



Saint John and Saint Barnabas Church

Parish of Belle Isle and Hunslet

Belle Isle Road, Belle Isle, Leeds, LS10 3DN

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Security Policy

Background

It is important that the security of Saint John and Saint Barnabas Church (SSJB) premises are secured and any system that has or will be put in place in the future are used appropriately and not tampered with.

SSJB premises include the church, hall, welcome centre, lower rooms, grounds and any areas connecting them within the boundaries of SSJB.

External Doors

All external doors should be locked when the hired/used area are not in use, and nobody is occupying the area.

Fire Doors

All fire doors within the area hired/used should be accessible as soon as the area is occupied without any obstructions, including any shutters that might need to go up to allow safe exit and any locks removed from the doors, this includes any internal door locks indicated as passage to external fire exit.

Due to the hirer been the last person to leave, it is important to replace any locks and put down all the shutters covering the fire doors to secure the building. It is important for safety that fire door locks are not replaced or shutters covering them are not lowered prior to patrons leaving as this could create a fire risk.

Shutters

All shutters in the area hired/used should be raised fully when the area is occupied and then closed when all patrons have left. It is important for safety that shutters are not lowered prior to patrons leaving as this could create a fire risk.

CCTV

SSJB operates CCTV recording facilities for security and safeguarding purposes. This operates both internally and externally of the premises and might be expanded in the future.

Nobody should tamper with or interfere with any part of the CCTV system, recorder, cameras or cables, and any such action should be reported to the PCC as soon as possible.

Interference

If it is found that a hirer or one of their representatives or patrons have interfered with any locks, fire doors, shutters or CCTV system that restricts its usage, if there is any cost involved in repairing this will be passed on to the hirer and also could result in the hire agreement been terminated.



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Opening Procedure

Responsibility: These checks must be carried out by the designated key holder, duty officer, or other authorised person opening or closing the church.

- Raise all security shutters at the start of the day or before activities begin.
- Unlock all fire exit door and remove any locks or other security devices so the exit is fully available in an emergency.
- Check toilets, meeting rooms, halls, storage areas, and any other accessible parts of the premises to confirm they are safe and ready for use.
- Report any faults, damages, or concerns immediately to the responsible church officer or key holder.

Closing Procedure

Responsibility: These checks must be carried out by the designated key holder, duty officer, or other authorised person opening or closing the church.

- Before leaving, check toilets (also check all taps are switched off), meeting rooms, halls, storage areas, and all other parts of the building to ensure everyone has left the premises.
- Lower and secure all shutters.
- Ensure the fire exit door is returned to its required secure state, and any locks or security devices are put back in place as part of the closing process.
- Confirm all external doors and other access points are secured before leaving.
- Report any incident, concern, or irregularity to the responsible church officer or key holder as soon as possible.

Agreement

This policy was agreed by the PCC on the 18th October 2026,