



Key Holder Policy

Rationale

The establishment of a safe environment for both children and staff is the shared responsibility of the School leadership and its staff.

Aims

- Selected school staff will receive keys to the school (this includes a fob for the alarm system).
- Because possession of a school key gives authorised persons access to the school and its grounds, to the children and to sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times.

Broad Guidelines

- All authorised persons will be required to sign a copy of this policy before they will be issued with keys. Non-staff authorised persons, e.g. hirers, will be added to the Third Party Hirers - Declaration Form found in Appendix 1.
- Only authorised persons are allowed to be in possession of a key to the school.
- No person may give his or her key to an unauthorised user for any period of time. Any key(s) found to be in the possession of an unauthorised person will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user may be disciplined.
- Unauthorised duplication of a key is strictly prohibited. No person may duplicate a key or request the duplication of a key without express written permission.
- Lost or stolen keys must be reported to the Headteacher immediately. A lost key may require one or more doors to be rekeyed. This process may cost a substantial amount of money.
- Key holders agree to refrain from compromising the security of building.
- Key holders are required to report to the Headteacher any doors that are unsecured.
- Employees must return to the Headteacher immediately upon request all keys assigned to them or that are in their possession or control in the event of termination of employment or resignation.

Written/ amended: February 2017

Next review date: February 2020

By signing this form I,, agree that I have read and that I understand the Keyholding Policy. I further agree to the terms and conditions set forth in this policy.

I acknowledge that I have received the following key(s): Key Number(s):

I agree to abide by the Key Policy with regard to this key and all School keys in my possession.

Signature:.....Date:.....

