



## Document Control

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Contributors	Housing Development and Transport Manager
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## Version Control

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1.0	Housing Development and Transport Manager	Review	SMT

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Page 1 of 3	Department: 014
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## **1.0 POLICY:**

Sunbeam House Services Policy on security is in place to ensure the following;

- to ensure all properties (houses, training centres & offices) owned and leased by Sunbeam House Services are secure and safe at all times.
- to ensure all users of properties (houses, training centres & offices) owned and leased by Sunbeam House Services are secure and safe at all times.
- to ensure that staff are aware of their responsibilities regarding the security of all properties owned and leased by Sunbeam House Services

## **2.0 SCOPE:**

All staff, clients and visitors of Sunbeam House Services properties whether owned or leased by Sunbeam House Services

## **3.0 ROLES & RESPONSIBILITIES:**

Client Service Managers / appropriate identified staff should ensure that all persons living, using or visiting a property owned or leased by Sunbeam House Service are aware of this policy and put in measures to ensure that this policy is adhered to at all times

## **4.0 PROCEDURES:**

- All doors and windows should be securely locked when a location is vacant and at night time. Keys for security locks should be readily available to staff in the event of an emergency.
- All doors and windows must be secured at night to ensure the safety of clients who may have a propensity to wander.
- Motor vehicles owned by the Company should be securely locked and windows closed when left unattended and parked in authorised places.
- Any staff member who observes suspicious behaviour by persons in the immediate vicinity of a location should contact the local Garda Station. Please look up the correct telephone number now and make a note of it.
- A list of emergency telephone numbers should be readily available in each location, i.e. Garda, Fire Brigade, Doctor, Religious Ministers, etc.
- Staff should not allow uninvited callers into a location unless they can identify themselves and prove that their visit is genuine (see Company Policy on Visitors to Company Facilities). The details of any unannounced callers, whose visit was not deemed to be genuine, should be notified to the relevant Senior Services Manager.



- Where video surveillance cameras are used for security reasons, the output may be recorded and passed to the appropriate authorities at a later date. All staff, clients and visitors to a location where such cameras are in place should be made aware of their presence on arrival.
- Any letters and packages conveyed to Sunbeam House Services by post or by any other means, irrespective of to whom addressed, may be opened and inspected on the instructions of the Managing Director or the General Manager or others acting on their behalf where it is deemed necessary.
- Where security codes for gates or doors exist these should only be issued to staff and clients connected to that particular location. All visitors to such a location should only be permitted access by the staff and clients in that location and should not be issued codes.