

# Access Policy

## Purpose

To ensure the safety and security of the children, leaders, and property during scout meetings held in the church hall.

## Door locking procedure

The main door to the hall must be locked during all scout meetings to prevent unauthorised access.

Leaders or designated individuals are responsible for locking the door within 5 minutes after the start of the meeting.

## Access control

A designated scout leader will monitor the door during the first 5 minutes to allow late arrivals. The start and end times are outlined in the table below.

	Start time	Lock door	End time	Lock door
Squirrels	16:30 -	16:35	17:30 -	17:35
Beavers	18:00 -	18:05	19:15 -	19:20
Cubs	18:30 -	18:35	20:00 -	20:05
Scouts	19:30 -	19:35	21:00 -	21:05

Any latecomers or individuals needing access after the door has been locked must use the doorbell situated on the right-hand side of the main door.

If you do not recognise the person trying to enter the building, please do not allow them entry. Ask them to return once all sessions have finished.

Emergency door in the main should only be used in an emergency scenario.

Front door to be locked when outside of church, or in church grounds.

## Emergency situations

In case of an emergency, leaders will ensure that the doors are unlocked, and all exits are accessible for a safe and prompt evacuation.

## Supervision and accountability

A specific individual, typically the leader or trusted assistant, will be responsible for

unlocking the door at the end of the meeting.

Any issues with unauthorised entry or security concerns must be reported to Sarah.

If you feel threatened or fear for the children, another leader, or your safety call 999, do not put yourself in a dangerous situation.

## Exceptions

The door may remain unlocked during special events where open access to the public is expected, provided security measures are in place.

## Communication

Parents, guardians, and all meeting attendees will be informed of the door policy in advance. The policy should be communicated via email, meeting notices, and announcements.

## Concerns

For clarification or further explanation of any aspect of our policy, please find contact details below.

5<sup>th</sup> Penwortham URC Scout Group

Registered Charity No. 503845

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## Review

Last Updated: 17<sup>th</sup> September 2024 by Oliver Gunning

Version	Date Approved by Trustee	Review
V1.0	18/09/24	January 2025