

St Christopher's CE Primary School



Keyholding Policy and Guidelines

POLICY TYPE	NON-STATUTORY
OWNER	RESOURCES
APPROVING COMMITTEE	RESOURCES
REVIEW EVERY	7 YEARS
APPROVED BY	
POSITION	
DATE	30 th April 2014

VISION STATEMENT

'Our vision is for every child to reach their full potential within a stimulating, healthy and safe environment.

We will ensure that every child has the skills to grow into a confident and happy adult through the guidance of Our Lord, Jesus Christ.'

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

INTRODUCTION

The establishment of a safe environment for both children and staff is the shared responsibility of the School leadership and its staff. School staff 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 unfettered 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 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 may 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 immediately. A lost key may require one or more doors to be rekeyed. This process may cost a substantial amount of money.
- Key holders agree to refrain from compromising the security of the campus or a building. Key holders are required to report to the Headteacher any doors that are unsecured or in violation of the school's policies.

- Employees must return to the Headteacher immediately upon request all keys assigned to them or that are in their possession or control in the event of termination of employment or resignation.

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

Key Number(s): _____.

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

Signature: _____

Date: _____

