



**Comper Nursery School**

## **Key Holder Policy**

**2023 – 2026**

Updated:	January 2024	
To be reviewed:	January 2026	
Headteacher Name:	Catherine King	Date: January 2024
Headteacher Signed	<i>Catherine King</i>	Date: January 2024
CoG Name:		Date:
CoG Signed		Date:

## INTRODUCTION

Comper Nursery 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.

We have created this policy to ensure 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.

## AIM

The aim of this policy is to define who may hold keys and on what terms.

## KEY HOLDERS

The Headteacher and the School Business Manager are permanent key holders. Other people may become key holders at the sole discretion of the Headteacher and then only in accordance with this policy.

## KEYS

- All spare keys are kept in safe in the office.
- Key security is the responsibility of the Key Holder.
- Whilst on the school premises, key holders will carry keys on their person or store them in a secure location.
- 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.

## REGISTER OF KEY HOLDERS

- Comper Nursery maintains an up-to-date register of all current key holders, 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 office. The Headteacher and 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 safe;
  - 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 Key Holder Agreement and will update the register to confirm that they are still in possession of their key.

## LONE WORKING

- All Key Holders must adhere to the most up to date Lone Working Policy and obtain permission from the Headteacher 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 key holders.
- 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 Key Holders Agreement to acknowledge their responsibilities as a key holder.
  - In the event that a key is lost, the key holder 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 key holder leaving the school, the School Business Manager:
  - Ensures that the key holder returns the key;
  - Updates the Register with the date that the key holder returned the key;
  - Returns the key to the safe.

If a person no longer wishes be a key holder, he or she returns their key to the School Business Manager who:

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

## EMERGENCY CALL OUT

In the case of an emergency outside school hours, the Headteacher is the first point of contact. When the school is closed during the summer vacation, a list of key holders available for contact is made available to the Local Authority.

## SECURITY INCIDENT

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