

## **Gracious Street Methodist Church Door Vigilance Policy**

The Gracious Street Methodist Door Vigilance Policy is an extension of the Gracious Street Methodist Church Safeguarding Policy. It outlines practical measures to ensure that those entering the premises do so for legitimate reasons, that visitors remain in their designated areas, and that the identities of groups using the premises are logged while here. This policy must be followed at all times.

### **Door Vigilance**

Entry doors to the premises must be either monitored or locked at all times. When the Centre Manager or Bridge Café are operating, this responsibility falls to them. When neither the Centre Manager nor the Bridge Café are in operation, the responsibility shifts to the individual groups.

Upon entering the building, the group leader or their designee will be responsible for monitoring the doors when unlocked and ensuring the internal door is locked before leaving the area. If any group members arrive late, they can either call or text you, or use the doorbells to notify you of their arrival. Should you require further details about the doorbells, please do not hesitate to ask. We acknowledge that this may be slightly inconvenient; however, after careful assessment, we believe that safety must take precedence over all other considerations.

When leaving the building, the group is responsible for locking the internal door behind them, even if other groups are still present in the building. The last group to leave is responsible for setting the alarm and locking the external door.

### **Signing In**

Upon arrival at the building, we request that each group records their group name (or initials) and room location on the dry-erase board located on the right wall between the external and internal doors. Please ensure that you erase your details upon departure. Not only is this important information in case of an emergency, but it also helps other groups know who is present and, more importantly, whether they are the last to leave. If you are about to depart and only one other group remains listed on the board, it is good practice to confirm that they are still on the premises and have not inadvertently forgotten to erase their name.