



*Sarnia Bluewater
Roman Catholic
Family of Parishes*

SUBJECT: Premises Security	POLICY NO:	LAST REVIEWED:
APPROVED BY:	MANAGED BY: Business Manager	NEXT REVIEW:

SUMMARY

Policy Statement

Sarnia Bluewater Roman Catholic Family of Parishes (FoP) provides many services to its parishioners requiring the use of offices and space on the Diocese of London premises. Ensuring the security of our staff and the safety and efficiency of our operations are a top priority of the FoP.

Purpose of This Policy

The purpose of this policy is to:

- Ensure a safe and secure environment for all staff members, volunteers and parishioners.
- Outline the protocols surrounding the security of premises used by the FoP.

Application of This Policy

This policy applies to all staff members, volunteers and parishioners that use Churches, Office Spaces, Meeting Spaces, Halls, Rectories, or any other spaces operated by the FoP.

Related Documents and Legislation

Occupational Health and Safety Act, R.S.O. 2010

Forms Associated With This Policy

Premise Securing Checklists

Amendment History

- Created 2025-05-30
- Amended [DATE]

DEFINITIONS

Keys

For the purpose of this policy, Keys refer to physical door keys, or electronic keys programmed into fobs.

Premises

For the purpose of this policy, premises encompasses all physical space occupied or managed by the Catholic Diocese of London in the City of Sarnia.

Church

For the purpose of this policy, Church is defined as a public place of worship occupied and managed by the Catholic Diocese of London.

Office Space

For the purpose of this policy, Office Space is defined as any room or group of rooms occupied or managed by the FoP for the purpose of office operations or storage.

Meeting Space

For the purpose of this policy, Meeting Space is defined as any room or group of rooms occupied and managed by the FoP for the purpose of holding meetings.

Hall

For the purpose of this policy, Hall is defined as a large room for assembly.

Rectories

For the purpose of this policy, Rectory is defined as a residence for priests.

Event Caretaker

An Event Caretaker is any individual (staff or volunteer) entrusted with the safe keeping of a premise and its occupants for a defined event. It is commonly the individual responsible for a meeting or assembly. These responsibilities do not include the cleaning of facilities.

Visitor

A Visitor is any individual associated with a staff, who is not a current FoP employee.

DUTIES AND RESPONSIBILITIES**Business Manager**

The Business Manager is responsible for the interpretation and enforcement of this Policy.

POLICY**1. Keys****1.1. Issuing of Keys**

- a. All Keys shall be issued by and ultimately remain the property of FoP.
- b. All Key requests made by a staff member or volunteer shall be submitted to the Business Manager or designate.

1.2. Lost Keys

- a. In the event that a staff member or volunteer loses a key, they shall notify FoP within one business day.

2. Office Space Security**2.1. Alone in an Office Space**

- a. When a staff member is alone inside an Office Space, they shall ensure that all doors permitting entrance into the Office Space are locked.

2.2. Right to Refuse Access

- a. When a staff member does not recognize an individual requesting access to an Office Space, that staff shall not allow access into the office until they establish that they are there on FoP business.
- b. Staff members can deny access to the Office Space, at any time, based on perceived threat.

2.3. Visitors

- a. Visitors of staff members working in an Office Space shall report to the Main Reception, where they shall be announced to the staff member they are visiting.
- b. Visitors shall always be accompanied by a staff member.
- c. FoP reserves the right to escort a visitor out of an Office Space.

3. Other FoP Spaces**3.1. Churches, Meeting Spaces & Halls**

Event Caretaker shall have final say as to how to resolve issues stemming from improper conduct at a premise operated by the FoP.

3.2. Rectories

Rectories are private spaces. Access is by invitation from the lawful occupant and by staff members responsible for their maintenance and operation.

PROCEDURE**1. Keys****1.1. Requesting Keys**

- a. Staff Member wishing to request a Key shall submit a request to the Business Manager.
- b. The Business Manager shall assess the request and decide based on reasonable operational need.
 1. Any request that is considered either unreasonable or unusual by the Business Manager shall be forwarded to the Pastor, who shall make the final determination.
- c. The staff member shall obtain the keys from the Business Manager delegate.
- d. Key information shall be logged in the Key registry.

1.2. Upon Termination

- a. Staff members shall return all keys to the Business Manager or his/ her delegate on or before their last day of work.

1.3. Upon a Job Change

- a. Staff members who start working in a different position at FoP and require new keys shall return all existing keys to either the Business Manager or delegate before receiving new keys.

2. Alarms

2.1. Alarm Procedures

- a.** For staff members who are required to have a security keypad code, the following steps outline the procedure:
 - i.** Depending on the area assigned, the Business Manager or delegate shall:
 - 1.** Program a code into the system directly; or
 - 2.** E-mail the security firm in charge of the office space, where they shall program the system from their central location.
 - ii.** Once the security code has been programmed, the staff member shall be notified of the code and instructed on how to use it by the Business Manager.

3. Site Securing Procedures

3.1. Site Securing Checklist

- a.** Each Parish/Church will have an approved site-specific Securing Checklist
 - i.** All site-specific Checklist to be approved by the Business Manager.
- b.** Securing Checklist shall be completed by the last staff or designated Event Caretaker on site before closing the premises.
 - i.** Blank checklists are to be made available at a designated central location of the Parish/Church.
 - ii.** Completed checklists are to be kept for a period of 3 months at the Parish/Church site.