

**Purpose**

To provide consistent procedures for dealing with situations in which workers must secure the safety of the premises, confidential material and workers when locking up.

**Responsibilities**

The Parish is responsible for:

- Ensuring workers are aware of procedures when locking up the premises and when working alone;
- Making sure all workers are trained and aware of what their responsibilities are when securing the office or church buildings;
- Providing workers with sound knowledge of security around the office and church

The Workers are responsible for:

- Following the below stated lock up procedure at all times.

**Procedures:**

- Always advise someone that you are going to lock up the Church
- Carry your mobile phone
- Call out to see if anyone is inside and look for anyone hiding (if you are confronted by someone, leave immediately and get assistance)
- Lock doors and turn on alarm

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**Parish Priest**

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**Date**