

Arkenstall Village Centre

(Registered Charity No. 300394)

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Door Code Policy

Introduction

It has become necessary to install a door entry code system on the main doors at the Arkenstall Village Centre for security and safeguarding reasons when the Centre is in use by members of the community.

Procedure

The door entry system should be used in the following way:

- The Facilities Manager will fully unlock the Centre to allow the Hirer access to the building using the door code provided.
- While the Hirer is setting up and only a few people are in the building, we recommend that the door be kept closed and locked to protect their safety.
- When people/attendees start to arrive, the door may be left on the latch or opened fully and hooked back. Once everyone is present, the door should be closed and locked.
- Anyone arriving late should ring the doorbell to draw attention.
- When more than one Hirer is using the Centre at the same time, Hirers should be mindful of one another.
- When leaving the Centre, all Hirers should ensure that lights, ceiling fans, windows and other external doors are shut. The main doors should then be closed and locked.
- The Facilities Manager will then fully lock the Centre.

Changing of Door Code

- The Facilities Manager will change the door code every quarter and the new code will be given to Hirers.
- There will be a dedicated WhatsApp group to which Regular Hirers will be added and this is where the current code will be visible. When the code is changed, the new one will be shared with the group.
- To maintain the security of the building, Hirers should not communicate the door code to all members of a group.