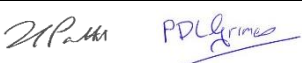


Ysgol Maesydderwen



School Keyholder Policy

Type: Local Authority

Reviewed / Adopted On	Signed	Next Review
10/12/19	 Two handwritten signatures in blue ink. The first signature is illegible, and the second is "PDL Grimes".	Autumn Term 2021

**GWASANAETH YSGOLION /
SCHOOLS SERVICE**

SCHOOL KEY HOLDER POLICY

**Version 1
April 2015**

Key Holders

Nominated people with keys who are responsible for the security and access to the school and who can be contacted in the event of an emergency.

Types of Key Holders

Members of the Senior Leadership Team and the Caretaker/Cleaner in Charge (if s/he is responsible for opening/closing the school) are *Permanent Key Holders*.

Other people may become *Temporary Key Holders* at the sole discretion of the Headteacher and then only in accordance with this policy.

Under no circumstances should a member of the Governing Body, unless s/he is a member of staff, be a Key Holder for the school.

Temporary Key Holding Procedure

Each *Temporary Key Holder* will have his or her name and the start and end dates for the key holding recorded in the Key Holders Log Book. Each entry in the Log Book will be witnessed by the Headteacher and signed and dated by the *Temporary Key Holder*.

The *Temporary Key Holder* is responsible for ensuring the key is returned to the Headteacher by the due date. The *Temporary Key Holder's* responsibility will end with the witness signature in the Log Book.

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 Headteacher who will assess the security risk implications of such loss. Together with the Chair of Governors, the Headteacher will determine what steps need to be taken to maintain the security of the school. This may include replacement of the lost key or a complete change to the relevant lock(s).
- In the event of a breach of security, the Headteacher and Governing Body will launch an internal inquiry with which **all** Key Holders are expected to co-operate.

Emergency Call Out Procedures

The Headteacher and Governing Body will agree which of the *Permanent Key Holders* is responsible for responding to emergency call outs during the night, weekends and holiday periods

NB

Any key holders attending an emergency call out must do so in accordance with the Corporate Out of Hours Calls to Premises Procedure