

4.5 Security

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NOTE: Any equipment given to the employee for use in the course of their work remains the property of the company. The employee must inform the Manager should equipment be damaged or stolen.

1. Security of Keys

All staff with responsibility for any keys are responsible for ensuring the keys are kept on their person at all times or kept securely.

No member of staff is permitted to have additional keys cut for any vehicle or property without the consent of the manager.

Loss of keys must be reported immediately to the manager.

2. Security of Offices

Filing cabinets containing personnel or young people's files are to be kept locked at all times.

Ground floor and skylight windows should not be left open when offices are unattended.

Offices within properties must be kept locked at all times when not occupied.

Company offices must be locked with security alarms activated when not occupied.

3. Security of Personal Property (Young People and Staff)

All employees must take every precaution to ensure the security of personal possessions. The Company cannot be held responsible for any losses arising. It is the responsibility of all staff members to take care of their personal possessions by adhering to policy guidelines.

Contents insurance covers the personal possessions of young people in their home. Full inventories of young people's personal property must be made on arrival and updated or the insurance is invalid. Insurance applies to theft/break-in only, not general losses.

A young person may request on admission, or at any other time, that small items of high value (i.e. jewellery) are kept secure by the company during their stay. A form of receipt must be signed by the young person and the manager in such a case and all items are kept safely stored and locked away in

the staff office. Young people should receive from the manager, advice and guidance on keeping their personal property safe. However, young people remain responsible for their own possessions.

Car keys, cheque books and credit cards should be kept on the person or securely locked away at all times.

4. Security of Young People (Identity and Admission of Visitors)

Where any friend, relative or professional makes arrangements to visit a young person, all reasonable steps must be taken to confirm the identity of that person and their right to access. All visitors should sign the visitors book.

Where a young person is taken for home visits, all reasonable steps must be taken to confirm the identity of the person/address where the young person is taken.

Staff should carry their identify cards with them at all times.

5. Security in the Home

Staff members should observe all normal domestic security precautions and any additionally imposed on them by the requirement of the work.

Staff members should educate the young people in the reasons for implementing standard security procedures as part of their daily programme.

Homes should be securely locked, (including all doors, garages, sheds and any lockable windows) when leaving the premises.

Keys should not be left in the home. They should be handed over from one staff member to another. Where practical circumstance makes this impossible, safe and secure arrangements for the transfer of keys must be agreed in advance and notification given to the Administration or any other Manager.

All outside doors and ground floor windows should be locked at night.

Where the service has a burglar alarm fitted these should be activated whenever the building is unoccupied.

Whilst the home is occupied:

- a. Whilst young people are in the home, the room allocated as an office shall remain locked at all times, unless occupied by a member of staff. If it is not possible to lock the door then a filing cabinet should be used, this being locked at all times, unless being used by a member of staff.
- b. At night and while the resource is occupied, the office should be full locked, using a mortice lock where fitted. All drawers and filing cabinets, where locks and keys are provided should be locked. Downstairs external windows should all be securely fastened and external doors must be shut but not mortice locked or with the yale lock dropped, as this would prevent easy access in the event of a fire. All internal doors must be kept closed as they are fire doors and this is part of fire regulations.

Whilst the home is unoccupied:

- a. When the resource is unoccupied the area allocated as the office needs to be mortice locked, and all drawers and filing cabinets that have locks and keys need to be firmly locked. All external windows on all levels of the resource need to be securely fastened. All internal doors need to be shut as per fire regulations. All external doors where mortice locks are fitted need to be used.
- b. If the resource is going to be left unoccupied during dusk and night hours, a low energy light should be left on as this will give the impression of the home being occupied.
- c. Where the service has a burglar alarm fitted these should be activated whenever the building is unoccupied.

Revision History

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