

Lock Up Procedures

Purpose

To provide consistent procedures for dealing with situations in which workers must secure the safety of the premises, confidential material and workers when locking up.

Responsibilities

The Parish is responsible for:

- Ensuring workers are aware of procedures when locking up the premises and when working alone;
- Making sure all workers are trained and aware of what their responsibilities are when securing the office or church buildings;
- Providing workers with sound knowledge of security around the office and church

The Workers are responsible for:

- Following the below stated lock up procedure at all times.

Procedures:

- Always advise someone that you are going to lock up the Church
- Carry your mobile phone
- Call out to see if anyone is inside and look for anyone hiding (if you are confronted by someone, leave immediately and get assistance)
- Lock doors and turn on alarm

Parish Priest

Date