

# Sunbeams Play

## 6.0 THEFT AND SECURITY POLICY

### Policy

Staff play an important role in ensuring the security of premises. Sunbeams Play ask that you remain vigilant at all times, being careful not to leave offices or similar areas unattended during the course of your work, other than in an emergency.

If you observe anyone or anything suspicious, report the matter immediately to Management or, where necessary, directly to the Police.

**The number for Police is: 08454 564567**

Never place yourself in a position of danger or threat. Always notify Management or a colleague of your intended whereabouts or details of your appointments.

Keep desks, cupboards etc., locked or secure when not in use.

Please lock your personal belongings in your locker, including your mobile telephone.

Staff are advised not to bring items of value to work and to be extremely cautious with regard to personal belongings, such as wallets, purses or credit cards as **we cannot accept responsibility for their loss.**

**PLEASE ENSURE THESE SIMPLE PRECAUTIONS ARE FOLLOWED.**

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

_____	_____
_____	_____
_____	_____