



Villa Real School
together we achieve

Key Holding Policy

2023

Responsibility: Jill Bowe

Date: February 2023

Signed and Adopted by the Governing Body:

Chair of Governors

Date: 06.02.2023

Date to be reviewed: February 2025

INTRODUCTION

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

TYPES OF KEY HOLDER

- The Headteacher/Deputy Headteacher/Health and Safety Manager/School Business Manager/Caretaker 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

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 (see Appendix 1). 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 (This will be recorded on the Asset Management Plan). The Temporary Key Holder's responsibility will end with a witness's 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 Finance Committee of the Governing Body, the Headteacher will determine what steps need to be taken to maintain the security of the School
- In the event of a security incident the Headteacher and Finance Committee will launch an internal inquiry with which all key holders are expected to co-operate

MONITORING AND REVIEW

- This policy will be monitored by the Governing Body
- The policy will be regularly reviewed

**Appendix 1
Key Holder Log Book**

Name	Key No.	Start date	End date	Signed Out	Signed In
				Headteacher	Headteacher
				Key holder	Key holder
				Headteacher	Headteacher
				Key holder	Key holder
				Headteacher	Headteacher
				Key holder	Key holder
				Headteacher	Headteacher
				Key holder	Key holder
				Headteacher	Headteacher
				Key holder	Key holder
				Headteacher	Headteacher
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				Key holder	Key holder