



Security Policy

Revised April 2013

Security

Care home name: Wellbeing Residential Group

Policy Statement

The Wellbeing Residential Group believes that its service users should expect their quality of life to be enhanced by their admission to the home and by the provision of a safe, well maintained and comfortable environment. In this respect the home adheres fully to the new outcomes essential standards of quality and safety which consist of 28 regulations and its associated outcomes. They are set out by the Health and Social Care Act 2008 for regulated activities.

Aim of the Policy

The aim of this policy is to ensure that the Wellbeing Residential Group home is as secure as possible such that it represents a safe and secure environment for staff and residents alike, free from the threat of theft, burglary, assault or injury.

Crime Prevention

The Wellbeing Residential Group manager should conduct regular risk assessment checks around the home specifically designed to pick up on security issues. Checks should be carried out on a monthly basis and should include:

- alarms
- security lights
- window and door locks
- panic alarms
- data storage systems
- exterior fences and grounds security
- the risk of intruder entry
- staff adherence to security processes.

Securing the Premises Procedure

All staff should be responsible for switching off electrical equipment and lights when they are leaving any area of the home which will not be used again that day, securing windows, doors and cupboards and locking up where appropriate. Staff should also draw blinds or curtains to prevent opportunist thieves from looking into the building at night.

Night duty staff starting work each night should:

- ensure that all windows and doors are shut and locked and that curtains and blinds are drawn
- ensure that unnecessary internal lights are turned off
- ensure that the alarm is switched on and activated
- ensure that the front door is securely closed and locked.

Control of Access to the Building

All visitors to the home will be able to announce that they have arrived by using the entrance intercom system. Staff should answer the intercom politely and ask the visitor who they are and who they have come to see.

When the main door is closed staff may enter the Wellbeing Residential Group by using a key or via the keypad controlled entrance from the car park. Codes for the keypad should be kept secret by staff and never disclosed to members of the public, relatives, friends, patients, contractors or agency staff. Keypad numbers should only be made known to staff on a need to know basis and should be changed every 6-12 months.

Security Maintenance

All security features of the home, including fixtures and fittings, should be well maintained according to a maintenance schedule.

Staff are expected to report to the management any features of the premises that they believe may constitute a breach of security, for example, broken windows, broken locks, etc. All reports should be addressed to the manager and should be entered in the maintenance log, signed and dated.

General site maintenance is the responsibility of: Wellbeing Residential Group/Martin Anderson

Security maintenance is the responsibility of:

Security advice should be obtained from: Head Office Tel : 0844 824 7788

Personal Security

In the Wellbeing Residential Group residents should be encouraged to take simple security precautions including:

- shutting and locking their doors and windows when they are not in their rooms
- being careful not to leave valuables lying around.

In the Wellbeing Residential Group all residents have access to a call system with an accessible alarm facility in their rooms and arrangements can be made whereby vulnerable residents can be given a hand-held alarm.

Vehicle security

Vehicles owned by the Wellbeing Residential Group should:

- wherever possible be parked in a secure garage

- always be kept locked
- never be left with equipment or valuable items inside
- be fitted with an alarm or immobiliser
- have the vehicles registration number etched onto all glass surfaces
- have lockable petrol caps.

Staff or visitors should be encouraged to park in a safe place and to always leave their car locked.

Reporting and Recording Breaches of Security

Any breach of security or potential breach of security should be reported immediately to a senior member of staff or to the Wellbeing Residential Group manager. Upon notification the senior member of staff/ Wellbeing Residential Group manager will:

- where appropriate report the incident to the police and obtain a crime reference number.
- complete a confidential crime report form.

All incidents, no matter how minor, should be recorded in the incident book and an incident report form completed as necessary. Forms should be signed by a witness.

Security incident forms and reports of security incidents should be reviewed on a regular basis and analysed to look for patterns, trends and repeat offenders. This information will then be used by the Wellbeing Residential Group management to tighten security further.

Training

All new staff will receive induction training which will include a thorough tour of the premises and thorough guidance on security systems and procedures. Training should be given to all appropriate staff in all aspects of the security implementation at the premises. This is particularly important with respect to security systems which need to be operated both routinely and in the event of an incident. Staff should sign to acknowledge that they have been given and have understood this training.

Signed: _____

Date: _____

Policy review date: _____