



A world in which Autism is celebrated.

Registered Charity No. 1152188

Health and Safety

35. Theft and Security Policy.

Policy

Staff play an important role in ensuring the security of premises. Sunbeams ask that you always remain vigilant, 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: 101

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.

Codes or keys should never be given to service users or visitors as this could present a safeguarding and security risk.

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 on	20 th April 2015
Policy updated	28 th April 2026
Date to be reviewed	April 2027
Signed on behalf of the management committee	
Name of Signatory: Susan Carr	
Role of Signatory: CEO	

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	24/08/2025
Sue Carr	28/04/2026