



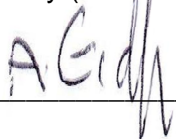
Key Holding Policy

Policy Version Control

Version history see Annex A errata for details

Version No.	Policy Author	Date Updated	Review Date
1	K Jarvis	01.09.2016	Sept 17

Approval: A Godfrey (Chair of Board)


_____ (signed) **Date authorised:** 01.12.2016

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Introduction

The purpose of this policy is to define who may hold keys and on what terms.

Types of Key Holder

The Head Teacher, the Site Supervisor and the relief Caretaker are permanent key Holders.

Other people may become *Temporary Key Holders* at the sole discretion of the Head Teacher and then only in accordance with this policy.

Temporary Key Holding Procedures

Each Temporary Key Holder will have his or her name and the start and end dates for the key holding recorded in the Key Holders' Log Book (see Appendix 1). Each entry in the Log Book will be witnessed by the Head Teacher and signed and dated by the Temporary Key Holder.

The Temporary Key Holder is responsible for ensuring the key is returned to the Head Teacher by the due date. The Temporary Key Holder's responsibility will end with a witness's signature in the Log Book.

General Rules

- Copying of keys is not allowed
- Key security is the responsibility of the Key Holder
- The key must not be lent or given to other people
- Lost keys must be reported immediately to the Head Teacher who will assess the security risk implications of such loss
- Together with the Premises Committee of the Governing Body, the Head Teacher will determine what steps need to be taken to maintain the security of the school.
- In the event of a security incident the Head Teacher and Premises Committee will launch an internal inquiry with which all key holders are expected to cooperate.

Monitoring and review

This policy will be monitored by the governing body.

The policy will be regularly reviewed on an annual basis.

Appendix 1

Key Holder Log Book

Name	Key No.	Fob No.	Date out	Signed Out (Head Teacher)	Signed Out (Key Holder)	Date In	Signed In (Head Teacher)	Signed In (Key Holder)
G Mellefont								
S Taggart								
A Hall								
E Laws								
A Liddle								

Annex A

Version No.	Change History	Guidance reference (if any)	Date
1	Created		01.09.2016