

Buildings Security

1. Each worker will be expected to familiarise themselves with the Security of the building.
 - 1.1. Keys will be allocated at the discretion of the manager in accordance with the requirements of the job description who will inform you of the key list.
 - 1.2. Keys must never in any circumstance be given to a service user.
2. The front door of the building is paramount to the security of the building. Sanctuary projects have door call systems that allow remote opening of the door from the office/kitchen for access and egress to the building. CCTV monitors are a part of the system; these allow you to recognise who is at the door and whether you should let them in or not. If in doubt seek your line manager's advice.
 - 2.1. Under no circumstances must the front door be answered face to face. The person on the other side of the door may be a danger to you or may compromise the security of the building and its residents and fellow workers.**
3. Offices are private areas which are restricted to staff who are working. Some staff will be working with service users, others on administration of the project. You must respect this and knock when entering and ask if those already in the office need privacy.
 - 3.1. Offices hold confidential information and need to be treated in such a way as to protect the data and information held within.
 - 3.2. Office doors and windows must be locked and checked when you are the last person leaving the office.
4. Kitchens are secure areas regarding health & safety and protection from food pilfering.
 - 4.1. Residents are only allowed into the kitchen when invited to help with washing up, cooking etc. This is only to be done in line with rota personal development basic living skills training or the residents Action Plan.
5. The Store rooms are to be locked at all times.
6. The back door is to be kept secure and fire safety regulations need to be adhered to. I.e. At Projects where the exits are locked keys to e.g.; back door to be kept in an appropriate area easily obtainable near to the back door.
7. Where there is an immediate serious threat to staff or residents call the police.