

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 01/09/2023

**All key holders to read and sign**

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

* Keys that have been issued to me will be kept in my possession **at all times** and not lent or shared with other people
* I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
* I understand that it is my responsibility to inform the Head Teacher immediately should any theft, loss, damage or misuse occur with regard to the keys
* I understand that I must return ALL keys in my possession immediately at the request of the Head Teacher or at such time as I leave my current position.

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| Name | Issue Date | Signature | Witnessed by | Returned Date |
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**This policy was reviewed by the schools Governing Body on 01/10/2023 and will be reviewed every other year.**