SECURITY POLICY AND PROCEDURE

Policy Statement

- CURUFC recognises its responsibility to provide for staff, volunteers, councillors and visitors to Grange Road a safe environment where they and their possessions will be offered a reasonable degree of protection.
- To ensure that the environment is kept safe everyone who accesses the ground must be aware of how they can contribute towards ensuring that the ground is a safe place to be.
- The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or steal property are stopped from entering.

Normal Opening Hours for Pavilion (Monday – Friday 08:00 – 21:30)

- If the Main entrance to the building is unlocked CURUFC personnel may enter the pavilion from 0800 but must leave the building by 2130 unless they are attending a committee or other meeting or they have sought the prior agreement of the Operations Manager.
- The principal access to the Pavilion for visitors should be through the main entrance doors and up to the reception.
- All visitors must check in at the Office.
- No one should allow anyone who they are unfamiliar with without first checking their identity or purpose.
- Visitors must not be allowed to let anyone else into the building.
- One of the CURUFC personnel will be allocated as the person overseeing the pavilion and have knowledge of who is in the building and either pass on responsibility or make sure the building is emptied.

Outside Normal Working but where a committee or other meeting is scheduled

- The principal access to the Office for CURUFC personnel and visitors should be through the main entrance doors into the pavilion.
- Access to the Bar (if being used) will be through any of the doors available.
- The person in charge of the meeting/event should keep a record of who is in the building and be responsible for ensuring they leave after the meeting/event.

Normal Opening Hours for Gym during term time (Monday – Sunday 07:00 – 20:00)

- The Gym should not be used alone.
- Vacation hours will be agreed and circulated.

Security of equipment and possessions

- No equipment such as laptops and projectors for example should be left unattended Those who book such equipment are responsible for its security and safe return
- Personal possessions are the responsibility of the individual and if a staff member, volunteer or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. CURUFC is not responsible for personal possessions that go missing unless there is proof of forcible entry.
- Cash records and petty cash will be kept in a locked cupboard/safes within the offices.
- Any thefts or losses must be reported immediately to the Administrative Officer and to the Police if appropriate.
- On leaving the office, all filing cabinets that hold sensitive information/material must be locked and keys stored in a secure location. All internal doors should be locked and windows checked.

Lock Up

- Whilst he is in residence the Head of Operations is responsible for opening and locking up the site, also setting the alarm. In his absence, one of the other key holders will be responsible.
- The Operations Manager will contact all CURUFC personnel about any change to opening and closing times in the absence of the Head of Operations.