



SAFE Keyholder Policy

Amended: 28/06/19

Review date: 09/04/20

Policy Statement

Social Arts for Education (SAFE) has numerous authorised key holders. Authorised key holders are entrusted with keys to the school to carry out the education objectives of the school.

Because possession of a school key gives authorised persons unfettered access to the school grounds, to the students, and to sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times.

The following authorised persons are key holders:-

Name	Position	Front door top	Front door lower	Middle door	Middle stair door	Rear door	Office	Filing cabinet	Gate padlock
Annabel Leaver	Headteacher	Y	Y				Y	Y	
Ruth McWeeney	Deputy Headteacher	Y	Y				Y	Y	
Lisa King	Administrator	Y	Y						
Michael Hunter	Teacher	Y							
Louise Kirkman	Teacher	Y							
Ctherine Skelton	Support assistant	Y							
Dre Edwards	Support Assistant	Y							
Main bunch			Y	Y	Y	Y			Y
Lifeway Church	Hall hirer				Y	Y			Y
Charlotte Wooldrige	Hall hirer					Y			Y
Lana Art	Hall Hirer					Y			Y

Keyholder policy

This policy must be followed by anyone who is an authorised key holder:

Only authorised persons are allowed to be in possession of a key to the building. Authorised persons are only those persons with documentation of authority to possess or control a key. Authorisation is specific to each key issued. On issue of a key, each keyholder must complete a receipt form (Appendix 1).

No person may give his or her key to an unauthorised user for any period of time without authorisation from the headteacher. 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 considered as having been guilty of gross misconduct and the appropriate investigation will take place under the school policy..

In the event of illness on the part of the keyholder meaning the keys need to be returned to SAFE, the keys must be collected by another keyholder or person authorised by the headteacher.

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.(See Appendix B)

Lost or stolen keys must be reported to the headteacher immediately. A lost key may require one or more locks to be replaced. This process may cost a substantial amount of money. If this happens on more than one occasion, the school, where permitted by applicable laws, may withhold the cost of rekeying the building(s) from the key holders salary.

Key holders agree to refrain from compromising the security of the building. Key holders are required to report to the headteacher any doors that they are unable to secure or are found unsecured. The premises must not be left unattended where doors or windows are knowingly unsecured.

On request, employees must return all keys assigned to them or that are in their possession or control in the event of termination of employment or suspension. Violation of these requirements may result in the loss of key privileges and will result in an investigation.

If a member of staff is not in possession of their keys, e.g. out of normal working hours or school holidays, they must give careful consideration as to where their keys are left. Keys must be kept separately to any other data which might be able to identify them as keys for the school building, e.g a security pass. All efforts must be made to store them separately from papers or diaries etc. which identify the school; in case of home burglary. School keys should not be left unattended in cars.

Checklist for Key holders when leaving the premises

- Is the premises empty
- Are all lights off
- Are all taps off
- Is all cooking equipment off
- Is all computer equipment off
- Is the filing cabinet secured and the office door locked
- Is the courtyard secured if not still in use by next door
- Are the rear door and French windows secure
- Is the door to the basement locked
- Is the connecting door from the front classroom to the rear locked

This policy will be reviewed annually by the Headteacher and the Governing Body, or sooner if there are any incidents which lead to a review being required.

Chair of Governors _____ Date _____
Headteacher _____ Date _____



Keyholder receipt form

Name _____

Position _____

Key issued _____

Signed _____ Date _____