aldwickbaptistchurch

Loving God, Loving Each Other, Loving the Community

General Policy of Church Security
(Approved April 2018, updated March 2025)

Introduction

The purpose of this document is to introduce philosophy and guidelines in providing Aldwick Baptist Church (ABC) with a church security plan. The objective is to provide security without interfering with the core mission and activities of the church. Recent statistics show that church intruders are no longer limited to property damages and theft with an increasing number of threats and attacks on people. This is the main reason our church needs to place more emphases on securing property and making the church environment safer for everyone.

ABC church has a Security Coordinator (John Smith) with the understanding that additional church members will be asked to assist in receiving training and implementing the security plan for the church.

The security plan is intended to be thorough enough to provide security, but simple enough to understand and follow.

The entire congregation is asked to do three things:

(1) Maintain awareness,

(2) Report suspicious persons or actions, and

(3) Follow evacuation and security actions announced during an emergency.

Other church members will be asked to serve in specific security plan roles.
Church members who are asked to provide leadership include, but are not limited to, Property and H&S team members (Security Team), first aiders, children's ministry leaders, ushers, greeters, deacons and staff. The plan involves the following sections.

I. General Security

II. Emergency and Medical Emergencies

III. Action in case of an intruder

IV. Incident Reporting

I. General Security

This section sets forth the general procedures and responsibilities for providing security for ABC membership. The entire membership is asked to be observant at all times at all church functions and if any unusual or suspicious person or behaviour occurs, tell a security team member, usher, staff member, deacon or other church leader. In other words, *"if you see something, say something*."

In particular, a register of those who use keys to the outer doors of the building needs to be maintained and all keyholders/users should enter in the church **Security Log** their entry and leaving date and time. (See **Appendix 1**) On leaving the building all doors and windows should be shut and all lights and electrical equipment switched off. The book will report any incidents noted during the time of entry.

Keyholders will be at all times responsible for their keys and not allow unauthorised copies to be made.

On Sundays at 10.15 am (before The Worship Service starts) the Rear entrance to the Building will be locked to deny entry from the outside. Entry will only be allowed via the main entrance. During the worship service and Sunday school, the Duty Deacon, security team members, ushers and greeters will assume a major role for maintaining watch for potential threats to security. At 11:55 am or after the worship service ends, the rear doors will be opened to allow parents to retrieve children from their respective classes. Other services will require coordination between the church staff and the security volunteers.

The Health and Safety Policy requests that an Incident Report should be filled out describing any time there is an injury, medical emergency, evacuation, or other incident that should be documented. Additionally, any perceived threats, threats received by telephone or in person should be reported immediately to the Security Coordinator or a member of the church leadership. In emergencies, always call 999 first for local law enforcement intervention.

There should be no large bags or backpacks allowed into the Sanctuary during any worship service or event. An usher, security volunteer or church leader should enforce this rule politely but firmly. Exceptions are to be approved only by the Security Coordinator or a member of the Leadership team.

The duty deacon designated for the week will keep a watchful eye during Sunday school and Sunday worship services (morning) being aware of any potential security threat. The security team members will also check or view parking areas for signs of unusual activity.

The Duty Deacon and Ushers are to maintain awareness for signs of unusual activity while persons are entering the church and will follow existing procedures for handling monies. The Ushers are the first line of defence to a potential threat that may enter the main worship area of the church.

The Duty Deacon must at the close of the Sunday service ensure that the building is empty, doors closed and lighting and electrical equipment switched off (switches in main porch need to be off although lights may stay on with timer).

II. Emergency and Medical Emergencies

Will be carried out in line with the Health and Safety Policy.

III. Action In Case of an Intruder or Active Threat (Code Red)

This section sets forth emergency procedures in case of an intruder. If an intruder threatens injury or the life of a guest or church member(s), the following actions will be taken.

• Person noticing the potential threat will notify security team member, usher or church leader immediately.

• During assessment of the situation, if person in question is armed or irrational (yelling, making threats etc.), call 999 immediately for police help. If 999 is called, send a person outside to meet police to explain situation and give directions to where the person is located.

• Attempt to seal off area around the threat, i.e. blocking hallways, locking doors or buildings, while keeping people away.

• Delegate a person(s) to go to every room instructing them to lock door(s), and to shelter in place.

• Instruct adult in charge to stay put until word comes that the threat no longer exists. The person in charge of the room should keep occupants away from doors and windows, and barricade the door if necessary.

The Security Co-ordinator, along with the pastor and Leadership Team, will be responsible for developing, implementing, and operating the ABC security plan. Responsibilities will include providing training and information to church leaders and those having key roles in church security. It will also ensure that all church members understand the plan and what is expected of them.

IV. Incident Reporting

An incident report will be completed whenever something of an unusual nature happens or is observed. This includes suspicious or disorderly persons, breached security, theft, or complaint of a third party. If a third party complaint is received, the complainant should provide a statement with detailed information.

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UPDATES: Security Coordinator name added on 19th July 2018, New recording forms introduced March 2025

CHURCH SECURITY LOG (FRONT DOOR ENTRY)

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NB THOSE WHO USE A KEY TO GAIN ENTRY MUST RECORD ENTRY (& EXIT) INFORMATION ON THE LOG & NOTE ANY CONCERNS RE SECURITY OR PRIOR USE

NAME	DATE	TIME IN	TIME OUT	NOTE ANY CONCERNS FOUND

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CHURCH SECURITY LOG (REAR DOOR ENTRY)

NB THOSE WHO USE A KEY TO GAIN ENTRY MUST RECORD ENTRY (& EXIT) INFORMATION ON THE LOG & NOTE ANY CONCERNS RE SECURITY OR PRIOR USE

NAME	DATE	TIME IN	TIME OUT	NOTE ANY CONCERNS FOUND