



St Andrew's Church, Alresford

### **Security Practice**

All external doors should be locked and windows secured when the church is not in use.

The vestry door should be locked when not in use.

Curtains should be closed in the church and the blinds pulled down in the office before leaving the church.

During the Children's Group activities the external Hub door should be locked (or main door for activities in the main church), with access by doorbell. All adult helpers should be made aware of how to exit the building in an emergency including releasing the doors.

Anyone alone in the church or making home visits alone should follow the Church Personal Safety Plan.

Fire Alarms and external lighting should be checked and maintained as appropriate.

No rubbish should be allowed to accumulate around the outside of the church building.

Church keys should be kept in a secure place and a register kept of all keyholders.

A risk assessment should be carried out before special events held in the church or church grounds.

The evacuation plan in the event of a fire or intruder should be reviewed annually and all group leaders advised and given a written copy of the plan.

Members handling mail and deliveries should follow the policy for checking and responding to suspicious items.

Policy agreed: March 2023