

**The Federation of the Church Schools  
of Shalfleet and Yarmouth**

**Achieving Together for a Brighter Future**

**KEYHOLDER  
A STATEMENT OF POLICY**

<b>Approved by</b>	<b>CB</b>
<b>Portfolio</b>	<b>Premises</b>
<b>Approved on</b>	<b>Autumn 22</b>
<b>Review date</b>	<b>Autumn 25</b>
<b>Review Cycle</b>	<b>3 Year</b>
<b>Policy Type</b>	<b>Non-Statutory</b>
<b>Ratified/FGM Date</b>	

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## Key Holder Policy

### A Key-holder:

- Must be a member of staff or an agreed contractor (i.e. WightSupport)
- Have provision of a 'mobile' phone
- Have full access to the school and fully understand how the intruder alarm operates
- Must understand the implications of any insurance requirements in respect to security

### Types of Key Holder

Senior members of staff, including the School Business Manager and caretaking staff are Permanent Key Holders.

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

### Key Holding Procedure

Each Key Holder will have his or her name recorded in the Key Holders' Log. Each entry in the Log will be witnessed by the Head teacher, School Leader or Business Manager and signed and dated.

The Key Holder is responsible for ensuring the key is kept safe and will be held responsible if the key is lost.

### Key Pad arrangements

At Shalfleet and Yarmouth School, keypads are used as increased security measures to areas of the school.

Key pad codes are changed regularly as an increased security measure.

Keyholders' will be given the access code to enter the main school building.

### 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, School Leader or Business Manager who will assess the security risk implications of such loss. Together with the Premises Portfolio Holder of the Governing Body, the Headteacher will determine what steps need to be taken to maintain the security of the school.

In the event of a security incident the Headteacher and Premises Portfolio Holder will launch an internal inquiry with which all key holders are expected to co-operate.

Key Holder Log

<i>Name and Key Number</i>	Date given and signed:	Date returned and signed: