



Wensleydale School Key Holder Policy 2025-26

Document Control

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B. Document Details

Organisation:	WENSLEYDALE SCHOOL
Current Document Reviewed and Approved By:	Julia Polley
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C. Document Revision and Approval History

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WENSLEYDALE SCHOOL

Key Holder Policy

Purpose

WENSLEYDALE SCHOOL has created this key holder policy in order to maintain the security of the WENSLEYDALE SCHOOL premises, contents and grounds. It is also intended to help protect staff members and users of the service and safeguard confidential information held about them, both manually on the premises, or electronically, but accessed through WENSLEYDALE SCHOOL IT systems.

Policy

It is the policy of WENSLEYDALE SCHOOL to only issue keys for The WENSLEYDALE SCHOOL premises, certain internal rooms / storage facilities, and grounds to staff members on a “required-for-role” basis. This ensures that the absolute minimum number of persons have the means to access the WENSLEYDALE SCHOOL premises at any time of day or night, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access.

All keys to the WENSLEYDALE SCHOOL, internal rooms, storage facilities and grounds are the type that can only be duplicated by approved locksmiths and by use of a code received at the point of purchase.

WENSLEYDALE SCHOOL will identify staff members as eligible to be permanent key holders. Each identified person must each complete a **Permanent Key Holder Agreement Form** (see page 3) which registers them as a key holder and also highlights their responsibilities within this function.

WENSLEYDALE SCHOOL also recognises that provision must be made for staff leave, illness and operational reasons so that access is always possible 24 hours a day, 365 days a year.

With this in mind, the WENSLEYDALE SCHOOL will identify, in advance, certain members of staff who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a **Temporary Key Holder Agreement Form** (see page 4) at the time they are given the keys. The keys will be signed back to the Services Manager at the end of the temporary period.



The Officer Manager is responsible for keeping a master record **Key Holder Register** (see pages 5 and 6) of all keys held and by whom. Both permanent and temporary key holders are noted on this register.

The purpose of this register is to enable excellent operational administration and to provide a clear audit trail in the event of any security issues that may arise.

WENSLEYDALE SCHOOL



Permanent Key Holder Agreement Form

This record certifies that I, ***Insert Name & Position of Person*** have been nominated by WENSLEYDALE SCHOOL to be a permanent key holder for THE WENSLEYDALE SCHOOL site

.....

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 shared with any other staff members at WENSLEYDALE SCHOOL.

I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden

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 WENSLEYDALE SCHOOL Services Manager immediately should any theft, loss, damage or misuse occur with regard to the keys I will not transfer keys to any member of another healthcare team

I understand that I must return ALL keys in my possession immediately at the request of either the Services Manager or Operations Manager.

Should any serious security-related incident occur as a result of misuse of keys that have been given to me this will be escalated to ***Insert PCT Name*** for appropriate investigation

Signed:.....

Date:.....



WENSLEYDALE SCHOOL
Temporary Key Holder Agreement Form

This record certifies that I, **Linda XXXX** have been nominated by WENSLEYDALE SCHOOL to be a temporary key holder for site School Gym and Changing rooms

I understand that the keys issued to me are intended to be held by me on a temporary basis from 7 December 2022 until xxxxxx

I understand the responsibilities of my role as a temporary 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 shared with anyone else.

I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden

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 Office Manager immediately should any theft, loss, damage or misuse occur with regard to the keys I will not transfer keys to any member of another team

I understand that I must return ALL keys in my possession at the end of the temporary period, or immediately at the request of either the Office Manager or Headteacher

Should any serious security-related incident occur as a result of misuse of keys that have been given to me this will be escalated to the Police for appropriate investigation

Signed:..... **Date:**.....

THE WENSLEYDALE SCHOOL



Permanent Key Holder Register

Name	Keys Held	Reason	Signed agreement Y/N	Date key issued	Time	Date key returned	Time
Julia Polley	TSR 603	SLT					
Charles Barnett		SLT					
Richard Lundie		SLT					
Kerry Gilbey		Admin					
Joshua Hadfield		CCF/Music					
Shaun Martin		Site					
Dani Harker		Site					
Rachel Smith		SLT					



WENSLEYDALE SCHOOL
Temporary Key Holder Register

Name	Keys Held	Reason	Signed agreement Y/N	Date key issued	Time	Date key returned	Time