



Emmanuel Christian School Key Holder Policy

Emmanuel Christian School Leicester has created this key holder policy to maintain the security of the premises and safety of the children. It is also intended to help protect staff members and safeguard confidential information held on the premises or electronically.

Each Key Holder will have a current DBS and his or her name and the start date for the key holding recorded in this policy

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

Monitoring and review

This policy will be monitored by the governing body.

Reviewed 01/09/2024

All key holders to read and sign

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession **at all times** and not lent or shared with other people
- 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 immediately should any theft, loss, damage or misuse occur with regard to the keys
- I understand that I must return ALL keys in my possession immediately at the request of the Head Teacher or at such time as I leave my current position.

Name	Issue Date	Signature	Witnessed by	Returned Date
Andy Harris	March 2024		Donna Allen	
Sarah Seeds	March 2024		Andy Harris	
George Sutton	March 2024		Donna Allen	
Louise Hallam	March 2024		Donna Allen	
Caroline Vickers	March 2024		Donna Allen	

Susan Anderson	March 2024		Donna Allen	
Esther Adeyemi	March 2024		Donna Allen	
Gujinder Bassi	March 2024		Donna Allen	
Peter Bull	March 2024		Donna Allen	
Ruth Campbell	March 2024		Donna Allen	
Rosalind Krzak	March 2024		Donna Allen	
Pik Yee Sze	March 2024		Donna Allen	
Hilary Whitesman	March 2024		Donna Allen	
Libby Harris	March 2024		Donna Allen	
Donna Allen	March 2024		Andy Harris	
Ruth Allen	March 2024		Donna Allen	
Joanna Harrison	March 2024		Donna Allen	

This policy was reviewed by the schools Governing Body on 01/10/2024 and will be reviewed every other year.