

GENERAL SYNOD BUSINESS COMMITTEE

GENERAL SYNOD SECURITY POLICY

Introduction

1. Under SO 125(6)(c), the Business Committee is responsible for all the operational workings of Synod, including overseeing the security arrangements at each group of sessions. These measures are in place to ensure the safety and security of all those attending Synod, whether Synod members, guests, members of the public or staff.
2. All Synod members, guests and visitors are reminded of their responsibility to comply with this policy in order to ensure the safety of all. They are encouraged to remain vigilant and to report any concerns to security staff or staff on the Information Desk.
3. This document sets out the security arrangements in place at General Synod meetings for information and reassurance for Synod members and visitors. Any queries should be directed to the Clerk to the Synod at the email address at the end of this document.

General Security Arrangements

4. There is ample signage both at Church House and York University to indicate which areas are reserved for Synod members or available to wider public access by the general public. Security personnel are stationed at strategic points near to such signage to ensure that no unauthorised persons enter secure areas.
5. Synod members and visitors are reminded that they should not leave any items unattended to avoid triggering a security alert. Security staff retain the right to remove any suspicious items for attention. Any Synod members who wish to report a suspicious package should contact a member of the Security staff or speak to the staff on the Synod Information Desk.
6. Members of the public wishing to sit in the gallery in either venue are required to leave bags and heavy coats in a designated, supervised cloakroom.

Issuing Synod Passes

7. Everyone who has business at Synod (members, staff, guest speakers, fringe meeting organisers/speakers and those staffing displays) **must** have a photo pass to identify them and give them the appropriate level of access. Security passes are required to be worn at all times during groups of sessions and the photograph must be visible at all times.
8. All Synod members are issued with a photo pass at the beginning of their time on Synod. These are dated and valid for the whole synodical quinquennium (Synodical term). The background colour of these passes is changed for each quinquennium (returning members will therefore find that their previous pass is no longer valid).

9. Specific passes are issued fringe meeting organisers/speakers and those staffing displays. These are valid for one group of sessions only.

Arrangements in London

10. Church House is staffed on a 24 hour basis by the Corps of Commissionaires on behalf of the Corporation of the Church House. Additional security personnel are drafted in to cover core Synod times.
11. Additional security personnel are on duty at both North Door and Dean's Yard reception areas. They carry out bag searches of all visitors entering the building. Coats and bags must be left in the designated cloakroom. Synod members may use the basement cloakroom. Visitors to the public gallery must use the Herbert Baker Room on the ground floor behind the Dean's Yard reception desk, which will be supervised by a member of the security team.
12. Members and staff only are permitted access into or through the Bishop Partridge Hall. Press (who may not film or record) and display stand personnel have access to the Hoare Memorial Hall (tea room). Members of the public who have been invited by a member to observe Synod may go into the Hoare Memorial Hall provided they are accompanied by the Synod member. The reception desks at Dean's Yard or North Door issue temporary 'visitor' stickers to validate this access.
13. During London groups of sessions Synod members who have lost or forgotten their photo pass may request a 'blank' pass (ie without photograph), upon confirmation of their name, diocese and Synod number.
14. Replacement passes are **not** available for external personnel involved in fringe meetings or displays as these have to be pre-registered. Fringe speakers or organisers who request entry without displaying a pass will not be admitted.

Arrangements in York

15. Synod security is currently provided by a local company. Security personnel are stationed at strategic points around the entrance to the Central Hall. Only Synod members, staff and media are permitted into the Concourse and its terrace. Media representatives must not film or record activity in the Concourse. Those visitors who are staffing displays or fringe meetings have no right of access to the Concourse.
16. For visitors to the public gallery in York, the security personnel at Central Hall issue a ticket and explanatory note for the morning, afternoon or evening sitting of Synod on a first-come, first-served basis. Access is only via the scanner arch and external staircase. Those staffing displays or fringe meetings must obtain a ticket in order to go into the public gallery. Heavy coats and bags must be left in a separate cloakroom which is staffed by a member of the security team.
17. Replacement photo passes are available in York for Synod members who have lost or forgotten their permanent pass. The same arrangements for checking lost passes are in place as in London.

18. Replacement passes are **not** available for external personnel involved in fringe meetings or displays as these have to be pre-registered. Fringe speakers or organisers who request entry without displaying a pass will not be admitted.

Access to the Public Gallery

Church House

19. The public gallery is the first two blocks on the left past the entrance from the main staircase, totalling 80 seats. It is reached from the stairs from the Dean's Yard entrance. Signage is in place to indicate the extent of the public gallery. Access via the lift can be arranged on request.
20. Staff at the reception desks issue a public gallery ticket and explanatory note for the morning or afternoon sitting of Synod on a first-come, first-served basis. Those staffing displays or fringe meetings must obtain a ticket in order to go into the public gallery. Access is only via the stairs from the Dean's Yard reception area. An additional scanner arch will be in place on the landing immediately outside the gallery doors.

York University

21. The public gallery is a flat area at the top of the central section of the raked seating, totalling 80 seats. There are 'buffer' areas on either side of it to keep it separate from the members' seating area and the press gallery (occupied by the stenographers and the indicators desk). It is reached via the external staircase/gallery (with an airport-style scanner arch and hand-held wand security check at the foot of the stairs, and security personnel stationed at key points along the route). Access via the lift can be arranged on request.
22. Members of the public both in London and York should refrain from disturbing Synod's proceedings by making any excessive noise or movement.

Queries

23. The Business Committee reserves the right to update and amend this Security policy prior to each group of sessions. Any queries should be directed to the Chair of the Business Committee via the Clerk to the Synod at:
jacqui.philips@churchofengland.org.

On behalf of the Business Committee,
The Revd Canon Sue Booy

Church House
Westminster, SW1P 3AZ
March 2016