



Individually Strong, Collectively Stronger

Key Holder Policy



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KEY HOLDER POLICY

Purpose

The aim of this policy is to ensure that the security of the premises, contents and grounds are maintained. It is also intended to help protect staff members and pupils of the school.

Policy

It is the school policy to issue keys for school premises and grounds to premises staff and designated members of the senior leadership team. Keys for certain internal rooms may be issued on a "required-for-role" basis (e.g. music rooms). This ensures that the absolute minimum number of persons have the means to access the school at any time of day or night, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access.

The Headteacher will identify staff members as eligible to be permanent key holders. Each identified person must complete a Permanent Key Holder Agreement Form (See Appendix 1) which registers him/her as a key holder and also highlights his/her responsibilities within this function.

The Headteacher may on occasion identify certain members of staff who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a Temporary Key Holder Agreement Form (see Appendix 2) at the time they are given the keys. The keys will be signed back to the School Business Manager at the end of the temporary period. The School Business Manager is responsible for keeping a master record Key Holder Register.

The purpose of this register is to enable efficient operational administration and to provide a clear audit trail in the event of any security issues that may arise.



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Permanent Key Holder Agreement Form

This record certifies that I, _____ have been nominated by the Headteacher to be a permanent key holder.

The types and number of keys held by me are listed on the Key Holder Register which is kept by the School Business Manager and regularly monitored by the Headteacher.

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members.

I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden

I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them

I understand that it is my responsibility to inform the Headteacher and the School Business Manager immediately should any theft, loss, damage or misuse occur with regard to the keys

I understand that I must return ALL keys in my possession immediately at the request of the Headteacher and the School Business Manager

Signed:.....

Date:.....

Under no circumstances should a copy of school keys be made by key holders.



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Temporary Key Holder Agreement Form

This record certifies that I, _____ have been approved to be a temporary key holder, for the

following purpose _____.

The types and number of keys held by me are listed on the Key Holder Register which is kept by the School Business Manager and monitored regularly by the Headteacher

I understand the responsibilities of my role as a temporary key holder and hereby agree to the following statements:

Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members.

I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden

I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them

I understand that it is my responsibility to inform the Headteacher and School Business Manager immediately should any theft, loss, damage or misuse occur with regard to the keys

I understand that I must return ALL keys in my possession to the School Business Manager immediately following the purpose for which it was issued.

Signed:.....

Date:.....

Under no circumstances should a copy of school keys be made by key holders.



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Permanent Key Holder Register

Name	Keys Held	Reason	Signed Agreement (Y / N)	Date Keys Issued	Date Keys Returned
Premises Manager (John Elston)					
Premises Assistant (Edson J Salvatierra)					
Cleaning Supervisor					



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Temporary Key Holder Register

Name	Keys Held	Reason	Signed Agreement? (Y/N)	Date Keys Issued	Date Keys Returned

Review October 2017

Next Review: October 2019

Signed by Headteacher: L. Robertson