

Bishop's Stortford Baptist Church (BSBC)

Security Policy

The Church buildings are located in a compound surrounded by a metal paling fence. There is a lockable main gate for pedestrians and vehicles and two further smaller lockable pedestrian gates.

Site Security

When the site is unoccupied, all gates should be closed and locked. The two smaller gates have lockable padlocks, while the main vehicle/pedestrian gate has a combination padlock. The combination is known to a limited number of people.

The main Church building has an alarm system, which should be set whenever the building is closed and locked. Alarm fobs are issued to a limited number of people. When vacating the building, ensure all windows and fire exits are closed, otherwise the alarm system may not set. The second building on the site has four entrances: one is accessible by key, one is locked by a padlock, and two are accessible from the inside only.

Vehicles should only be left on site when the site is closed with the knowledge of the Church Centre Manager or the person deputising for them if they are away.

Surveillance

Key areas of the site, including the main entrance to the Church Centre main building, are covered by CCTV, images from which can be viewed from the main office. This should be in operation at all times.

Reception

During the days when a receptionist is on duty in the Gathering Area, the outer doors to the main Church building may be left unlocked, with the auto door in operation. If a Receptionist is not available and the Gathering Area is unoccupied, the outer doors should be locked and any visitors should press the call bell which sounds in the main office where CCTV images of the main door can also be viewed.

During services on Sunday mornings and evenings, one of the stewarding team should remain on duty in the Gathering Area to receive any visitors or enquiries. If no steward is available, the auto door should be switched off. The entry chimes for the main doors should be active at all times, except when special circumstances justify temporarily deactivating them (such as funerals).

Lone Working

Lone working is not encouraged, but it is accepted there are times when this will occur. Hand-held alarms are available in the reception desk. The lone worker should ensure that if they are in one of the buildings, the door is locked and, preferably, the outer gate locked as well. If they are outside on the site, the outer gate should be locked.

Lone workers should ensure that a person offsite is aware that they are working alone and the times they are on site. Lone workers should not allow visitors on site or into the building unless the lone worker feels safe to let them in and either –

- the visitor is there by appointment to meet the lone worker
- the visitor has a booking to be at the premises at that time and the lone worker knows this to be the case
- the visitor is known to the lone worker personally

Attack

In the rare event of a firearms or weapons attack:

- **Run to a place of safety.** This is a better option than to surrender or negotiate. If there's nowhere to go;
 - **Hide.** Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can;
 - **Tell the police** by calling 999 when it is safe to do so. Phones in the Church Centre can be used to call the emergency services by dialling 9999

This policy was adopted by the Trustees on 4th May 2020 and will be reviewed every three years.