



Headcorn Baptist Church

Security Policy

Purpose

This policy aims to ensure the safety and security of the grounds, buildings, equipment, furnishings, and most importantly, the fellowship of Headcorn Baptist Church.

The Deacons will review this policy annually and propose any changes that are deemed necessary to maintain its effectiveness.

Safeguarding

This policy is part of our safeguarding policies and procedures and as such must be taken seriously and adhered to by everyone.

Building security

The security of the buildings and therefore of the people who use it are of paramount importance. This means that regular maintenance of all doors and windows will be undertaken, as well as ensuring that any changes needed to stay in line with legislation are undertaken in good time.

Church Keys

The Baptist Insurance Company's 'Church Security Guidance' says, '*Keys should never be hidden in or around the church and the number of duplicates should be kept to the absolute minimum. A register should be maintained of everyone who holds a key, and this should be updated annually*'.

It is important that all keys to Headcorn Baptist Church be accounted for on a regular basis, and that an accurate list of keyholders is maintained. It will be the responsibility of the Church Secretary to keep the key record list up to date.

Receiving and returning keys for regular use

All requests for long-term key possession should go to the church secretary who will require the completion of the HBC Keyholder Declaration form. Requests will state why the keys are needed, and all keyholders will agree to accept responsibility for prudent and reasonable use of the keys assigned to them. Each keyholder will accept that during their possession keys will not be lent to anyone else and that they will return the keys when they are no longer needed, or if they are requested to return them by the Church Secretary.

Receiving and returning keys for occasional use

All requests should go to the church secretary who will require the completion of the HBC Keyholder Declaration form. Requests will state why the keys are needed, and all keyholders will agree to accept responsibility for careful use of the keys assigned to them and will not lend them to anyone else at any time. They will also agree to return the keys as soon as they are finished with.

The policy was approved by the Church Meeting on 13.06.2021