
Key Holding Policy & Procedures

Spring 2017

Summary

This policy outlines the procedures which the Governing Body have agreed at Fieldhead Carr Primary School.

The purpose of this document is to establish a safe environment for both children and staff and to ensure maximum security to the building and school assets at all times.

Recommendation

Governors are requested to read this policy, consider its content and approve its adoption.

This policy should be reviewed by the governing body every two years.

| | |
|----------------------|------------------|
| Author's Role | Business Manager |
| Date | Spring 2017 |
| Internal Review Date | Spring 2018 |
| Review Date | Spring 2019 |

FIELDHEAD CARR PRIMARY SCHOOL KEY HOLDING POLICY AND PROCEDURE

INTRODUCTION

The establishment of a safe environment for both children and staff is the shared responsibility of the School leadership and its staff. School staffs receive keys to the school. These recipients 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 unrestricted 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. In furtherance of these goals, the following School Key Policy must be followed by anyone who is an authorized key holder:

- 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 A.
- 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 will 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/Business Manager immediately. A lost key may require one or more doors to be rekeyed. This process may incur a substantial cost and losses may be recovered from the keyholder.
- Key holders agree to refrain from compromising the security of the school building. Key holders are required to report to the Headteacher/Business Manager any doors that are unsecured or in violation of the school's policies.
- All staff members should ensure they have a key to open the padlocked gates with them at all times as this forms part of the emergency evacuation plan.
- Designated contractors working during weekends and evenings may be given keys after consultations between the Headteacher, School Business Manager and the Contracts Manager. Declaration form found in Appendix B
- When securing the building using the intruder alarm, it is the keyholders responsibility to ensure the school is empty of all staff before setting the alarm and securing the building. False activations of the alarm are costly to the school.
- If a keyholder is unsure if the school is occupied they should also enter via the alarm panel entrance door and be prepared to deactivate the alarm if needed.
- In the event of termination of employment or resignation, Employees must return all keys in their possession to the headteacher immediately on request.

By signing this form, I, _____, agree that I have read and 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):

.....

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

Signed: _____

Dated: _____

Appendix A

Third Party Hirers - Declaration Form

Please note that this form only needs to be completed if keys are given out to any third party hirer.

Legal action will be taken to recover any costs incurred due to mis-handling of the alarm system or any act which would violate the schools insurance cover.

Please complete this form at the time of hire as the information recorded may be required by the Insurance Team at any time.

| Date of Hire | Groups name | School Employee acting as keyholder? Yes / No | Keys given to hirer? Yes / No | Named keyholders contact details |
|--------------|-------------|--|----------------------------------|----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Appendix B

Contractors working on site - Declaration Form

Please note that this form only needs to be completed if keys are given out to any contractor given permission to work outside of usual school hours.

Legal action will be taken to recover any costs incurred due to mis-handling of the alarm system or any act which would violate the schools insurance cover.

Please complete this form at the time of collection of keys for Fieldhead Carr as the information recorded may be required by the Insurance Team at any time.

| Date of work to commence and end | Company name | School or LCC Employee acting as keyholder? Yes / No | Name of contractor responsible for keyholding | Named keyholders signature and contact details |
|----------------------------------|--------------|---|---|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |