



Key Holder Policy

Signed by headteacher: *A Hughes*

Signed by Chair of Governors: *David Bradley*

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Key Holder Policy

AI Generated Summary

Purpose: The school maintains strict control over access to its buildings and grounds. Only authorised staff designated as key holders may access the premises. This policy ensures staff understand who key holders are and outlines responsibilities, including alarm operation.

Legal Framework: The policy follows relevant legislation (e.g., Education Act 1996, Health and Safety at Work Act 1974) and DfE guidance on school security. It complements related school policies such as Health & Safety, Premises Management, Lone Working, and CCTV policies.

Roles and Responsibilities:

- Headteacher: Maintains key records, issues keys, manages deposits, designates key holders, and ensures compliance.
- Key Holders: Responsible for the keys issued, reporting loss, following procedures, and returning keys when no longer needed.
- Site Manager: Provides training to key holders and liaises on security matters.

Designation of Key Holders:

- At least four key holders are designated based on role, proximity, experience, and need for access.
- All key holders sign the Key Holder Log Book to acknowledge responsibility.
- Temporary key holders may be authorised at the headteacher's discretion with similar responsibilities and recorded in the log.

Security:

- Spare keys are securely stored in a locked cabinet and identified with a chain.
- Key holders cannot copy keys, lend them, or change locks. Breaches may result in replacement costs and disciplinary action.
- Lost keys must be reported immediately; the headteacher will assess security risks and act accordingly.
- Key holders must have a mobile phone when on-site for emergencies.

Alarms:

- Key holders with out-of-hours access are provided with alarm codes.
- Alarm procedures include checking surroundings, having necessary equipment, and following proper code use.
- The primary key holder (Site Manager) attends all alarm activations; secondary key holders are contacted if unavailable.
- In emergencies, key holders follow the Lone Working Policy and contact the police if needed.

Monitoring and Review:

- The headteacher reviews the policy annually or after security incidents.
- Changes may be made to key holder designations or procedures.
- All key holders must familiarise themselves with the policy when appointed.

Appendix – Key Holder Log Book: Records include name, key number, start/end date, deposit paid, and signatures for issuing and returning keys.

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- a) Key Holder Log Book

Statement of intent

Bitterne Manor 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. This policy is designed to ensure that all staff at the school

are aware of the authorised key holders, and to provide clear guidelines of practice for the key holders, including on the operation of alarm systems.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

This policy has due regard to the following statutory and good practice guidance:

- DfE 'Controlling access to school premises'
- DfE 'School and college security'
- DfE 'Site security guidance'
- DfE 'Good estate management for schools'

This policy operates in conjunction with the following school policies and documents:

- Premises Management Policy
- Health and Safety Policy
- Invacuation, Lockdown and Evacuation Policy
- Child Protection and Safeguarding Policy
- Security Risk Assessment
- Surveillance and CCTV Policy
- Lettings Policy
- Lone Working Policy
- School Security Policy
- Staff Code of Conduct

2. Roles and responsibilities

The headteacher is responsible for:

- Maintaining a key deposit record.
- Storing all keys, including spare keys, securely.
- Overseeing the process for deposits.
- Providing key holders with a receipt for their key deposit.
- Providing new, duplicate or replacement keys as and when necessary.
- Ensuring that only appropriate and suitable individuals are designated as key holders, and that any risks are managed.
- Ensuring that the procedures in this policy are adhered to at all times.
- Maintaining and utilising a Key Holder Log Book.

Key holders are responsible for:

- Adhering to the procedures outlined in this policy.
- Maintaining responsibility for the keys issued to them.
- Reporting loss or theft of keys to the headteacher.
- Returning keys to the headteacher when they are no longer needed.

The site manager is responsible for:

- Providing training to key holders on the correct security procedures for the school premises, and how to respond to any incidents.
- Liaising with designated key holders and the headteacher where necessary.

3. Designating key holders

The headteacher will designate key holders, with consideration given to their role, their need to access the site, proximity to the school and their suitability and experience. At least four key holders will be designated. The headteacher will issue all keys to authorised individuals and will keep a record of this using the Key Holder Log Book.

The key holder will sign the Key Holder Log Book to agree that they are responsible for the key in their possession.

The key holder will be made aware of what is expected of them, including attending the school outside of school hours, in line with their specific responsibilities as stipulated in their contract.

The site manager will provide training to key holders on the correct procedures for opening and closing the premises, setting and resetting the security system, and how to respond to any incidents.

Temporary key holders may be identified at the discretion of the headteacher and will adhere to the guidelines outlined in this policy.

4. Security

All spare keys are stored in a locked cabinet in the school office. All spare keys have a chain attached containing their identification number and key holders maintain full responsibility for any key in their possession.

The headteacher will review the needs of each authorised person annually to ensure that the key holder still needs access to the key. If access is no longer needed, the headteacher may decide to recall the key.

Key holders will ensure that they organise appropriate cover at least 24 hours in advance by contacting the headteacher if they cannot attend the school for any reason to fulfil their responsibilities.

Key holders will not copy a key or lend the key to any other individual. Key holders will not change any locks in the school.

Any key holder who is found to have lent a key to another individual, copied a key, or changed any locks within the school, may be subject to a charge to replace keys or to cover the cost of changing locks and may face disciplinary action in line with the Staff Code of Conduct.

Key holders will report any lost keys to the headteacher immediately, who will then assess the level of security risk and respond accordingly, e.g. by changing locks. Key holders may be subject to a charge to cover the full cost of the replacement of a key following loss or theft; the headteacher will determine what is appropriate given the circumstances.

All key holders will have a mobile phone in their possession when attending the school premises to allow them to contact the security alarm company, other key holders, and emergency services as appropriate.

5. Temporary key holders

At the discretion of the headteacher, it may be decided that a temporary key holder is necessary to maintain the security of the school, such as a member of staff other than those identified in this policy.

The headteacher will assess the risk of the individual to ensure they are responsible enough to undertake a key holder role before providing them with authorised use of the key.

The headteacher will record the name of the temporary key holder, as well as the start and end date of their authorisation, in the Key Holder Log Book.

The temporary key holder will sign the entry in the Key Holder Log Book, recognising responsibility for the key in their possession.

The temporary key holder is required to return the key to the headteacher by the specified termination date of their authorised use, and will sign the Key Holder Log Book to indicate this has been returned.

6. Alarms

The headteacher will provide key holders who need out-of-hours access to the school premises with the codes to the alarms installed within the school.

The headteacher will keep a record of all named employees who have access to the alarms and are aware of the codes. Key holders will be instructed not to pass on this information to any other individual - breaches of this will be handled in line with the Staff Code of Conduct.

Key holders will adhere to the following process when setting the alarm:

- Ascertain that there is nothing in close proximity which is likely to activate the system or block the effectiveness of the system
- Check that they have all necessary equipment to re-enter the premises and re-set the alarm if required, e.g. keys, security ID pass, etc.
- Ensure that they are able to set the alarm correctly and use the appropriate codes; if they are unable to do so, they will contact the site manager, alarm company, or another key holder, for advice and instructions
- Remain on the premises if there is a problem setting the alarms until the problem has been rectified.

David Puckett, Site Manager will be the primary key holder in the case of an emergency and will attend the school out-of-hours when the alarm system is activated as soon as possible. In the event of a false alarm, they will follow the school's abort procedures and re-set all relevant alarms. In the event of a serious alarm, such as a trespasser, they will act in accordance with the school's Lone Working Policy and are required to contact the police immediately and to not place themselves in danger.

If the primary key holder is unavailable, either, or both, of the secondary key holders will be contacted to attend the premises.

7. Monitoring and review

The headteacher will review this policy annually, or in response to a relevant security incident, and make any changes necessary.

The headteacher will also amend this policy as required, particularly concerning changes to the named key holders or due to a breach of the policy.

All key holders are required to familiarise themselves with this policy upon their appointment.

