

# St Thomas à Becket Security Policy



St Thomas a Becket  
High Street  
Ramsey  
PE26 1DW

**Policy date:** July 2020

**Review date:** July 2021

## General statement of policy

Our policy, so far as is reasonably practicable, is to provide a secure and safe place of worship where people may visit with the assurance that:

- there is a clear aim of maintaining the right balance between access and security
- church security meets standards set down by the insurance company

The policy will be kept up to date, particularly in the light of any changes to our building or activities. To ensure this, the policy and the way it has operated will be reviewed regularly and the appropriate changes made by the Fabric and Finance Committee (sub-committee of the Parochial Church Council).

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE HEALTH AND SAFETY POLICY: THE LONE WORKING POLICY and the ACCEPTABLE USE POLICY.

## Roof security

There is an approved roof alarm, which is serviced annually. The company provides a night time response service and the church has a list of day time responders. In addition, the lead has been treated with SMART Water and the down pipes with anti-climb paint. Once it goes dark security lighting is switched on automatically.

## Door security

All keyholders have a responsibility to ensure that the church is empty before locking up and that the church is securely locked and that no keys are left out anywhere. This means:

- checking the outer door in the top office is locked and bolted
- checking the safe is locked
- checking the inner office door is locked
- checking that the disabled access door is locked – use the knob inside the church. There is no key for use within the church
- checking that the sound cabinet is locked -( keys in top office safe)
- checking the kitchen door is locked and all lights turned off – especially the one on the mezzanine level

- checking the door to toilets and kitchen are locked (the lights go off automatically after a short time)
- checking that all keys are returned to the wall safe and it is re locked and then the key safe next to it is also locked
- after large services the north and south east fire doors need locking
- as you leave check that the padlock to the tower is in place and locked
- the west door is bolted on the right-hand side (looking out to the road) and then securely locked

### **Other security issues**

- No laptops or iPads to be left out in the church un-attended. Any lap tops or tablets in the office should not be visible from the window.
- The data projector, recording equipment and all sound equipment microphones, stands and tablets to be put away properly and not left in church
- Toddler cupboards to be locked after use
- Ensure all candles have been extinguished in the prayer chapel and main church.

**ANY LOST KEYS MUST BE REPORTED IMMEDIATELY TO THE CHURCH WARDENS**