



## The Wensleydale School Key Holder Policy 2022-23

### Document Control

#### A. Confidentiality Notice

This document and the information contained therein is the property of THE WENSLEYDALE SCHOOL.

This document contains information that is privileged, confidential or otherwise protected from disclosure. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent in writing from THE WENSLEYDALE SCHOOL.

#### B. Document Details

Organisation:	THE WENSLEYDALE SCHOOL
Current Document Reviewed and Approved By:	Julia Polley
Date Approved:	06/12/2022

#### C. Document Revision and Approval History

Version	Date	Version Created By:	Version Approved By:	Comments
1.1	06/12/2022	JPO	JPO	
1.2	17/07/2023	JPO	JPO	
1.3	11/07/2024	JPO	JPO	



## THE WENSLEYDALE SCHOOL Key Holder Policy

### Purpose

THE WENSLEYDALE SCHOOL has created this key holder policy in order to maintain the security of the 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 THE WENSLEYDALE SCHOOL IT systems.

### Policy

It is the policy of THE WENSLEYDALE SCHOOL to only issue keys for The 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 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 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.

The THE 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.

THE 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 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.



## THE WENSLEYDALE SCHOOL

### Permanent Key Holder Agreement Form

This record certifies that I, \*\*\*Insert Name & Position of Person\*\*\* have been nominated by THE 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 THE 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 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:**.....



## THE WENSLEYDALE SCHOOL Temporary Key Holder Agreement Form

This record certifies that I, **Linda XXXX** have been nominated by THE 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

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



**THE WENSLEYDALE SCHOOL**  
**Temporary Key Holder Register**

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