



THE CHURCH
OFFICE

Security Team Member

Thank you very much for being willing to give your time on a Sunday to help us serve our church family and visitors. Our aim is to make sure the church service is a safe place for regular church attendees, church members and visitors which is what our Security Team helps to ensure.

As a member of the Security Team:

- You will be responsible to **[Church Administrator's Name Here]**, the Church Administrator.
- You will be serving alongside a team of **[Number of Helpers in the Security Team on a Sunday]**. **[Number of Team Members on 'Active Duty']** of whom will be on 'active duty' and the rest will be in the service as normal but will be required to assist after the service in securing the building and in the event of an escalating situation.
- The rota works on a 4-week basis, which allows for 1 week on, 3 weeks off. **[Adapt This to Fit Your Rota Schedule]**

Why is a Security Team needed?

[Describe your Church Situation Here, and Why a Security Team is Needed. E.g. Lots of people gather in the foyer during the meeting and there's a need for an extra set of eyes to ensure that everyone is safe and doesn't pose a risk to themselves or others (especially to those in Children's Ministry). Or before, during and after the service there are areas of the grounds and buildings not in use- e.g. staff offices- that are vulnerable to being entered.]

Aims of the Security Team

- To ensure that everyone in the **[Your Church Name Here]** grounds are safe and not posing a risk to themselves or others. Posing a risk can include:
 - Children who are not being overseen by parents in **[Your Church Name Here]** building or grounds
 - Adults who may be acting suspiciously in **[Your Church Name Here]** building or grounds
- To ensure that people still feel welcome but should the need arise, those who pose a risk to themselves or others can be dealt with appropriately.

[Your Church Name Here] Role Description- Security Team Member

- To be discreet in observing actions of others and appropriately trained in intervention techniques.
- To be ready to respond to requests of other team members should the need arise.
- Any dealings with church members, their children or visitors should be respectful and maintain confidence.
- **[Name of the Church Child Protection Co-Ordinator]** is the church's Child Protection Co-ordinator and the point of contact for Safeguarding children. They are accountable to the Pastors of the church. If necessary, they will take responsibility for contacting the Police about Safeguarding issues.

Key Responsibilities

Pre-Service Preparations

- Arrive at the church building half an hour before the service begins. Meet with other team members on duty. Equip with radios. Liaise with Welcome Team leaders.
- Between the team members:
 - Check the main hall to ensure the band is able to rehearse unimpeded and the appropriate tech people are behind the desk.
 - Check foyer – welcome guests if they are alone: give basic information about the running order of the morning. Point them in the direction of the Information Corner or Children's Ministry Registration Table if accompanied by children (Registration for Children's Ministry opens at **[Time When Children's Ministry Registration Opens]**am at the latest).
 - Check that the office door is locked. Check that the office is empty apart from appropriate members. Non-church members should not have access to the church office. Bicycles should either be padlocked to the railings outside or go in the stairwell.
 - Check entrance to the Children's Ministry hallway and classrooms.
 - Check the Crèche. Check that there is a Team Leader in the room by **[Time When Leaders Arrive]** am. If not, contact **[Name of Church Administrator]**.
 - Most Children's Ministry Team Leaders and Team Members will be in the classes by **[Time When Most of the Children's Ministry Team Arrive]** am. **[Or if a Class Starts at a Different Point in the Service, Explain How These Classes Work Here Too.]**
 - Rotas of Children's Ministry Teams are on display in all classrooms.

During the Service

[Number of Team Members Who Will be on 'Active Duty'] Security Team Members will be on active duty from [Start Time]am to [End Time]am

- Team members will patrol the Foyer, Children's Ministry corridor, the church office and the car park.
 - Observe guests/parents in Foyer. Check that anyone going to Children's Ministry class is either a Parent with a Child (i.e. those who may arrive late) or are accompanied by an appropriate Children's Ministry Member.
 - Ensure that only appropriate Children's Ministry Team Members or Parents with permission are in Children's Ministry classes.
 - During the service it is likely that Children's Ministry Team Members will come downstairs in order to call a Parent out of the service. They do this by **[Explain Process of Calling a Parent out of the Service]**.
 - Ask unaccompanied Children to sit with Parents/Adult with responsibility either in the main hall or foyer.
 - If needed, explain to Parent/Carer and Child/ren that we cannot let Children be by themselves in order to ensure their safety. If a follow up conversation is needed please point them in **[Church Administrator]**'s direction.
 - If someone poses a danger to their own or someone else's safety radio in your other team member and Welcome Team Leader.
 - Use appropriate intervention skills.
 - If the situation requires it **[Lay Out the Procedure for Dealing With an Escalated Situation]**.
 - Other team members should calmly leave their seats and make way to where the internal welcoming team leader directs them.
 - **[Names of People who Will Contact the Police if Needed]** will contact the police if needed.
 - Ensure that the office is empty or only those with appropriate access are there.
 - Ensure that the car park is secure.
 - Provide assistance if required to the Welcome Team Leader in the collection of the offering and its safe transfer to the church offices.

After the Service

- Liaise with the Welcome Team Leader to ensure there are no outstanding issues from the main service.
- Ensure that Children's Ministry classrooms are empty and all children have been collected.

[Your Church Name Here] Role Description- Security Team Member

- Ensure that no one is upstairs in Children's Ministry classrooms and as soon as possible after [Relevant Time After the Service]pm **lock the entrance to the Children's Ministry Rooms.**
- Provide security for the Counting Team in the offices.
- All team members, including those not on 'active' duty:
 - Check that the office only has appropriate people in them.
 - Check that the sound desk is left alone (apart from appropriate tech guys).
 - Keep an eye on any bags that may be left alone.
 - Ask any children climbing trees to safely come down.
- If any incidents of concern have occurred liaise with either, **[Name People Who Should Be Liaised with in the Event of an Incident]** to provide a verbal update. They will make the decision as to whether this needs to be escalated to the Pastoral Team and/or circulated to other Security Team Members – a more detailed written report may be required.
- Liaise with the person responsible for lock up to ensure doors and windows are closed and lights switched off (it is not your responsibility to do the final walk around).

NB: Child protection.

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies (Police and Social Services) or seek advice from CCPAS, although we hope that members of the church will use the procedure outlined above. If, however, you feel that the Co-ordinator has not responded appropriately to your concerns then it is beholden to you to contact the relevant child protection agencies directly yourself and where possible, inform the Coordinator of your decision.