



Watchorn School Key Holder Policy

Watchorn Christian School has created this key holder policy to maintain the security of the premises and safety of the children. It is also intended to help protect staff members and safeguard confidential information held on the premises or electronically.

Each Key Holder will have a current DBS and his or her name and the start date for the key holding recorded in this policy

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
- * In the event of a security incident the Head Teacher and governors 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.

Reviewed 10/01/2021

