CAMBRAY
BAPTIST CHURCH
CHELTENHAM
LOVE + GROW + GO

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Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Church Secretary	23/10/2023	Alwyn Barry & Beth Simpson	Every 3 years	9/9/2026	Alwyn Barry

Leaving and Locking Procedures

See over-leaf for one-page printable procedure, ready to print and put on noticeboards around church

Leaving and Locking Procedure

Tidying up

- Tidy up any rooms you have used – all rubbish in the bins, all food waste taken with you.
- If there has been a spillage, you are responsible for clearing the spillage and ensuring that carpets or furniture are left clean. You should also hoover/brush the floor ready for the next group
- If you have children/youth who may have entered other areas of the building you are responsible for ensuring that the areas they have used are tidy, everything used is cleared away, and the room is ready for use. (Children should *never* normally be unsupervised in any area of the building)
- Move any furniture / equipment back to its normal position. If you have used cups/plates etc., wash and dry them and store them. Each room you have used should be back to its 'starting order'

Locking up

Check that there is no-one else in the church. If there is, and they will be staying, agree what areas each of you will take on responsibility for locking up. The last person out will always, however, have overall responsibility for the safety and security of the building.

- Go through to the Upper Room, check windows closed, no taps left running, nothing left turned on, lights turned off, doors closed
- Check the Crèche Room – nothing left turned on, lights turned off, doors closed
- Check the Rodney Hall Toilet – no taps left running, lights turned off, door closed
- Check the Rodney Hall Kitchen – Food stored, no taps left running, lights turned off, door closed
- Check the Rodney Hall external and internal doors – both sets of doors are closed and locked
- Check the Rodney Hall corridor – lights off, cupboard doors closed
- Check the Rodney Hall – nothing left turned on, windows closed, lights off, doors closed
- Check the Toilets in the main corridor - no taps left running, toilets clean, lights turned off, doors closed
- Check the Kitchen – nothing left on, food stored, window closed, no taps running, lights off , door closed
- Check the School Room – nothing left turned on, windows closed, lights turned off, doors closed
- Check the doors to the main church - they should be locked. If not:
    - Check the front external and internal doors are closed and locked
    - Check the side door is closed and locked
    - Check the Chat Room – lights off, door closed
    - Check the Front Toilet – no taps left running, lights turned off
    - Check the Cloak Room – Lights off, door closed
    - Check the doors from the Foyer to the church are closed
    - Check the AV Desk – under the central desk and the wall switches of video desk, all switches are off
    - Check the windows are all closed in the church
    - Check the lights are all off in the church and the Foyer
    - Lock the doors to the corridor (the left hand door has the key on the inside attached to the door – lock this first, the other has a key on the corridor side, and so go out of the church into the corridor and lock it, then remove the key after locking and put it into the key cabinet in the Photocopier room - Key #1
- Make sure the Corridor lights are off (switches outside the door to the School Room)
- Check the Disabled Toilet by the side door exit – no taps left running, lights turned off, door closed
- Leave the church building: Ensure that the lock isn't on the 'catch'. Go out, making sure that the door locks behind you when the door closes

The gate code(s) are [REDACTED]. Whichever way you go, you need to ensure gates both at the front and back are locked. The side passage door locks using a key in the key box (either side of the door), whose combination is the same as the gate locks. The gate locks are simple bike combination locks.