Objective of the policy
Our security objective is to protect employees, members of the congregation and visitors when the Slough Baptist buildings are occupied and to protect their personal property and the church buildings from harm by those entering the premises without permission and with malicious intent.

The Manse and Number 34 Windsor Road are not in scope of this policy, rather the occupants of these properties should refer any security concerns requiring action to the church council for attention.

Security during Occupation
The main side gate (north) will be locked in the following situations when the building is occupied:-
- Whenever a sole occupant feels it is appropriate to lock the gate for their personal security.
- Outside normal business hours when there is a single occupant and no visitors or deliveries are expected through prior arrangement.

The south side gate should generally be kept locked with a safety key holder fixed to the church wall on the approach to the gate from the emergency exits.

The main concern is to protect occupants of the buildings. Although the buildings will not be alarmed when they are occupied, entrances doors and windows will be locked so as to allow exit but not entry apart from the following:-
- The two front entrances are opened to allow an activity in the main church and there is more than one person in the church while these are open;
- The caretaker requires the front entrances to be temporarily opened to facilitate their duties, but these entrances should not be left un-attended when open.
• A fire exit and or window for a room or hall is temporarily opened to allow improved ventilation in a space that is occupied by more than one person and closed before the occupants leave.

Permitting entry of visitors to the buildings
The occupants will only allow entrance by visitors when they believe the security of the occupants is not compromised, due to unfamiliarity of the visitor, behaviour of the visitor or inadequate supervision being available. This policy has the following implications.

• Where an activity encourages visitors into the church buildings, it is the responsibility of the leaders of that activity to permit entrance for only those visitors and to ensure they are supervised/ accompanied during their visit.

• Leaders of such activities should arrive in good time to greet such visitors.

• Leaders should not permit entrance of visitors for adjacent activities unless this has been agreed in advance.

• In case of doubt, the entrance camera and entry phone system should be used to make this assessment.

Security of personal possessions when occupying the buildings
Employees shall be provided with a place where their valuables can be kept secure during their time at work.

All members of our fellowship, volunteers and visitors bring valuables onto the premises at their own risk.

• During services and activities members of the congregation and visitors should feel comfortable keeping their possessions with them when participating in the service.

• For some areas of service, volunteers should discuss prudent safeguarding of their possessions with their leaders before engaging in the activity.

Securing the premises when un-occupied
The premises shall be secured when un-occupied.

• Any leader arranging an activity within church premises, should have arranged in advanced, how they will gain access to the premises and how they will leave the premises secure on finishing.

• When there is a possibility that the activity finishing will leave the building un-occupied arrangements should be in place to alarm and lock the premises if needed.

• A minimum of two people should be present when locking and alarming the building.

• At least one of the people present when locking and alarming will require to be an authorised key holder.

• The alarm should be set and the main side entrance locked after all windows and other exits are securely shut and locked.
Authorised Keyholders

There should be sufficient authorised key holders to ensure securing the building after all activities. Although there is an advantage in minimising the number of Authorised Keyholders, there is potentially a greater risk of using unauthorised and un-trained key holders to secure the buildings.

- Authorised Keyholders should be trained and confident in arming and disarming the alarm.
- The list of Authorised Keyholders will be regularly updated by the church office and made available to leaders of activities using the church premises.
- The choice of codes for the alarm system shall reflect best practice as recommended by the manufacturer of the alarm system.

Lighting

- The main floodlight is always used when side entrance being used for evening activities. As now, this is put on around 5.00pm as church office / last person leaving the building
- Arrange for lights in the entrance area to come on as darkness starts to fall and to stay on until 11.00pm on timer.

Security Systems

- The entry phone, security cameras, alarm system and security lighting should be well maintained. Faults should be reported and rectified quickly. Preventative maintenance should be carried out.