

Therefore, encourage one another and build each other up, just as in fact you are doing”

1 Thessalonians 5:11

Thatcham Park C.E. Primary & Nursery School,

Keyholder Policy

Our Christian values underpin our ethos; every child is valued and encouraged to achieve their full potential. Every member of our school community is encouraged to respect and value each other. We want our children to learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.



Purpose

This key holder policy is in place to maintain the security of the premises, contents and grounds of Thatcham Park CE Primary School. It is also intended to help protect staff members and pupils of the school and safeguard confidential information held about them, both manually on the premises, or electronically.

Policy

It is the school policy to only issue permanent keys for school premises and grounds to designated senior staff members, Site Controller, Cover Caretaker, St Barnabas church. This ensures that the absolute minimum number of persons have the means to access the school at any time of day or night, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access.

Each identified person must each complete a **Key Holder Agreement Form** (see page 3) which registers him/her as a key holder and also highlights his/her responsibilities within this function.

During the school day keys for certain internal rooms may be issued on a “required-for-role” basis (e.g. boiler room, cleaning cupboard, PE shed).

The Headteacher/Governors may on occasion identify certain members of staff or regular trusted contractors who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a **Key Holder Agreement Form** (see page 3) at the time they are given the keys. The keys will be signed back to the SBM or Headteacher at the end of the temporary period.

Status	Version	Last review:	Next review:
Approved	2026	September 2026	October 2028

The SBM is responsible for keeping a master record **Key Holder Register** (see pages 4 and 5) of all keys held and by whom. Both permanent and temporary key holders are noted on this register, which will be monitored regularly by the Headteacher.

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

Conditions

Key holders will be required to agree to the following conditions;

- Only authorised persons are allowed to be in possession of a key/set of keys. Authorised persons are only those who have completed an Agreement Form on the direction of the Headteacher.
- No person is permitted to give their keys/set of keys to an unauthorised person. Any unauthorised person found in possession of keys will have them confiscated, and any person found to have provided the keys to the unauthorised person may be disciplined.
- Unauthorised duplication of a key/set of keys is strictly prohibited. No person may duplicate a key/set of keys, without written permission from the Headteacher.
- Lost or stolen keys must be reported to the Headteacher immediately. A lost key may require replacement locks, which will cause a substantial cost to the school. The school may seek to recoup the costs if the loss was due to negligence on the part of the key holder.
- Key holders agree to refrain from compromising the security of the school building and premises while in possession of the keys, and will immediately report to the SBM/Headteacher any
- Employees must return any keys to the Headteacher immediately upon request. This will include upon termination of employment or resignation at Thatcham Park School.
- Violation of these requirements may result in keys being confiscated and/or termination of employment or contract.

Status	Version	Last review:	Next review:
Approved	2026	September 2026	October 2028

Thatcham Park Primary Schools
Key Holder Agreement Form

This record certifies that I, _____ (insert full name) have been nominated by the Thatcham Park School Governing Board to be a key holder.

The types and number of keys held by me are listed on the Key Holder Register which is kept by the SBM and regularly monitored by the Headteacher.

I understand the responsibilities of my role as a key holder, have read the Key Holder Policy 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.
- 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 Headteacher or SBM immediately should any theft, loss, damage or misuse occur with regard to the keys. I understand that I may be charged for replacement keys.
- I understand that I must return ALL keys in my possession immediately at the request of the Headteacher.
- **Under no circumstances should a copy of school keys be made by key holders.**

Signature:.....

Printed Name:.....

Date:.....

Office Use

Key Set Number Issued:		Date of Key Issue:		Purpose of Key Issue:	
Temporary or Permanent:		Date Return of Keys Due:			

Status	Version	Last review:	Next review:
Approved	2026	September 2026	October 2028

Thatcham Park Primary Schools
Permanent Key Holder Register

Name & Position	Keys Held	Reason	Signed Agreement (Y/N)	Date Keys Issued	Date Keys Returned

Status	Version	Last review:	Next review:
Approved	2026	September 2026	October 2028

Thatcham Park Primary Schools
Temporary Key Holder Register

Name	Keys Held	Reason	Signed Agreement (Y/N)	Date Keys Issued	Date Keys Returned

Status	Version	Last review:	Next review:
Approved	2026	September 2026	October 2028