



WESTERN AUSTRALIAN BRANCH

POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 16-Nov-04

S5. SECURITY.

S5.1 Introduction.

S5.1.1 Leaders and Committee personnel from time to time will be faced with aspects of security ranging from the protection of their headquarters and equipment, to that of members' personnel property. The Scout Association of Australia, Western Australian Branch ("the Association") provides the following as guidelines for assistance.

Hall Security

S5.1.2 The access to the Scout Hall should be of primary consideration and this is best prevented by ensuring that external doors are strong enough to prevent being "levered open" or "kicked in". The fitting of deadlocks is often a good policy to have, as well as the fitting of strong top and bottom inside holding bolts on one door where double doors are in place.

S5.1.2.1 Restrict the number of door keys issued and maintain a register of persons to whom keys are issued. Keys should not be tagged with the address of the hall title or address but rather a telephone number of the person to whom the key is issued to prevent unwarranted access if the keys are lost. If door keys are lost then assume that security has been breached and consider replacing the entire set – cost will be an issue but it is better to be sure. Keys may also be registered with a locksmith, which prevents them being duplicated without authorised approval.

S5.1.2.2 Windows are best secured with arc mesh, or security screens which are fitted to the external frame of the windows, whilst bars welded to a frame may be installed on the inside of the hall. Any installation should ensure that the holding devices, screws or bolts, cannot be unscrewed.

S5.1.2.3 The use of external lighting on a time switch to turn on at dusk and off at dawn should be considered. Current prices for equipment of this type is now cheaper than at any time in the past and should be considered as major part of security. Security lighting on a movement sensor is another operation that can be considered and as such is highly recommended as a deterrent to intruders.

S5.1.2.4 It is recommended that the Local Police Station, Fire Station and friendly hall neighbours are provided with the formation Leader's contact number/s in case of a break in or emergency at the hall.

Equipment Security

S5.1.3 Ensure that all equipment is clearly marked with the formation's name and there are many means by which this can be undertaken. Engraving tools are

available at low cost and are easy to operate. Stencils can be made up to have the name on items such as tents and the like.

Camp Security

S5.1.4 Camp security covers many aspects.

S5.1.4.1 Ensure a strong security box is available on trips or in camps where members can place any valuables (eg., money, watches, radios, cameras or mobile phones).

S5.1.4.2 During activities do not leave the camping area deserted. Ensure that a person(s) remains behind and moves around the site allowing activity to be seen.

S5.1.4.3 Ban smoking and cooking in tents and ensure that all Leaders set the example and carry out the direction. Tents, especially nylon ones, are rapid burners and pose the most hazard.

S5.1.4.4 Ensure that gas, kerosene, petrol and other flammable items are stored away from the tents and fireplaces and that containers are suitably and clearly marked with the contents.

S5.1.4.5 Members must exercise all care when filling or replacing gas bottles or disposable gas packs etc.

Personnel Equipment Security

S5.1.5 It is the responsibility of each member to ensure that their own personnel gear, equipment or belongings are cared for and security is maintained. The Association does not under any circumstances extend its Insurance Policy to cover members' personnel gear, equipment or belongings.

Authority:

The document was endorsed by the Chief Commissioner's Committee on 27 October 04 and by the Branch Management Committee on 16 November 04 for inclusion in the Policies and Operational Procedures Manual and accordingly is incorporated into the Branch Risk Register from this date.

Signed M. H. Thomas - Chief Commissioner.

J. S. Noakes - Branch Chairman.