

Paxcroft Primary School

Keyholder Policy

Reviewed: October 2024

Next date of review: October 2025



Keyholder Policy

Paxcroft Primary School understands that it is important to maintain a high level of security at the school and, as such, access to the school's buildings and grounds is limited to a certain number of authorised staff who are identified key holders.

The aim of this policy is to define who may hold keys and on what terms as well as ensuring that all staff at the school are aware of the authorised key holders, and to provide clear guidelines of practice for the school's key holders.

Keyholders

The Headteacher, Deputy Headteacher, School Business Manager, Site Manager and Head Cleaner are designated responsible people and permanent keyholders. Permanent keyholders will carry their keys on their person at all times whilst on site and are also entrusted with the code to disarm the intruder alarm. Other people may become key holders at the sole discretion of the Headteacher and then only in accordance with this policy (e.g. long-term school hall hires, temporary issuance to staff).

Keys

Key security is the responsibility of the keyholder. Whilst on the school premises, keyholders will carry their keys on their person or store them in a secure location where this is not possible or appropriate. Keys are never lent or given to other people without prior consent from the Headteacher. Copying of keys is prohibited unless permission is given by the Headteacher.

All spare keys are stored securely in the safe in the School Business Manager's office.

Register of Keyholders

Paxcroft Primary School maintains an up-to-date register (the "Register" - Appendix A) of all current keyholders, and all persons that have been a key holder since the last audit of the register. The Register is kept permanently on site in the School Business Manager's office.

The School Business Manager will audit the register of key holders annually to verify that: -

- The register of key holders is up-to-date and accurate
- The number of unissued keys matches the quantity of keys in the key box
- Key holders are not working on weekends and holidays without authorisation

At the start of each academic year, the School Business Manager ensures that all key holders sign and date a new Keyholder Agreement (Appendix B) and will update the Register to confirm that they are still in possession of their key.

Lone Working

All Keyholders must adhere to the most up-to-date Lone Working Policy and obtain permission from their Line Manager to work alone in the building outside of normal school hours.

Issuing Keys

The School Business Manager only issues keys to individuals who the Headteacher has authorised to be keyholders. When a key is issued, the Register is updated with: -

- The full name of the key holder
- The date of issue of the key
- The key holder's signature confirming that they have received the key and agree to abide by this policy

The member of staff will also be asked to read and sign a Keyholders Agreement to acknowledge their responsibilities as a keyholder.

Newly appointed keyholders will also be provided with the code to disarm the intruder alarm.

In the event that a key is lost, the keyholder immediately reports the loss to the Headteacher or School Business Manager, who updates the Register to record the loss of the key, and the date that the loss was reported. The Headteacher assesses the security risk implications of the loss, and determines what steps need to be taken to maintain the security of the school. Replacement keys are issued at the sole discretion on the Headteacher, and then only in accordance with this policy. Lost keys that are subsequently found, are returned to the School Business Manager, who updates the Register to record the find, and returns the key to the safe.

Returning Keys

Prior to a keyholder leaving the school, the School Business Manager: -

- Ensures that the keyholder returns the key
- Updates the Register with the date that the keyholder returned the key
- Returns the key to the safe

If a person is no longer required to be a keyholder, they return their key to the School Business Manager who: -

- Updates the Register with the date that the key is returned by the member of staff
- Returns the key to the safe

Occasional Keyholders

Should a situation arise where it is appropriate for keys be issued to non-members of staff (e.g. contractors working out of hours, school hall hires), then the School Business Manager will issue keys and update the Key Log, kept in the School Office, with: -

- The full name of the key holder
- The date of issue of the key
- The key holder's signature confirming that they have received the key and agree to abide by this policy

The keyholder will also be asked to read and sign an Occasional Keyholder Agreement (Appendix C) to acknowledge their responsibilities as a keyholder.

Keys are to be left in the external key safe at the end of each day and not removed from site.

Emergency Call Out

In the case of an emergency outside school hours, the Site Manager is the first point of contact. When the school is closed during holiday periods, a list of keyholders available for contact is provided to any approved visitors scheduled to visit the site.

Security Incidents

In the event of a security incident, the Headteacher and Governors will launch an internal inquiry with which all keyholders are expected to co-operate.

Keyholder Agreement

This record certifies that I, _____ have been authorised by the Headteacher to be a keyholder for Paxcroft Primary School.

I understand the responsibilities of my role as a keyholder and hereby agree to the following statements: -

- Keys that have been issued to me will be kept in my possession at all times
- 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 Headteacher and the School Business Manager immediately should any theft, loss, damage or misuse occur with regard to the keys entrusted to me
- I will not lend or give the keys to any other member of staff without permission from the Headteacher
- I understand that I must return ALL keys in my possession immediately at the request of either the Headteacher or School Business Manager
- Should any serious security-related incident occur as a result of misuse of keys that have been given to me, this will result in an internal inquiry by the Headteacher and the Governors

Signed:.....

Date:.....

Occasional Keyholder Agreement

This record certifies that I, _____, from, _____ have been authorised by the Headteacher to be a keyholder for Paxcroft Primary School.

I understand the responsibilities of my role as a keyholder and hereby agree to the following statements: -

- Keys that have been issued to me will be kept in my possession at all times
- I will ensure that keys are left in the external key safe at the end of each day and not removed from site
- I understand that it is my responsibility to inform the School immediately should any theft, loss, damage or misuse occur with regard to the keys entrusted to me
- I will not lend or give the keys to any other person
- I understand that I must return ALL keys in my possession immediately at the request of either the Headteacher or School Business Manager
- Should any serious security-related incident occur as a result of misuse of keys that have been given to me, this will result in an formal investigation between the school and me and my employer where appropriate

Signed:.....

Date:.....