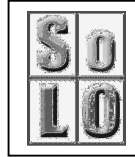


POLICY AND PROCEDURE



Solihull
Life
Opportunities

St Andrew's Centre
Pike Drive
Chelmsley Wood
Birmingham
B37 7US

Charity No. 1102297
England Company No.
5025939

Office Security

**Category: Service User/Volunteer/Human Resources/
Financial/Health and Safety**

Introduction

Policy Statement

To keep members of staff and visitors to the offices of Solihull Life Opportunities in a safe environment.

Procedures

1. The keypad code for the lock on the downstairs double doors and the inside doors will be given only to staff and volunteers who frequently attend the office.
2. The doorbell downstairs will be maintained in working order.
3. The double doors upstairs leading to the Solihull Life Opportunities suite will be kept locked by a keypad code.
4. Members of the public visiting Solihull Life Opportunities will always be seen in the meeting room and will not be left in a situation where they can enter the offices unobserved.
5. If a staff member is not available to see the member of the public, they will be asked to take a seat **outside** of the keypad door until a staff member is ready to take responsibility for them.
6. Solihull Life Opportunities equipment etc. kept in the meeting room will be kept in locked cupboards where possible.
7. Case records and petty cash will be kept in a locked cupboard within the offices.
8. Any thefts or losses should be reported immediately to the CEO or a Board Member and to the Police if appropriate.
9. Visitors will be reminded not to let anyone else into the building without the prior permission of staff.

Additional Information

It is advisable for handbags etc. to be kept in a locked filing cabinet.

Policy Name: Office Security

Organisation: Solihull Life Opportunities

Date policy issued: March 03

Reviewed: March 05

Reviewed: April 08

Next Review Date: 2010

Approved by: SoLO Board of Directors

Approved by: SoLO Board of Directors

Approved by: SoLO Board of Directors

Date: March 03

Date: March 05

Date: April 2008

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