray Edwards College prohibits any form of bribery. We require compliance, from everyone connected with our institutional activities, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind whether committed by Murray Edwards College employees, office holders or third parties acting for or on behalf of the College.

POLICY

It is prohibited, directly or indirectly, for any employees, office holders or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for Murray Edwards College, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical. It is similarly prohibited for any employees, offer holders or persons working on behalf of the College, to request or accept any form of inducement to depart from normal College operating procedures and policies, including those relating to the admission of students.

If the College suspects that a member of staff or office holder has committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against the member of staff or office holder which may result in their dismissal or the cessation of their office, or of our contractual arrangements with a company.

If as an employee, office holder or person working on behalf of the College, a member of staff suspects that an act of bribery or attempted bribery has taken place, even if the member of staff is not personally involved, s/he is expected to report this to the Bursar (or the President). They may be asked to give a written account of events.

Staff are reminded of the College's whistle-blowing policy, which is available in the Staff Handbook, or upon request.

GIFTS AND HOSPITALITY

Murray Edwards College realizes that the giving and receiving of small gifts and occasional hospitality as a reflection of appreciation, affiliation or institutional friendship, where nothing is expected in return, may occur. This does not constitute bribery where it is proportionate.

Gifts with a value estimated to be in excess of £50 must be reported to the Bursar and recorded in the Register of Hospitality and Gifts, which is held by the Bursar's Assistant in the Bursary.

Hospitality of significant value, that is likely to have a cost to the provider of more than £50, should be similarly recorded. Exceptions to this rule would be hospitality received from the University and other Colleges in Cambridge which follow the normal pattern of invitations within the collegiate University, arising from academic or other working relationships.

If a member of staff, office holder or anyone working on the College's behalf in connection with institutional activities is in any doubt as to whether offering or receiving a gift or hospitality is a reflection of appreciation, affiliation or institutional friendship or could be construed as a bribe, then they should seek prior written approval from the Bursar (or the President).

This policy is subject to review by the Audit Committee triennially but the College reserves the right to amend this policy without prior notice.

CCTV Policy

Adopted by Domestic, Estates and Events Committee: 2020

Review Date: 2023

Committee Ownership: Domestic, Estates and Events

Introduction

The use of CCTV across the main College site is part of the College's efforts to ensure the safety and security of its members and visitors, as well as safeguarding property. Although a relatively small site, the College receives a great many visitors and incidents do occur.

CCTV cameras, in conjunction with other security precautions, are installed at strategic points to assist in prevention and detection of crime. The legal basis for this processing is that it is necessary for the purposes of the College's legitimate interests, where we have concluded that our interests do not impact inappropriately on the fundamental rights and freedoms of the College's members and visitors.

Purposes of the CCTV system

The CCTV system has been installed by the College for the following purposes:

- To monitor the security of premises

- To help ensure the safety of College members and visitors

- To reduce the fear of crime and reassure members of the College and visitors

- To assist in the prevention and detection of crime

- To aid the identification, apprehension and prosecution of offenders (including the potential use of images in criminal proceedings)

Responsibility for the CCTV system

The College Officer with overall responsibility for the CCTV system is the Bursar, as Data Protection Officer. The system is managed on a day-to-day basis by the Head Porter and the Deputy Bursar.

The CCTV system

The system covers the main College site and the exterior of Buckingham House. It is operated 24 hours a day throughout the year. All cameras are fixed position and although some may have an audio recording function this will always be disabled. The system does not support a facial recognition facility, but meets the D1 resolution standard (720 X 480 pixels). College members and visitors are made aware of the CCTV system by appropriate signage at the entrances to the College site and at its other properties.

In normal circumstances, College CCTV will not be used for intrusive or directed surveillance. Areas such as toilets and sleeping accommodation will not be monitored.
Public bodies such as the police are governed by strict rules within the Regulation of Investigatory Procedures Act 2000 (RIPA) about how and when cameras can be directed to view

a location where an individual's specific activity can be monitored. Whilst the College is not bound by RIPA it will adopt the principles:

- It will not be used speculatively. There must be a sound intelligence case that an individual(s) is committing a crime or a serious breach of College rules. In deciding what amounts to a serious breach, consideration will be taken of the risks to individual(s), College property and College reputation. Consideration will be given to minimising collateral intrusion to those quite properly going about their normal daily business and whose image is captured by a directed camera.

- Once the purpose for use of a camera has finished, the camera will be removed or re-positioned back into general use.

Decisions on the use of directed surveillance will be made by the Head Porter and the Deputy Bursar in conjunction with the Bursar (where staff involvement is suspected), Senior Tutor (for students) or President (for Fellows). They must satisfy themselves that a sound intelligence case exists and that the use of the directed surveillance is proportional to the incident and likely outcome. A record of the rationale will be created for each use of directed surveillance. It will be retained by the Head Porter (see appendix C).

Decisions relating to installing additional cameras onto the general system, e.g. to fill in a gap in coverage or to install cameras at a newly purchased property, will be made by the Head Porter and the Deputy Bursar with the Bursar and the support of the IT Manager. Additional input may come from other members of the College if they have suggested that a need for a camera has arisen. A record of the decision will be created. It will be retained by the Head Porter (see CCTV form 5).

Recordings, storage and access

Live images from all cameras can be viewed by the Porters in the Porters' Lodge. Recorded images are stored on six recorders. Images are retained for 30 days and then overwritten.

Access to recorded images is limited to the Head and Deputy Head Porter, the Deputy Bursar and the contracted supplier. CCTV images may be personal data and therefore fall within the scope of the Data Protection Act (2018). All processing of personal data will be done in accordance with the College's Data Protection Policy.

At the end of their useful life all images on discs will be erased and securely disposed of as confidential waste. All images will be deleted from College servers and all still photographs and hard copy prints will be securely disposed of in confidential waste.

Requests to access recorded CCTV images should be addressed to the Head Porter or the Deputy Bursar. In the event they are unavailable, requests should be made to the Bursar. It is expected that most requests to view or receive copies of images will come from the police. This will usually be arranged in advance and the Head Porter will be in attendance. A log of the viewing must be made (see Appendix A). Requests for copies of images by the police will be treated in accordance with the procedure in Appendix A. Applications received from outside bodies (e.g. solicitors) to view or release images will only be accepted when satisfactory documentary evidence is provided showing they are required for legal proceedings or in response to a court order (see Appendix A). Images required for these purposes will be kept for no longer than 6 months after the completion of the prosecution.

Requests for access to the CCTV images may also come from data subjects, i.e. those featuring in the CCTV images. Any such requests should be directed to cctv@murrayedwards.cam.ac.uk to request a copy of the Subject Access Request: CCTV record request form (see Appendix B).

Maintenance

The location of cameras and accuracy of the date and time recorded will be checked on a yearly basis by the Head Porter in conjunction with our contracted supplier. A maintenance log will be kept in the Porters' Lodge CCTV file. Damage and faults are to be reported to the Head or Deputy Head Porter in the first instance.

Complaints and contacts

Any individual having concerns about the CCTV system are requested to contact the Bursar in the first instance.

Appendix A: Procedures for viewing or releasing images at the request of the police, for legal proceedings or a court order

Requests should be made in advance to the Head Porter or Deputy Bursar, ideally in writing (email is sufficient) providing as much detail as possible about the images you wish to view (CCTV Form 1) or receive copies of (CCTV Form 2). A date, time window and location would be the absolute minimum of information to be provided. The Head Porter will then ascertain if the footage exists. If it does, an appointment can then be made to view the images. The Head Porter should consider whether the images are close to their over-writing date and if so, should make provision for the images to be transferred to an alternative medium to ensure their preservation.

Prior to the images being viewed, CCTV Form 1 needs to be completed and photographic ID of the viewer (Police Warrant Card, Picture ID Card or Driving Licence etc.), must be shown. If the images are needed by the police, form part of legal proceedings or are required by a Court Order, CCTV Form 2 needs to be completed also. Copies of the images will then be removed from the recorders for transfer. Two copies will be created, one for the party making the request and one for the College to retain. Images removed will be saved to discs that can only be written once. Each copy will be labelled with the date of the images, the date the images were supplied and College contact details. Copy images will only be handed over when CCTV Form 2 has been completed and upon production of a positive ID such as a Police Warrant Card, Picture ID Card or Driving Licence etc. The College's copy of images supplied will be stored on a shared drive with access only permitted for the Head Porter and the Deputy Bursar. On occasion, it may be necessary to store a physical copy (i.e. on CD) in the Head Porter's office. This will always be held in the Porters' safe.

Appendix B: Procedures for releasing images requested via a Subject Access Request

The Data Protection Act 2018 allows for those featuring in CCTV to request copies of footage in which they feature. In order to request such footage CCTV Form 3 must be completed and returned to cctv@murrayedwards.cam.ac.uk. It will be ensured that identification has been checked, any necessary payment has been made and the Head or Deputy Head Porter or IT department will be contacted to seek a copy of the images. Two copies will be created, one for the party making the request and one for the College to retain. Images removed from the

recorders will be saved to discs that can only be written once. Each copy will be labelled with the date of the images, the date the images were supplied and College contact details.

Appendix C: Deploying directed or covert cameras

Deploying directed or covert cameras should only be done in exceptional circumstances and may only take place after the situation has been assessed by the Head or Deputy Head Porter in conjunction with the Bursar (where staff involvement is suspected), Senior Tutor (for students) or President (for Fellows). For each incidence of deployment, CCTV Form 4 should be completed.

CCTV Form 1: Request to view CCTV images by the Police, or as part of legal proceedings or as required by a Court Order

CCTV Form 2: Request for copies of CCTV images by the Police, or as part of legal proceedings or as required by a Court Order

CCTV Form 3: Subject Access Request Form - CCTV

CCTV Form 4: Authorisation to deploy directed or covert camera(s)

CCTV Form 5: Authorisation for additional camera(s) to be added to the general CCTV system

IT Regulations

Rules for the Use of Academic Computing Facilities at Murray Edwards College

Adopted: April 2020

Review: Lent Term 2023

Allocation and Use of Resources

Every allocation of computing resources shall be made on the understanding that it is to be used only for the purposes for which it was requested, and only by the person, or persons by whom it was requested. In particular it is NOT PERMITTED to make use of ID's and computer resources allocated to another person or group, or make these available to another person unless such use has been specifically authorised by the IT Manager.

No person shall connect their own or any other equipment to the College network except in accordance with published instructions for use of the fixed network or wireless network.

No person shall by any wilful or deliberate act jeopardise the integrity of the computing equipment, systems programs or other stored information, or interfere with the work of another user.

The College accepts no responsibility for the integrity of any program or data stored on College equipment. In particular backup of data is the responsibility of individual users.

Users of College computing facilities should be aware that the general rules covering the use of computing resources within the University issued from time to time by the University of Cambridge Information Strategy and Services Syndicate will be applied here also. Please see University Information Service: Policies

No person shall use the College computing facilities for private financial gain or for commercial purposes, including consultancy or any other work outside the scope of official duties or functions, without specific authorisation to do so. Nor should any person use the facilities for anything which would conflict with the College's "Prevent" duties under the Counter-Terrorism and Security Act 2015.

Copyright and Confidentiality of Information

No copyright material should be copied or published without the specific authorisation of the copyright holder. Note that multi-media facilities allow images, music etc. as well as text to be published via data networks, so there is even more scope for infringement of copyright than by traditional copying methods.

All persons authorised to use computing resources shall be expected to treat as privileged any information which may become available through the use of these resources. No persons should attempt to access information unless they have explicit or implicit permission to do so.

Breaches of the Rules

In the first instance any person believed to be in breach of these rules will be reported to the IT Manager. Serious or repeated breaches of the rules will be reported by the IT Manager to the Dean for students, to the Bursar for staff and to the President for Fellows and Senior Members, who may at their discretion impose appropriate disciplinary action including suspension or removal of authorisation to use computer facilities. Furthermore cases of breach of Cambridge University Information Technology Rules will be reported to the Director of the Computing Service.

Rules for the publication of information on the internet in Murray Edwards College

Adopted: April 2020
Review Date: Lent Term 2023

These rules apply to all members of College publishing information over the College computer network on to the internet (or otherwise) whether they are using the University managed desktop facilities or their own device. Administrators of student-run web servers in Murray Edwards College are reminded that they are responsible for their users keeping these rules.

- Information published by individuals does not represent the views or policy of the College or the University of Cambridge, and users should not imply otherwise.
- Nothing may be published which tends to bring the College or the University into disrepute or which could endanger its good name and reputation.
- Anything which is illegal in itself is also a breach of College and University regulations; this includes, but is not limited to:
    o Publication of defamatory material;
    o Breach of copyright;
    o Publication contrary to the Official Secrets Act;
    o Incitement to racial hatred or discrimination;
    o Personal data covered under General Data Protection Regulations
    o Publication of illegal pornographic material
    o Anything which would conflict with the College's Prevent duty
- No material may be published which infringes the acceptable use policies of the University Data Network (CUDN) or the Joint Academic Network (JANET) or which breaches the rules laid down by the Information Strategy and Services Syndicate. In particular, the following may not be transmitted across the network:
- Offensive, obscene or indecent images;
- Material designed or likely to cause annoyance, inconvenience or needless anxiety (including computer viruses);
- Defamatory material;
- Material designed for private financial gain or for commercial purposes, including consultancy.

Breach of these rules may lead to suspension or removal of authorisation to use computer facilities, removal of authorisation to use a network connection, College and/or University disciplinary action, and criminal or civil prosecution under the Computer Misuse Act or other relevant legislation.

Social media policy for employees

For the purpose of this policy, social media is defined as a type of interactive media that allows individuals to communicate with each other and/or to share data in a public space online.

Murray Edwards College (The 'College') recognises and embraces the benefits of social media and the opportunities it brings. It can be used to share news, information and success stories as well as keep current students and alumnae up to date with College activities. However, there is an inherent risk in using social media in so far as messages are instantaneous and potentially far reaching. Inappropriate use of social media can have a negative impact on students, staff, Fellows and alumnae as well as affecting the reputation of the College.

All members of staff are encouraged to engage and collaborate through social media. However, in doing so, each individual must be aware of the potential impact of their actions on themselves, the College and more broadly, the University.

Purpose of the policy

This policy is intended to minimise the risks associated with using social media on a personal and professional basis.

Who does this policy apply to?

This policy applies to all members of staff who create or contribute to any kind of social media activity, including but not limited to: Facebook, Twitter, LinkedIn and Instagram posts, blogs, forums and wikis. This policy applies to all forms of social media where there is potential impact on the College or the University, whether for work-related or personal purposes, whether during working hours or not, whether social media is accessed via the College's IT facilities and equipment, or equipment belonging to either members of staff or third parties.

Principles

- Employees should only comment within their own area of expertise to provide individual perspectives on non-confidential activities at the College and University.

- Members of the College should never represent themselves, the College or the University in a false or misleading way. All statements must be true; all claims must be substantiated.

- Use common sense and courtesy. Employees should ask permission to publish internal conversations. The College's policies and procedures should not be violated by an employee's efforts to be transparent.

- Where employees access social media for work-related purposes or for personal use using the College's IT facilities and equipment, the College's IT regulations will apply.

- Where appropriate, the College reserves the right to monitor the use of social media platforms and to take appropriate action against any misuse that may be harmful to the College or the University.

- Employees should seek guidance from the College's Head of Communications before participating in a what may be considered a sensitive subject online (for example, intellectual property rights, issues affecting the College's and/or the University's reputation, a crisis situation).

- If an employee uses social media in any way that may be considered derogatory, discriminatory, bullying, threatening, defamatory, offensive, intimidating, harassing, creating legal liability for the College, bringing the College into disrepute, or breaching any College policies and procedures, the College may take disciplinary action.

- Employees should not engage in illegal activities through social media.

- Employees should not engage in any activity through social media that promotes terrorism.

- The College's response to the misuse of social media in a personal capacity will be reasonable and proportionate to the perceived offence, the nature of the post and the impact (potential or otherwise) on the College and/or University.

- The College may require employees to remove social media posts that are deemed to constitute a breach of the principles outlined above. Failure to comply with such a request may result in disciplinary action.

Responsibilities

- Employees should be transparent. Where appropriate, they should make it clear they work for Murray Edwards College and are posting either about or on behalf of the College.

- Employees are discouraged from posting online anonymously or using pseudonyms.

- Employees should never impersonate somebody else.

- Employees are personally responsible for their words and actions online.

- Line managers are responsible for addressing any questions and/or concerns arising out of the use of social media.

- The College's Head of Communications is responsible for giving specialist advice on the use of social media.

Policy for setting up College social media pages

This policy is focused solely on the setting up and use of social media pages by departments wishing to communicate their work to internal and external audiences. This policy covers all forms of social media including, but not limited to, Facebook, Twitter, LinkedIn and Instagram.

This policy should be read in conjunction with the 'Social media policy for employees'(above).

Any member of the College community considering setting up a social media page for their department must ensure they follow the principles detailed below:

- Employees must have authorisation from the Head of Communications before setting up a new social media page.

- If authorisation is given, a document must be drawn up and agreed with Head of Communications, clearly stating the purpose of the page(s), the employees authorised to post on the page and how the content will be regularly updated, managed and monitored. One employee in the department should have overall responsibility for the

page(s) but it is acceptable for other employees to manage the day-to-day running of the page(s).

- Once authorised and set up, the page will become an official College social media page and will belong to the College. Upon leaving employment with the College, the employee in question will be asked to give the login details for the page to the Head of Communications.

- All comments, queries or messages addressed to the page(s) should be responded to within 48 working hours.

- Regularly change passwords: at least once every term or upon staffing changes, to reduce the risk of hacking.

- The Head of Communications will maintain a log of all authorised College social media pages to ensure there is no duplication and that only authorised pages are in place.

- Regular monitoring will take place of activities on social media pages to ensure that at no time employees, or other contributors, are posting inappropriate or defamatory comments.

- The College does not wish to unnecessarily restrict content on social media. However, we will not permit disclosure of confidential information, or any content that could defame our College and its members, our suppliers or our customers. Likewise no disclosure of personal data or information about any individual that could breach the Data Protection Act 1998 should be added. The College's view on any such content is final.

- Failure to adhere to these guidelines could result in disciplinary action, up to and including dismissal.

- The employee responsible for the departmental page(s) must report to the Head of Communications annually on the use of such social media pages.

Social media guidelines

- **Familiarise yourself with privacy settings.** Ensure these are appropriate for both the content you share and your intended audience.

- **Do not assume you have privacy.** Social media platforms are in the public domain and it is not always possible to be sure what is being viewed or shared, even if you have the highest privacy settings available.

- **Apologise when you need to.** We all make mistakes. Apologise for any errors and make sure you learn from them for any future social media activity.

- **Do not get drawn into public debate.** If you find yourself having a public debate with someone on social media, try to move it into the private domain. You can do this by asking the person in question to continue the discussion via direct message, email or phone.

- **Do not talk about religion or politics.** To comment or state opinions about things of a religious or political nature (in anything other than academic terms) is to invite debate and sometimes argument.

- **Do not share links to inappropriate websites.** If you are not sure whether a website is appropriate, avoid linking to it as a precaution.

- **Do not be negative.** It is only natural that certain educational issues will irritate you or cause you concern. However, since you are a member of the College, your posts represent the College's thinking. This is true even if you include a disclaimer in your biography (on Twitter, for example), which states that the views you share are purely your own.

- **Do not share confidential information.** This includes discussing financial performance.

- **Do not swear.** You wouldn't swear at students, colleagues or alumnae face-to-face. When you are online, you are face-to-face with key stakeholders.

Terms and Conditions of Network Use

Adopted: April 2020
Review Due: Lent Term 2023

For students, the charge for using the college's network facilities is as stated on the fees and charges schedule. This charge covers a number of costs associated with the connection, including the initial administration for connection and the hardware and software required to maintain the good working order of the network.

It is the responsibility of the student to report any issues with network connectivity to the I.T. Office (support@murrayedwards.cam.ac.uk) or in person to the IT Office. Problems that are not resolved should be reported to the IT Office.

Conditions

The prime purpose of the network connection is the furtherance of academic studies. Although some modest recreational use is allowed, all network use must conform to the rules laid out below. The College reserves the right to immediately disconnect any network connection from the Murray Edwards College network pending investigation, if breaches of the rules are suspected or if the work of other users is being disrupted.

- Use of the network by the user is subject to University Information Services Policies.

- The user agrees and consents to statistical data being gathered on their network usage, including identification of remote sites and traffic volumes to or from those sites. This data may be used for (1) network administration; (2) advice to or cautioning of that user; (3) possible charging for excessive use.

- The good name of the College shall not be brought into disrepute.

- The network shall not be used for any purpose which would conflict with the College's Prevent duty

- In the event of a conflict between these rules and a user's academic access to the network, the user should consult the College IT Manager.

Privacy and cookies

What are cookies?

Cookies are messages that web servers pass to your web browser when you visit a website. Your browser stores each message in a small file. These files typically contain information about your visit to the webpage.

Cookies and our website

When you visit our website (URLs starting www.murrayedwards.cam.ac.uk), small pieces of data are sent to and retrieved from your web browser, mostly in the form of 'cookies'. These cookies can be used to store information about you and your device (desktop, mobile, tablet), which can be used to present you with a more personalised web experience.

Most web browsers automatically accept cookies but within your web browser, you can choose to accept or decline cookies for any website. You can usually modify your browser settings to decline all cookies if you prefer, or accept or decline on a case-by-case basis.

The Information Commissioner's Office Advice for Members of the Public tells you how to control cookies. You can find more information about cookies from the All About Cookies website.

The cookies used on this site are there to:

- Authenticate access to restricted content (Raven authentication)
- Measure how you use the website (using Google Analytics) so we can improve it

Only the cookies associated with Raven identify you personally, when you request authentication. Other cookies on our website do not collect personal information.

Links to other websites

This website contains links to and from other websites. The information above only covers use of cookies on this site. You should consult privacy and cookie policies on the other websites you visit before you submit any personal data. Murray Edwards College is not responsible for any cookies that may be set by third-party websites that are linked from pages on www.murrayedwards.cam.ac.uk

Fire Safety Policy

The current version of the Fire Safety Policy was adopted by Council on 3 July 2023. It is due for review in Easter Term 2026.

This document provides guidance on the College responsibilities with regard to fire safety (maintenance) and the operational management of all buildings and property owned, or used, by Murray Edwards College.

Introduction

The College will appoint a 'Competent Person' to act as the Fire Officer who will have day-to-day responsibility for ensuring the College remains compliant with the requirements within the Regulatory Reform (Fire Safety) Order 2005, other relevant legislation and in support of the College Health and Safety Policy. The Fire Officer will be responsible for the management of and assessing the fire safety risk for all such buildings (unless otherwise arranged through leasehold or other agreements) by a formal Fire Risk Assessment process.

Fire Risk Assessments

College buildings will be reviewed annually by a 'Competent Person'. The Fire Officer will review the Fire Risk Assessments, prioritising and implementing actions, where practicable. Following this process, the Fire Officer will maintain copies of Fire Risk Assessments, in a central location with relevant information (including updates). The Fire Officer will also make copies available to the Fire and Rescue Service, as appropriate.

From the 1st October 2023 there is a requirement to share the Fire Risk Assessment with some residents in smaller accommodation, this will be attached to the lease agreement. The signing of this agreement indicates that you have read and understand the contents of the Fire Risk Assessment.

Fire Evacuation Training / Information

The Fire Officer will develop appropriate Emergency Response / Fire Alarm Activation procedures ensuring that suitable training is provided to relevant staff acting as Fire Wardens. Refresher training will be provided as necessary.

Fire Precautions

Fire presents the greatest single threat to life and property. It is therefore ESSENTIAL to familiarise yourself with the information available and fire safety devices designed to protect you and others in the event of a fire.

Personal Preparation

- Read the 'Fire Action' signs posted by fire alarm call points, staircases and within bedrooms.
- Know the location of the fire alarm call-points, situated on every staircase or corridor, and ensure you know how to operate them.
- Know your escape route and make sure it is kept clear of obstructions.
- Ensure that fire doors are kept closed.
- Report any missing, or damaged, fire appliances to the Fire Officer.
- DO NOT tamper with fire appliances or detectors.
- All fire alarms are tested regularly; it is important to ensure that you are familiar with the sound of the alarm. Fire drills will also be held at regular intervals, and these must be treated as if they were actual evacuations.

Action to be Taken on Discovering Fire or Smoke

- Upon discovering a fire, IMMEDIATELY activate the nearest fire alarm call-point, to evacuate the building.
- DO NOT attempt to extinguish the fire.
- Leave the building via the nearest escape route which will take you away from the fire and assemble in the designated fire assembly point.
- DO NOT stop to collect personal belongings, or attempt to re-enter the building, until it is confirmed by the Fire Service / Duty Porter, that it is safe to do so.
- REPORT to the Fire Warden / Duty Porter, any missing person known to have been in the building before the fire started; if possible, indicate the area where they were last seen.

Personal Emergency Evacuation Plans - (PEEPS)

The Fire Officer will support the Personal Emergency Evacuation Plans process, making adjustments to facilitate staff, visitors and students, where practicable. In addition, the College will provide and maintain critical life-safety equipment in buildings, to facilitate the safe evacuation of a physically impaired person, in the event of an emergency. The Fire Officer will also arrange training for staff, in the use of any such equipment, as required.

Emergency Action Plans and Procedures

The Fire Officer, in coordination with the Health and Safety Committee, will develop and implement any Emergency Action Plans and Procedures. As such, provide all relevant staff with appropriate training / exercises, to ensure they understand relevant procedures and the action to take in such an event.

Fire Alarm Testing

The Porters Lodge / Maintenance Team will undertake weekly fire alarm checks, of all College buildings. Records will be kept and action taken where appropriate.

NOTE: All false alarms must be reported.

Smoking

All staff, students, visitors and appointed contractors, will be informed that smoking is only allowed within designated smoking areas.

Contractors

Department Managers will ensure contractors are provided with a copy of the Contractor Standards and Working Practices document. This document details the standards contractors must comply with, when working at the College, and the process they must follow if their work will affect the fire risk of a building, or if alterations / adjustments are required to the existing fire safety system. Any contractor not complying with this document, may have their contract terminated.

Monitoring and Review

The Health and Safety Committee will review against the requirements of this document at regular intervals.

Fundraising activity in College for other charitable causes

Current Version Adopted by Council: January 2019

Review Date: Lent Term 2022

Committee Ownership: College Officers

The charitable purpose of the College is to further learning, education and research as an independent institution in the University of Cambridge.

Policy

Fundraising activity for other charitable causes which support these three areas and/or are in alignment with the strategic direction and ethos of the College will be approved on a case by case basis. The College will not make donations to charities or to any other body, where the purpose of such a donation lies outside the objects of the College.

Procedures

Staff, students and Fellows who wish to promote charitable causes should make a request for approval via senior officers, using the request form. Applications should be made in good time before the activity is planned (at least three weeks and preferably four to six weeks).

Collecting tins/boxes

- Collecting tins/boxes may be placed at the Porters' Lodge, subject to approval as above, and a limit of no more than one box at any time

Promotional Materials

- Promotional leaflets for appeals to students can be placed in the Bar or the JCR and MCR

- Promotional leaflets for appeals to staff can be placed in the staff room

- Promotional leaflets for appeals to Fellows can be placed in the SCR

- Posters may be placed on approved poster boards only, and should be cleared with the Tutorial office in advance

Events to raise money

- The use of College rooms/facilities for events that raise money for charity will only exceptionally be approved. Requests should be made directly to a senior officer of the College.

Health and Safety Policy

Adopted by Council: March 2020
Review Date: Lent Term 2023

Murray Edwards College regards Health and Safety matters to be a priority and an integral part of all its activities including the maintenance of quality and standards.

The College considers Health and Safety to be a management responsibility equal to that of any other function.   It is, therefore, the policy of the College to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and that ensures that site visitiors are not exposed to risks which may arise from the College's activities.

The College is resolved to provide and maintain equipment and systems of work that are, so far as is reasonably practicable, safe and will provide such information, training and supervision as is necessary to achieve this aim.

The College will provide such resources as may be necessary to enable it and its employees to meet their Health and Safety responsibilities.

In order to implement this policy the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the College by:

- Following instructions in the safety rules or notices displayed on College property.

- Complying with any code of practice or guidance that may apply to their work or workplace.

- Taking reasonable care for Health and Safety of themselves and of persons who may be affected by their acts or omissions at work.

The College stresses its commitment to Health and Safety to the extent that, where disregard of safe working practice by an employee seriously puts at risk the Health and Safety of him or herself or any other person, this will be considered as gross misconduct and may lead to disciplinary action or dismissal.

The policy will be reviewed and amended as circumstances and as legal requirements change.

The full policy is available to download as a pdf.

Key and card procedure

Keys

Students

- Accommodation room keys are issued to the student for their allocated student room.

- The key will always have a fob attached with a number for identification and so that the Porters can identify the room and student to whom it has been issued.

- The key is issued to the student and signed for in the Key Allocation Record kept at the Porters' Lodge.

- The safe keeping of the key is the responsibility of the student.

- All keys, without exception, must be returned to the Porters' Lodge when the student goes down from College at the end of each Term or leaves College for more than one week.

- Students booking rooms via the Events Office should be present at the event and they are responsible for signing the room key in and out.

- Student room keys will not be issued to any other person to gain access to another student's bedroom, unless written confirmation from the occupant is received at the Porters' Lodge naming the person who may access the room. This person should present a form of ID to the Duty Porter before signing and handing over the key.

Fellows

- The College Administrator communicates to the Fellows to use the appropriate form to obtain a key.

- Fellows who have given permission for a third party to use their room and permission has been granted by the Head Porter to allow this person to have a key must be recorded in the key register. Non-members must sign for keys at the time of use and return once they have finished.

- The College Administrator will send these at the stage of their acceptance of the post.

- All keys must be returned as a leaver and signed returned.

Staff

Staff issued with keys for general access should not take them home. The Departmental Manager assumes responsibility for the security of keys held by key holders in their departments

- Line Managers/Porters' Lodge will submit the relevant key request form for the required keys for a new member of staff and submit the form to the Head Porter/Deputy Head Porter for keys to be prepared for collection and signed.

General access and information

- Keys for certain offices/study rooms are issued on a daily basis and the details of the person taking the key must be recorded on the Daily Key Register at the Porters' Lodge.

- This must be a member of Murray Edwards College or otherwise organised and communicated by Departments as it is the responsibility of that person to ensure that the key is returned to the Lodge as soon as the key is no longer needed, or before 23:00, whichever is sooner. The room should be left locked and secure.

Lost keys

- If keys are lost, a charge may be applicable for all replacement keys.

- All keys are applicable to a charge. Any charges to students will be added to their student account.

- There is no charge for stolen keys if a police incident report number is given at the time of reporting the loss.

- Similarly, keys will not be charged for if they break through normal wear and tear. Any loss or damage must be reported to the Porters' Lodge at the earliest opportunity.

- A form will be completed at the Lodge recording the details and a temporary key (with a yellow fob) will be issued for student keys only.

- This key must be returned within 48 hours. If there is a practical and genuine reason why this is not possible, then the student should report this at the Porters' Lodge and an extension may be granted.

- Spare keys must be returned within seven days.

- The keys used by the College are manufactured under licence in order to provide a high level of security and must not be replicated under any circumstances.

Locks

Room occupants may be charged for any damage caused to locks, or locks which have to be replaced due to a key being lost or misused. The cost will be assessed at the time by the Head of Estates and added to the student's college bill and they will be informed of the cost.

Cards

Cards are issued from the Porters Lodge.

- The holder of a card is only allowed to have one active card at any one time.

- The holder of a card that is lost or stops working for any reason will need to fill in a form for a replacement or via email to the Head Porter or Deputy if living out of College, a replacement card will be ordered.

- A temporary card may be kept for 48 hours and then should be returned to the Lodge. An extension may be given if the replacement card has not arrived.

- All expired cards should be returned to the Head Porter, a form for a new card must be completed before a new card can be ordered.

- All non-working cards must be returned to the Card Office via the Porters' Lodge.

- Visitors and ad-hoc contractors will be issued with a 'visitor pass' at point of entry and must wear them at all times throughout their visit to Murray Edwards College. The holder of the pass will be responsible for their visitor pass to be returned to the Porters' Lodge upon leaving the College.

Lost or stolen cards

Any conduct that might compromise the safety and security of Murray Edwards College in accordance with GDPR regulations and in conjunction with the T&C's of the Card Office will be reported to the College Dean or Bursar who will decide if this is a disciplinary matter.

- When a University card is lost or mislaid, this should be reported as soon possible to the Porters' Lodge. The Porters will de-activate the card in order to prevent it being used by anyone who finds it.

- A temporary card will be issued to the individual for a 48 hour period at which time they should return this to Porters' Lodge, either to hand in the temporary card if theirs has been found, or to report it as lost which will prompt the College's nominated card representative to request a new card.

- In special circumstances an extension to the temporary card can be granted.

- The College reserves the right to charge £15.00 for each card to cover the costs of a replacement card.

- If a temporary card has not been returned to the Lodge or contact made to acquire an extension, the individual concerned will be reminded by email to return the card. If the temporary card has not been returned within seven days the Head Porter has the right to presume the card as lost and it will be deactivated and this will incur a charge of £5.00.

- Stolen cards are treated in the same way unless the card holder can provide a police crime number for the University Card Office records irrespective of where in the world the card was stolen. When the matter is reported at the Porters' Lodge, the Porter will ensure this is recorded on the card request form and a temporary card issued if needed.

- Once a request for a replacement card has been made to the University Card Office, under no circumstances can this be cancelled.

Identifying allergens and meeting dietary and religious food requests

The Catering department has a legal responsibility to identify and highlight where food it serves contains any of the 14 Allergens specified in the EU Food Information for Consumers Regulation No. 1169/2011 and make this information available to diners.

In addition we always provide a vegan and vegetarian option in the cafeteria, at College Dinners and Formal Hall. We endeavor to cater for all specific dietary requests when informed in advance and where this is practical and financially viable for the event the request is made for.

When requested in advance we will cater for religious requirements at Formal Hall and College Dinners, however where this is cost prohibitive we will work with individuals to agree a suitable and acceptable way forward.

We only purchase Halal meat that is stunned before slaughter. The use of Halal meat is identified and communicated via online menus and physical menus for cafeteria, Formal Hall and private dinners

We provide meat products that are acceptable under Islamic Dietary Law which are available to choose at the cafeteria servery on a daily basis at either lunch or dinner. We will always make this information available by noting it as "Halal" on the menus which are displayed at the food service point. This is so that customers can make an informed choice.

Leaf clearing, Litter Picking and other Debris

Purpose

This policy has been established to outline the procedures for clearing leaves, litter and other debris from the College grounds.

The policy outlines responsibilities, communication and priorities for clearing debris, maintaining safe paths and a good appearance in the College exterior.

Objectives

- To maintain safe footpaths, steps, fire escapes and roadways in College.
- To keep the College looking tidy and the lawns in good condition.
- To maintain trees so they are safe and away from buildings where possible (legal obligations apply) and control vegetation for security.
- To discourage vermin and other pests.
- To prevent flooding by keeping roofs, gutters and drains clear of debris.
- For the safe removal of sharps.
- To respond to bad weather forecasts.

Responsibilities

Head Gardener

- Orders leaf rakes and litter pickers in September and checks the Westwood, tractor and trailer, and Snapper etc. are in good condition for leaf clearing.
- Monitors leaf fall and other debris in the grounds.
- Carries out leaf clearing of the whole site weekly in the autumn.
- Carries out debris clearing all year as necessary.
- Checks paths for dangerous conditions e.g. algae, wet leaves, etc. and responds as necessary.
- Carries out tree surveys every three years and completes the necessary tree work (legal obligations apply). Keeps tree branches away from buildings where possible.
- Carries out litter picking weekly all year round.
- Liaises with the Events Manager, Development, students and Admissions Tutor about events in the grounds.
- Removes traffic cones and other objects from the grounds and car parks.
- Keeps inspection covers free of soil and leaves.
- Liaises with the Head Porter when high winds are forecast.

Head Porter

- Liaises with Head Gardener about any accidents or near misses in College caused by slippery paths or dangerous branches.

- Liaises with the Head Gardener about security on footpaths, gates and windows.

- Liaises with the Senior Tutor when bad weather is forecast.

- Manages the sharps box in the Porters' Lodge.

- Keeps a bike register and removes unclaimed bikes from the racks (agreed protocols apply).

Accommodation Manager

- Maintains the bin areas free from debris and black bags.

- Puts the bins out on the correct day and manages the Council collections.

- Maintains the Smoking Area.

- Carries out a pest control programme.

- Liaises with the Head Gardener about debris in the garden and nuisance vegetation.

- Controls the cleaning and litter picking with the students in the garden after student May Week Events.

Maintenance

- Carry out leaf and debris clearing of the roofs, gutters and drains especially in summer and autumn and when heavy rain or snow is forecast.

- Liaise with the Head Gardener about debris in the grounds, the condition of footpaths, vegetation in the spiral fire escapes and other nuisance vegetation.

- Liaise with the Head Gardener about inspection covers in lawns and flowerbeds.

Autumn leaf clearing

- Gardeners to clear all entrances, paths, steps, building surrounds, fire escapes, roads, lawns, bike racks and car parks, excluding biodiversity areas and flower beds, weekly in the season. Leaves to be composted and recycled in the garden.

- Maintenance to clear roofs, gutters and drains as necessary.

- At other times leaf clearing to be done as necessary.

- Fallen apples and other fruit to be cleared weekly in the season by the gardeners.

Litter picking

- Gardeners to litter pick the grounds weekly and as necessary at other times.

- Accommodation to maintain bin areas free of litter and bags as necessary and maintain the Smoking Area.

Tree work

- Head Gardener to maintain the College trees by arranging for a condition survey every three years and carrying out the necessary work. She should trim the branches away from the buildings where possible (legal conditions apply) and maintain the vegetation to promote good security.

Pest control

- Accommodation Manager to carry out a pest control programme as necessary. Head Gardener to liaise with her about visible pest problems (see Risk Assessment for Weils Disease).

Algae on footpaths

- Head Gardener to treat footpaths and terraces with algecide annually and as necessary.

Sharps

- Sharps boxes are kept by the Porters, these are to be managed by the relevant Heads of Department.

Rosemary Murray Library

Using the library

The Library offers a hybrid service of both in person and online services. The library itself is open to College members 24 hours a day.

In Person Library Services

Students can use the library for study. Students are responsible for ensuring that tables and shared equipment are wiped down after use. Wipes are provided at various points throughout the library. When leaving the library please ensure the space is ready for the next person and do not leave any belongings behind on the tables.

Students are also able to browse the shelves and take books out themselves using the self-issue machine. A fetching service is available for anyone struggling to access material, please see the Click and Collect service below.

Library skills for academic study are also available. We advise booking a place using the library calendar but you can also turn up on the day.

Online Services

We offer the following online and remote services, for those students unable to come to the library, ie. accessibility, self-isolating, working away or on your year abroad.

1. A **Click and Collect** service is available for students in residence. These items will be added to your library account and can be collected from the Click and Collect area opposite the library office on the ground floor. If you are unable to come to the library a friend can collect them for you.

2. A **Scan and Deliver** service is offered to all Murray Edwards College students, staff and Fellows. You will be able to request an individual scanned copy of one chapter (or 5%) of a monograph held in the Rosemary Murray library. Scans are delivered electronically via email.

3. **Postal loans** of printed books may be available for students residing away from college where access to an electronic book is not available.

4. **Virtual Library Skills for Academic Study** are also available if you are unable to attend sessions in person. Please see the library calendar for details and links to the virtual sessions.

If there is an item(s) in the Rosemary Murray Library that you would like to borrow or have scanned for you, please email the library at library@murrayedwards.cam.ac.uk with the details of the item(s) as found on iDiscover. We aim to fulfill requests within 48 hours.

Using library services for self-isolating students

This guidance outlines the library provision and support for those students who are self-isolating whilst in residence.

Access to items from the University Library and Faculty & Departmental Libraries

University Library and Faculty & Departmental Libraries services available during the pandemic can be found on their webpages.

Please note that our Click & Collect and Scan & Deliver services are independent of the ones offered by the University Library and Faculty & Departmental Libraries.

Accessing ebooks

The ebooks team at the University Library have been working tirelessly to ensure you have access to many resources online. Most of the University's ebooks can be found via iDiscover. Please be aware that some of these providers may not appear on iDiscover, so do check the ebooks LibGuide and this regularly updated list for a full list of providers and the few collections that do not appear on iDiscover.

If you are unable to access the platforms, please remember that you may need to log in using your raven username and password. Logging in to each platform may be slightly different. If you are unsure how to do this, please email the library team and we will take you through it. If you are still unable to locate the book / item you want, library staff can request that an ebook be bought by the ebooks@cambridge team. Please email library@murrayedwards.cam.ac.uk.

Accessing ejournals and databases

For journal articles, iDiscover is still the best way to search, using the 'Cambridge Libraries Collections' tab to find the specific journal. If you're searching via Google Scholar then make sure you have your 'Library links' enabled to access Cambridge material easily (Settings -- Library links -- search for 'University of Cambridge - ejournals@cambridge' -- tick to enable). If the journal article you want is not available, then an inter-library loan may be available - see Document Delivery Serivces below for details.

The A-Z Databases list is the best place to search the databases offered. This list can be filtered via subject or database.

Please see below details about the Lean Library, which will ensure seamless access to your journal articles and databases.

If you are having problems trying to get onto the electronic resources, please email library@murrayedwards.cam.ac.uk and we will be happy to assist you. If it is not possible to solve a query by email, we can arrange in person, phone or virtual appointments to help.

Lean Library

If you are working away from Cambridge, the Lean Library plugin, once downloaded and activated, will automatically detect when you have access to journal articles and databases via your Cambridge credentials. Even better, it will automatically deliver to you an Open Access version of an article - if one is available - whenever Cambridge University Libraries do not provide subscription access. It is really simple to set up and will save you lots of time in the long run.

Other useful online resources

CamGuides is an excellent resource designed to help students prepare for their studies in Cambridge, regardless of their subject or college. It focuses on some of the academic and information practices and skills that students commonly engage in, or require, for their degrees.

The audio-visual resources LibGuide is regularly updated to provide you with access to resources to help you, from streaming films and plays to access to art and music.

For film resources see the film LibGuide.

Please refer to the Music LibGuide for their changing recommendations for music scores.

The newspapers LibGuide provides access to all the newspaper archives the University is currently subscribed to.

For law reports and case law, please check Westlaw and Lexis+ or contact the Squire Law Library for more assistance with law resources.

Theses and dissertations can be accessed electronically via Cambridge's institutional repository, Apollo, and through various other online portals, such as EThOS. Please refer to this LibGuide for guidance about other platforms which provide access for theses and dissertations worldwide.

If you are struggling to find articles/resources for your dissertation, library staff can set up an in person, phone or virtual information skills session to assist you searching online databases. Please email library@murrayedwards.cam.ac.uk to arrange an appointment.

Document Delivery Services

Document Delivery Services, such as, Interlibrary Loan, Scan and Deliver Service and Rapid ILL are available from the University Library.

Printing in College

Printing is available in the I.T. Resource Centre. In order to print you will need to download Print Deploy to your laptop or computer. Please see this page for instructions on how to download the Print Deploy software. Print jobs need to be sent to either MUR_FindMe or MUR_ITRC_BW printer. Printing costs will still be added to your college bill. If there are any problems, please see library staff or open a new ticket with the IT Service Desk.

Scanning

In order to scan documents, the Microsoft Lens app can be freely downloaded onto both IOS and Android devices. Once downloaded you can take photos of your documents and export them as a PDF, send to email, etc.

Wellbeing and looking after yourself

For our wellbeing activities click here.

Health and Safety

Please continue to use the following guidance to mitigate the spread of infection:

- Please use the sanitisation stations on entry and exit and wash your hands regularly whilst in the library.

- Wipe down surfaces and equipment after use.

- Do not close the windows.

Please remember that the windows need to remain permanently open to provide adequate ventilation, as per the University Ventilation Risk Assessment. Therefore, please wear warm clothing and bring a blanket, especially overnight as it may be cold.

Keeping up to date with what the College library is doing

Library staff will be updating all users via our social media channels. For the latest library updates, follow the library on Facebook: Rosemary Murray Library X: @rosemurlib Instagram: Rosemary Murray Library Pinterest: rosemurlib and YouTube: Rosemary Murray Library

Contact us

The library is staffed by Kirstie Preest (Librarian), Valerie Shaindlin (Assistant Librarian) and Helena Rogers (Library Assistant).

Please call 01223 762296 or email library@murrayedwards.cam.ac.uk with any enquiries.

Library: Admission Policy

Current Version Adopted: Easter Term 2023
Review Date: Easter Term 2026

The Library is open for 24 hours a day and staffed only on weekdays for 8 hours per day. It relies heavily on trust for its operations, including borrowing. Our chief concerns about admission are to ensure the security of readers, security of books and equipment, and availability of books and workspaces for our core constituency.

The following categories have been agreed by the College Council.

Access card and full borrowing rights:

- All matriculated current students

- Current Fellows

- Current Bye Fellows

- Current External Directors of Study

- Current staff

- Emeritus Fellows

Access card, no borrowing rights:

- Students of other colleges in Murray Edwards College accommodation

- Official Visiting Scholars

- Benefactors

- Alumnae

No access card, no borrowing rights, limited access to library:

- Murray Edwards College student guests (must be accompanied by a Murray Edwards College student at all times. Access from start of Summer vacation to end of Lent term only.)

No access card, no borrowing rights. Reading rights by appointment with the Librarian during staff hours:

- Students from other colleges

- Students from other universities under the SCONUL Access Scheme or SCONUL Vacation Access Scheme

- Supervisors of Murray Edwards College students

- Applicants visiting the College

- Conference delegates

- Visitors conducting research on special collections or archive material

Library Collection Management Policy

Current Version Adopted: Easter Term 2018
Review Date: Easter Term 2023

1. Introduction

1.1 This collection management policy sets out the principles according to which the Library acquires, maintains, stores and makes accessible the collections it holds. It applies to material in all formats: printed, electronic, audio-visual and other. Where appropriate this policy will provide a basis for collaboration with other Cambridge University Libraries in relation to specific aspects of the collection. It is subject to review by Academic Policy Committee.

2. The purpose of the collections

2.1 The Academic Strategy Document states Murray Edwards College is committed to delivering and developing Library services to support the teaching and learning environment. In relation to the library collections its aims are:

• To provide core Part I texts, non-book material and essential secondary literature in all Tripos subjects studied.

• To work towards integrating electronic books into its collection.

• To participate in the University Journal Co-ordination Scheme in order to ensure the widest possible journal coverage, whether in printed form, electronic format or both.

2.2 The primary users of the collections held by Murray Edwards College Library are College undergraduates. The library also caters as far as possible for graduate students, fellows, staff, alumnae, and official visiting scholars. The collection management policy is determined by the needs of these different constituencies.

2.3 University of Cambridge students from other colleges and students from other universities are also given reference access on request to the Librarian, when material is unavailable elsewhere within the University.

3. Description and holdings

3.1 The Library has a working collection of 63,000 items. Significant book collections include the Duse Collection, Women's Collection and Rawson Collection. The College archive material is also held within the Library.

3.1.1 Books

The book collection consists of approximately 60,000 print volumes. It is primarily a teaching collection, serving in the main to support Part I teaching in all subjects studied; although the collection does additionally contain some Part II and research-level monographs.

3.1.2 Journals

The library no longer subscribes to print journal subscriptions. Some back runs of journals unavailable electronically are still held within the library.

3.1.3 Electronic Resources

Electronic resources are an important part of the Library collections and an area which is developing rapidly. They are considered to be complementary to the printed library stock and not a replacement.

The Library does not purchase any electronic books, but does participate in the ebooks @ cambridge scheme which provides electronic books across the University.

The Library does not subscribe to any electronic periodicals, but does participate in the University Journal Co-ordination Scheme which provides access to a wide range of both print and electronic journals across the University as a whole.

The periodical collection is further supplemented by online access to abstracting and indexing databases provided through collaboration with Libraries @ Cambridge.

3.1.4 DVDs

The Library has a small DVD collection. The Library is currently undertaking a project to replace or convert old video stock to DVD.

3.1.5 Anatomical Models

The Library has a collection of anatomical models for the use of medical, veterinary and natural science students.

4. Readership and access

All Murray Edwards College readers have access to all printed collections and the electronic collections provided in collaboration with the wider University. Conditions for readership and access by non-members of the College are set out in the Library's Admissions Policy, which is reviewed and approved by College Council.

5. Relationships with other collections outside Murray Edwards College

5.1 All Murray Edwards College readers have access to a number of departmental collections within the University as well as the University Library.

5.2 All Murray Edwards College readers have access to a wide range of electronic resources in collaboration with the following schemes: ebooks @ cambridge, University Journal Co-ordination Scheme and libraries @ cambridge.

6. Acquisition

6.1 Responsibility for selection

Selection of materials is undertaken by the Librarian with regard to advice and recommendations from Directors of Study. Suggestions for purchase are welcome from all users of the Library. Information about current and future teaching is crucial in ensuring that the collections meet immediate and long term academic needs. Final responsibility for the collection lies with the Librarian.

6.2 Subjects collected

6.2.1 The Library purchases books in all subjects across the Tripos range that are covered in College.

6.2.2 Criteria for acquisition

When selecting material the main criterion will be the academic content of the item, although value for money and space considerations will also be factors in some cases.

6.2.2.1 Priorities

The priority of the Library acquisition policy is to provide for the needs of Part I students. In this area the Library aims to provide core texts, non-book material and essential secondary literature. Supplementary reading material will be purchased if funds allow. All recommended texts will be bought if they are in print and every effort will be made to acquire out of print books if they are required.

The second priority is to provide for the needs of Part II and Graduate students. In relation to Part II material, core texts and secondary literature will be purchased in moderation where specified by the relevant Director of Study.

6.2.2.2 Language

Material in the collection is collected primarily in English, except in the specialist language areas. Within specialist language areas items are primarily collected in each particular language with some provision of English translations in agreement with Directors of Study.

6.2.2.3 Format and medium

Material is collected in print, DVD and other formats as appropriate. With the increasing availability of online resources it is necessary to keep this under review.

All core texts on Part I courses are purchased in printed format where still in print.

Only one printed copy of a title will be purchased, where an electronic version is available.

Supplementary and further reading items which are available through ebooks @ cambridge are purchased in print where specified by the relevant Director of Study or if funds allow. This is in order to provide the widest range of material possible for each subject.

When selecting material in DVD format every effort is made to provide items in Region 2 format where known.

6.2.2.4 Multiple copies

Multiple copies of items which are identified as starred core texts will be bought where possible, particularly where an electronic version has not been purchased by the University, as funds allow.

The Library monitors usage of stock, and additional copies of texts will be purchased where demand is particularly high.

Multiple copies will be acquired using the following formula based on the number of students on the course. Where the item is required across multiple courses extra copies will be provided

1 copy for courses with 1-5 students

2 copies for courses with 5-10 students

3 copies for courses with 10-20 students

4 copies for courses with 20-30 students

5+ copies for multiple courses with over 30 students where necessary

Multiple copies will not be bought where an electronic version is available.

6.2.2.5 Loan types

Where multiple copies of an item are required for course with large numbers of students, a reference copy will be purchased. Items in heavy demand may be placed on short loan.

6.2.2.6 Donations

Donations will be accepted subject to the criteria outlined in the Library's Donations policy and the following additional criteria:

• Duplicate copies of text books will only be considered if they are current recommended reading.

6.2.3 Material not collected

Material will not be purchased in subjects where no students are taught. If students are subsequently admitted in one of those subject areas, items will be purchased with every effort made to fill gaps in stock provision from previous non purchasing policy.

7. Retention, Relegation, Storage and Disposal

The Library maintains a working collection of items within the library. Open access and on site storage space for both the Library and Archive are limited and careful decisions have to be made about the appropriate use of shelf space.

The Library collection is therefore reviewed on a regular basis by the Librarian in liaison with Directors of Study and decisions are taken about retention, relegation/storage and disposal of stock items.

The priorities for allocating space on the open shelving will apply as outlined under the acquisition criteria in 6.2.2.1 Priorities. Material not falling under these priorities will be considered for disposal and if appropriate will be offered to other more suitable libraries.

7.1 Retention and Disposal

The first priority is to retain items required to support Part I of the Tripos for as long as they are required reading. Superseded editions of core texts are disposed of unless Directors of Study specifically request otherwise.

Part II/Graduate material that is still in use will be retained.

Science, Medical, Veterinary & Clinical practice material will be retained only as long as it contains current, valid information or where it has historical merit. As a general rule, any items over 10 years old without historical merit will be disposed of.

Items no longer required for current teaching purposes that are over 10 years old and not borrowed in the last 10 years will be considered for disposal.

High use items which are in poor condition will be replaced unless out of print. In this instance they will be bound to increase their shelf life.

Low use items which are in poor physical condition are disposed of.

Rarely used research materials will be considered for disposal.

Unique/rare items will be retained indefinitely, e.g. Duse Collection.

Back runs of cancelled periodicals which are available electronically within the University and where access to journal archives is guaranteed will be considered for disposal.

7.2 Relegation/On-site Storage

Material may be relegated to store/placed in on-site storage at the discretion of the Librarian where it has historical or valuable provenance.

Material that is fragile or valuable will normally be housed in on-site storage.

Normally only one copy of an item will be retained in on-site storage.

8. Preservation

Paperback items within the Library collection are reinforced with lyfguard covers or vista foil to increase shelf life.

Damaged books are, if possible, repaired in house; those that are beyond repair are withdrawn and replaced if appropriate or rebound if a suitable replacement is unavailable.

Procedure for lost or found property

Items lost or found/abandoned on College property (other than in bedrooms)

All items should be handed into the Porters' Lodge. The Porter receiving the items will record details of this item, time and date it was handed in, where found, person handing it in, their contact details, and record where the item will be stored safely, "each item has a reference number".

Attempts will be made to contact the owner of lost/found property if identifiable. If it is re-claimed by the identified person it will be released and signed for by the identified person as collected. All lost property will be kept for three months and items are listed and recorded, written permission is acquired from the Bursar for the disposal of any of unclaimed items. Once approved by the Bursar the finder will be notified and offered the item if they had showed previous interest in the item. After four months all these items left in storage will be disposed of or donated to charity as appropriate and at the discretion of the Bursar.

Items lost or intentionally abandoned and found in bedrooms/communal areas

Items found by housekeeping staff in bedrooms/communal areas left by students, conference guests or staff after their departure that are handed into the Housekeeping Office will where identifiable will be returned to its rightful owner and recorded via email to the Porters' Lodge for our records, this has to be carried out by the Accommodation Manager/Conference Manager. If the item cannot be identified it must be handed into the Porters' Lodge and will be recorded as above for recording and storing.

Employees must consider very carefully whether the item is in fact lost or abandoned and these items would include: soft drinks and food. Alcohol will be disposed of at the discretion of the appropriate line manager in correspondence with the Bursar.

Clearly low or nil-value items

Items which are clearly of low value or perishable are still deemed to be lost or abandoned property and therefore handed into the Porters' Lodge and recorded.

Moveable Signs and Posters Policy

Policy Aims

The College wishes to ensure a clean and smart environment for all. It hosts many events which fellows, students and visitors need to find and we aim to ensure enough signs are in the right place at the right time and they are removed promptly. This operational policy aims to achieve those objectives and ownership of the policy sits with the Events team who manage most events in college.

Poster and Sign Content

While the College recognises the importance of free speech, material displayed in the College must adhere to laws of the UK.

In particular posters and signs must not:

- Contain any material that is obscene, offensive, abusive or hateful.

- Contain any material that is defamatory of any person.

- Promote violence or contain a statement or describe or encourage activities that could endanger the safety or well-being of others.

- Promote discrimination on the basis of age, sex, sexual orientation, disability, race, religion, or nationality.

- Advocate, promote or assist any unlawful act or illegal activity.

- Infringe any copyright, trademark or other intellectual property right of any person or organisation.

- Be made in breach of any legal duty owed to a third party such as a contractual duty or a duty of confidence.

- Be used to impersonate any person or to misrepresent the contributor's identity or affiliation with any person or organisation.

Murray Edwards College reserves the right to review, edit or remove without warning any poster, sign or article displayed, that in its sole discretion breaches this policy and to take further action, including legal action, as the College reasonably feels necessary or is required by law. Notwithstanding the forgoing, and to the fullest extent permitted by law, the College accepts no responsibility or liability to any third party for the content or accuracy of any material displayed.

If anyone has any concerns, please raise them immediately with the General Manager of Events, Catering & Residences.

Guidelines for College Departments, Fellows and Students

To standardize and ensure clarity of all signage in College, all direction signs (whether for student, staff or external events) must be made according to the template located in Y drive. The template uses the font 'Arial' as per the College brand guidelines, with centrally aligned text in black capital letters. Size of text is dependent on the amount of text and should be carefully considered, ensuring the sign can be read from a distance and that it doesn't appear squashed.

- If there is nothing in a sign holder you may use it however, if it is booked for an event, College or commercial, these signs take precedence.

- Those posting posters and using the sign holders are expected to respect those displayed by others. In principle a "first-come, first-served" policy applies.

- Signs will only be placed in sign holders and posters will only be adhered to poster boards or department noticeboards. They must not be adhered to doors (other than meeting room doors in the appropriate sign holder), the glass on doors, walls, trees, utility poles or any other structure without the consent of the General Manager. Signs must not be adhered to the FDR or SCR doors but placed in a stand-alone sign holder.

    - For example, more extensive signing may be required for a very large event using many facilities. Where possible, signs that are no longer required (E.G. to direct clients to a day meeting room) should be replaced by the new sign (E.G. to direct clients to dinner), even if the meeting room directions must be reinstated the following day.

    - Department noticeboards and student noticeboards should only be used for posters relating to the business of that noticeboard. Any unauthorised signs will be removed without notice and, where possible, returned to the person or department responsible.

- For certain Admissions and Tutorial events, it may be appropriate for signs to appear on doors within accommodation areas. In the walkway and public areas please use the moveable sign holders or notice boards. Please always refrain from the use of sticky tape or blue/white tack particularly if it will mark or damage the surface that it is adhered to. Please note that tack and tape used on the dark hardwood internal doors of the college can mark permanently. Noticeboards (for posters) are mostly managed by Tutorial. If you are unsure, please pop in and ask them.

- Posters and Signs must carry a date on which removal is expected and should be removed by the individual posting them. The College reserves the right to remove posters and signs from the sign holders.

Events Team Responsibilities

- Sign content including text and logos will be asked for on the event booking form or, if not received at that time, when requesting final details for an event.

- Signs will contain the exact text the client has confirmed, with their logo (if requested) alongside the Murray Edwards College logo.

- Signs should not be put out more than 12 hours before the event start time, unless it is to accommodate an early start.

- Signs must be out a minimum of 1 hour before the event start time, so to direct visitors who arrive early.

- Signs will have a removal date in small font in the footer of the sign.

House Porters' Responsibilities

- Moveable sign holders must be cleaned when they are put out and when they are brought in. This includes polishing the internal Perspex signs to remove finger prints.

- Moveable sign holders will only be put out when required and not left in place without signs or with old signs in place. *This is led by the Events Department and supported by the House Porters.*

- Placement should be with care and in accordance with the locations agreed with the Events Manager. In the event that no suitable pre-approved locations exist, the House Porters will alert the Events Department to identify suitable alternative location(s).

- Foliage (*Gardens responsibility*), artworks (*Art Curator responsibility*) should be managed to ensure they will not obstruct places where moveable signs would normally be located. In turn, the Moveable signs should not normally be located so as to obstruct ornamental foliage, important artworks or other signs.

- As a health and safety matter signs should not obstruct walkways and must never obstruct fire exits.

- Should they notice signs are obstructing as described in point above or are themselves obstructed, House Porters and the Events team will notify the suitable department, student or Fellow.

- Signs and moveable sign holders will be removed and carefully stored in a suitable nearby storage cupboard (such as cupboard 50 or as agreed with Events) within 8 hours of the event finish time. *This is led by the House Porters and supported by the Events team*.

- Any damage to the plastic slots (or the signs in general) should be reported to the Events Department, so that they may be replaced.

Records Management Policy

Adopted: April 2020
Review Date: Lent Term 2023

Statement of policy

Murray Edwards College will efficiently manage its records to support its core functions, to comply with its legal and regulatory obligations, to contribute to the effective overall management of the College and to permit an appropriate Archive to be created. This document provides further details on the scope of the policy and responsibilities under the policy.

Scope of the policy and definitions

This policy applies to all records where they are owned by the College and created, received or maintained by Fellows, staff, students and external third parties in the course of carrying out their duties on behalf of the College or its associated societies. It does not apply to Fellows' University or Departmental education or research records or to students' personal learning, education or research records.

'Records' are defined as 'any documents or data which form recorded evidence of a business activity' and include hard copy documents, emails and other electronic documents that facilitate the business of the College. They are kept as evidence of our transactions and activities.

'Records management' is defined as 'the field of management responsible for the efficient and systematic control for the creation, receipt, maintenance, use and disposition of records'. A small percentage of the College's records will be selected for permanent preservation as a part of the College Archive, for historical research and as an enduring record of the College's activities.

Responsibilities

The College acting through the Council has corporate responsibility to maintain records and record-keeping systems of the College in accordance with the legal and regulatory requirements. The Information and Communications Strategy Committee will have responsibility for the review and implementation of the policy, delegating day to day responsibility to the Bursar.

The Archivist and Records Manager is responsible for drawing up guidance for good records management practice, promoting compliance with this policy and overall supervision of the Semi-Current Records Store (SCRS) where records no longer needed on a day-to-day basis are stored. Movement of records from the SCRS to the Archive also falls under the responsibility of the Archivist and Records Manager.

Individual employees are responsible for ensuring their records are an accurate and complete record of their activities. They must also ensure their records are created, managed and disposed of in accordance with the College's records management guidelines.

Committee secretaries are responsible for ensuring that a full record of a committee's business (including agenda, papers (tabled before or at the meeting), minutes and committee correspondence) is preserved for eventual incorporation into the College Archive.

Relationship with other policies

This policy has been developed within the context of the following College statements of policy:

- General Data Protection Regulations
- Computing Regulations
- Security Guidelines
- Archive collecting policy

Guidance and procedures

Records management guidelines and guidance on using the SCRS will be created by the Archivist and Records Manager and disseminated to all those affected by this policy. In the interim period contact the Archivist and Records Manager directly or visit http://bcs.jiscinfonet.ac.uk/he/ for advice on retention periods for records created in the higher education sector.

Line managers are required to implement procedures in accordance with the guidelines to ensure compliance with this policy.

Contacts

The Archivist and Records Manager is always happy to give advice on any aspect of records management within the College. For matters relating to Data Protection and Freedom of Information contact the Bursar.

Lisa Hutchins
Archivist and Records Manager
01223 762297

Rob Hopwood
Bursar
01223 762247

Security policy

The security policy seeks to formalise a cohesive and integrated approach to security throughout Murray Edwards College. Security is not intended to be a hindrance to College activity but is a necessary ingredient for the safe and efficient operation of the College.

Policy statement

The College will endeavour to ensure as far as is reasonably practical, the personal safety and security of all students, staff, bona fide visitors and contributors whilst at Murray Edwards College.

Security measures are in place to support:

- An open, safe and welcoming College

- The reduction of incidents and the minimisation of risk

- The personal safety of individuals

- Protection of premises, physical assets, including personal property and vehicles

- Clear, regularly reviewed policies and procedures

- Developing partnerships with external authorities with whom the College can work alongside to help implement the security policy

Under pinning the security policy:

- Proactive prevention. Proactive deterrence to minimise crime and incidents and their effects on the College, staff and students

- Managed response. A responsive, effective, efficient service to deal with the College's operational security needs

- Stakeholder care. Student, staff and visitor welfare to promote a safe and secure work, living and study environment

Responsibilities

Responsibility for security rests with all students, staff and visitors to the University. In particular, everyone should report all activity, suspected or real, of a criminal nature or any suspicious activity immediately to the Porters' Lodge.

Overall responsibility rests with:

Senior management team (OTM), College Officers, Head Porter, Heads of Facilities, Line Managers.
Ensuring all have access to and are familiar with the security policy, paying particular attention to those issues which are directly relevant to the activity of their department.
Making sure all members of staff and students in their department understand and exercise their security responsibilities, including the University identity cards, and have due regard to Murray Edwards College property.

Students and staff:
Must co-operate with requests from the security team, especially in emergency or evacuation situations and in relation to security/fire procedures. Staff are required when on Murray Edwards College property to carry their University cards. Students in general please refer to your online handbook or the University website for corresponding information.

Staff and students in general:
All suspicious activity should be immediately reported.
Personal valuables should be locked away or placed out of sight, personal property should never be left unattended. Doors should be locked at all times when you leave, do not leave open or unattended.
Windows should be on the security latch if on lower ground floors and advised to close them at night. Windows in offices must be closed and secured on departure where locks are fitted. Curtains or blinds closed at dusk and lights (except security lighting) should be turned off when leaving.
All incidents of crime on Murray Edwards College premises, real and suspected, must be reported to the Porters' Lodge.

Porters will make external (and where appropriate internal) patrols of buildings, to aid in the identification of security risks, monitor public safety and act as a deterrent against crime.

Personal security:
Whilst it is the responsibility of the security team to provide a safe and secure environment, it is the responsibility of all on Murray Edwards College premises to take all reasonable measures to ensure their own personal security.
Students are responsible for their guests when on Murray Edwards College property, they are also responsible for meeting them especially once College accesses are locked including making sure they leave by the appropriate exits.
Suspicious behaviour - The Porters will support and if appropriate, ensure if necessary, the Police are contacted. Each situation will be different and it is at the discretion of the individuals concerned as to what action they wish to take, but at no time should they put themselves at risk.
Reporting suspicious activity is extremely important for security in helping to prevent and detect crime against Murray Edwards College.
The following policies/procedures can be found on the College website:
Threatening or abusive behaviour, Drugs misuse policy, Lost or found property

Visitors/Contractors: (including conference delegates and external event attendees) have a general responsibility to security issues. In particular, they must follow security procedures designed to protect Murray Edwards College property and where issued, wear their visitors badge at all times. Visitors must follow instructions from the security team or from their host department, particularly in emergency situations. Contractor's access to College buildings will be strictly controlled by the Facilities Manager according to agreed access control procedures.

Incident reporting:
It is the responsibility of all staff and students of Murray Edwards College to report all activity, suspected or real, of a security/safety nature. Incident reporting is crucial to the identification of patterns of criminal activity, risk analysis, investigation and recommendations to be made to prevent a recurrence. Success in the College's fight against crime is greatly enhanced by fast, efficient and detailed reporting.

Procedure: Reporting of security/ safety incidents:
All incidents of a security/safety nature on Murray Edwards College premises should be reported in the first instance to the Porters' Lodge on ext. 62100 (24 hours) or 01223762100. The victim in all reported cases of all crimes, but in particular assault, indecency, fraud, theft (including car or cycle theft) and burglary are advised to inform both the local police and the Porters' Lodge, In case of doubt, advice on Police involvement may be sought from the Head Porter or Senior Tutor.

Criminal offences: Any criminal offence committed by students will in the first instance be reported to the Dean, Senior Tutor and Head Porter. In some circumstances, the Police will be contacted.
Any Police involvement on Murray Edwards College premises is to be notified to the Bursar, Senior Tutor and Head Porter to enable effective University management of any subsequent actions on our estate.
This reporting procedure should be followed 24 hours per day.

Crime investigation: All crimes that occur on College premises will be investigated appropriately to prevent re-occurrence and crime prevention.

Crime prevention:
Security awareness: Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue.
All crimes that occur on Murray Edwards College premises will be investigated appropriately to prevent re-occurrence and crime prevention. Notifying the Porters' Lodge of any security risk.
Anyone on site can at any time be required to show their University card to security staff, on request. Failure to do so may result in an immediate request to leave the College premises if the person's identity cannot be confirmed.

Access control:
Main buildings including accommodation buildings have an automatic swipe controlled access entry only.

Security of equipment:
All valuable portable IT and AV equipment such as laptops & PDA's, must be locked away out of sight when not in use, especially overnight.

Out of hours access:
The use of University premises at weekends or out of hours is restricted. Departments or individual staff wishing to teach, run tutorials or organise an event should contact the Events team using the online Room Booking forms.

Christmas closure

Dates and times for three days are permanently fixed unless there are any unforeseen circumstances that could change them.
Students remaining in College over this period will be housed where possible together onsite. The main College building will be totally secure and locked with a unique key. Porters work two separate four hour shifts each day for security checks. Notices on buildings that have occupants will have displayed on their main doors emergency services contact details along with the Head Porter's contact number where a message can be left.
Staff who require access to work in their offices outside normal working hours when limited

security staff are on duty should inform the Porters' Lodge in case at any point they need assistance.

Snow clearing and frost gritting policy

Purpose

This policy establishes procedures in the event of snow, sleet, freezing rain, and or ice accumulation.

The policy includes responsibilities, communication and priorities for snow and ice removal of all steps, entrances, disabled accesses, fire escapes, footpaths and roads in the College.

Objectives

Maintain the safety of staff, student and visitor pedestrian, cyclist and wheelchair users to College on footpaths, disabled accesses, fire escapes and roadways.

Maintain access for emergency vehicles.

Responsibilities

Head Gardener

- Orders and stores salt supplies and snow clearing equipment before winter.
- Monitors the weather and conditions to anticipate frozen conditions.
- Distributes salt and equipment to the Porters, Maintenance and Accommodation for use at the College Entrance, Keatsu bank and fire escapes.
- Carries out snow clearing operations.

Head Porter

- Liaises with the Head Gardener about salt stocks at the Porters' Lodge.
- Liaises with the Head Gardener about conditions in College or any accidents caused by the freezing weather.
- Clears and salts the steps outside the Porters' Lodge in freezing conditions especially at night and early morning.

Maintenance

- Salts and clears Keatsu bank in the mornings and when necessary.
- Liaises with the Head Gardener about conditions in College.
- Liaises with the Head Gardener about fire escapes.

Accommodation Manager

- Salts and clears the spiral external fire escapes on Huntingdon Road frontage from the inside.

Snow removal and frost salting procedures

Principles

To carry our snow clearing and frost gritting, so that staff and students can walk, cycle or use a wheelchair safely in the College grounds, and maintain access to all entrances, disabled access and fire escapes. Maintain access for emergency vehicles.

On regular workdays

Snowy conditions

- Gardeners to clear and salt all entrances and fire escapes starting at the College entrance including the steps leading to the bike store.

- Gardeners to clear and salt the fire escapes on the roofs from the Dome to the Library along the line of paving.

- Gardeners to clear and salt all footpaths to a reasonable width, starting with the College entrance and the Library entrance and working outwards.

- Gardeners to clear and salt pedestrian access to all College gates.

- Gardeners to salt and clear slopes in the road at the Storeys Way entrance and Storeys Way car park.

- Maintenance to clear Keatsu bank and help with the fire escapes on the roof.

- Accommodation to clear the Huntingdon Road spiral fire escapes from the inside.

In freezing conditions or when snow or frost is forecast

- Gardeners to pre-salt all entrances, steps, fire escapes and footpaths in freezing conditions or when snowstorms are forecast.

- Porters to pre-salt the steps to the College entrance especially at night and out of hours.

- Maintenance staff to pre-salt Keatsu bank when necessary and help with the fire escapes on the roof.

At weekends and Bank Holidays (excluding those days when the College is closed) in snowfall (gardeners will not frost salt at weekends)

- Porters to clear and salt entrance.

- Gardeners to clear and salt entrances, fire escapes and footpaths to entrances and steps as before.

- If snowfall prevents staff coming to College, snow clearing to be done by Porters and Housekeeping as much as possible.

When College is closed

- No snow clearing or frost salting will take place.

Volunteer Policy

Introduction

Murray Edwards College is committed to offering opportunities, where appropriate, to local people who wish to volunteer. Volunteering adds value to and builds capacity for the services Murray Edwards College provides. Volunteers supplement the work of paid employees; they should not be engaged as substitutes for paid employment or replace previously paid staff. Volunteer agreements are for up to one year. This is to provide regular volunteering opportunities for those interested in volunteering. This document defines the terms and sets out the principles, practices and procedures which Murray Edwards College will follow in the appointment, management and control of volunteers.

Definition

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and/ or with the primary aim of bringing some benefit to the local community. In this sense, volunteers are to be distinguished from students, other work placements, and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

Recruitment

Murray Edwards College is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks. Acceptance of a volunteer will be by the head of department in which that volunteer will be working, with the agreement of the Bursar. All volunteers will be asked to produce details of two referees to be checked and will be invited to attend an informal interview will have a role description which will be prepared in conjunction with the volunteer and their supervisor, will be properly inducted into the College and will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence. Volunteers will not normally be recruited for tasks which involve working with children.

Training & Development

All volunteers will be made aware of and have access to all the College's relevant policies, including those relating to volunteering, health & safety and equal opportunities. The training for volunteers will be considered on a case by case basis by the College where the individuals wishing to become volunteers are not otherwise suitably equipped them with the necessary information and skills to carry out their tasks. It will be the responsibility of the supervisor to assess training needs and put a case for providing training. If provided by the college, it is the responsibility of the volunteer to attend relevant training.

Support & Supervision

Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support. This will enable both the volunteer and a member of the College

staff to identify, monitor and evaluate the volunteer's involvement, recognise achievements and identify individual training needs, including that relevant to their particular volunteering role.

Expenses

The College's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the organisation and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses. It is the responsibility of the supervisor to make volunteers aware of the procedure for the reimbursement of expenses.

Insurance

The College's liability insurance covers the activities of volunteers, and volunteers are also covered by accident insurance. However, the College does not insure the volunteer's personal possessions against loss or damage.

Confidentiality & Safeguarding Children and Adults at Risk

It is not the college's policy to recruit volunteers in relation to work with children or adults at risk. If in exceptional circumstances such volunteer work is agree, the volunteer's supervisor will advise the volunteer on its confidentiality and safeguarding children and adults at risk policies and procedures, where relevant.

Resolving Problems

The relationship between Murray Edwards College and its volunteers is entirely voluntary and does not imply any contract. However, if volunteers experience difficulties, the College has the following complaints procedure for volunteers. This is designed to resolve difficulties and will be completed within 30 working days of the volunteer raising a problem.
1.   Initially, the volunteer should request a meeting with their supervisor.
2.   If this does not resolve the difficulty, then the volunteer may raise the matter in writing with the HR Manager or another Senior College Officer.
3.   If the HR Manager considers it necessary, s/he may investigate the issue/s and provide a written response to the volunteer within 15 days.
4.   If after this, the matter is still not resolved to the volunteer's satisfaction, the volunteer may raise the matter in writing to the Bursar of the College.

Rights & Responsibilities

The College recognises the rights of volunteers to:
• Know what is, and what is not, expected of them;
• Have adequate support in their volunteering;
• Receive appreciation;
• Have safe working conditions;
• Be insured;
• Know their rights and responsibilities if something goes wrong;
• Receive relevant out-of-pocket expenses;
• Receive appropriate training;
• Be free from discrimination;
• Be offered the opportunity for personal development

The College expects volunteers to:
- Be reliable;
- Be honest;
- Respect confidentiality;
- Make the most of training and support opportunities;
- Carry out tasks in a way that reflects the aims and values of Murray Edwards College;
- Work within agreed guidelines;
- Respect the work of the College and not bring it into disrepute;
- Comply with the College's policies.