

Tividale Hall Primary School



Key Holder Policy

November 2025

Contents

Statement of intent 1. Roles and responsibilities 2. Name of key holders 3. General principles 4. Procedures for temporary key holders 5. Alarms 6. Deposit charges 7. Monitoring and review

1. Roles and responsibilities

1.1. The Site Manager is responsible for:

- Maintaining a key deposit record.

- Storing all keys, including spare keys, securely.
- Providing new, duplicate or replacement keys as and when necessary.
- Ensuring that individuals are appropriate for the key holder role and that any risks are managed.
- Ensuring that the procedures in this policy are adhered to at all times.

1.2. The key holder is responsible for:

- Adhering to the procedures outlined in this policy.
- Paying the deposit for the key, in full and without delay.
- Maintaining responsibility for the keys issued to them.
- Reporting loss or theft of keys to the headteacher.
- Returning all keys to the headteacher when they are no longer needed.

2. Name of key holders

2.1. At Tividale Hall School, there are three authorised key holders:

- **Mrs G Pugliese - Headteacher**
- **Mr M Antrobus – Site Manager**
- **Miss E Mee – Deputy Headteacher**
- **Miss L Campbell – Business Manager**

2.2. Temporary key holders may be identified at the discretion of the headteacher, and will adhere to the guidelines outlined in section 4 of this policy.

3. General principles

3.1. The Site Manager will issue all keys to authorised individuals and will keep a record.

3.2. Key holders maintain full responsibility for any key in their possession.

3.3. The headteacher will ensure that all individuals who are authorised to be key holders are responsible to do so.

3.4. The headteacher will keep a copy of each key in the locked cabinet in the her office – this is the only copy that is permitted.

3.5. The headteacher will review the needs of each authorised person annually to ensure that the key holder still needs access to the key. If access is no longer needed, the headteacher may decide to recall the key. 3.6. Key holders will not

copy a key or lend the key to any other individual, including staff members who are not authorised and pupils.

3.7. Key holders will not change any locks in the school.

3.8. Key holders will report any lost keys to the headteacher immediately, who will then assess the level of security risk and respond accordingly, e.g. by changing locks.

3.9. Key holders may be subject to a charge to cover the full cost of the replacement of a key following loss or theft.

4. Procedures for temporary key holders

4.1. At the discretion of the headteacher, it may be decided that a temporary key holder is necessary to maintain the security of the school, such as a member of staff other than those identified in this policy.

4.2. The headteacher will assess the risk of the individual to ensure they are responsible to undertake a key holder role before providing them with authorised use of the key.

4.3. The temporary key holder is required to return the key to the headteacher by the specified termination date of their authorised use.

4.4. If keys are not returned, or are damaged, stolen or lost, the temporary key holder may be subject to a charge to cover the full cost of replacement.

5. Alarms

5.1. Key holders who need out-of-hours access to the school premises will be provided with the codes to the alarms installed within the school. 5.2. The Site Manager will keep a record of all named employees who have access to the alarms and are aware of the codes.

5.3. Key holders are instructed not to pass on this information to any other individual, including other members of staff and pupils.

5.4. The Site Manager will be the primary key holder in the case of an emergency and will attend the school out-of-hours when the alarm system is activated.

5.5. All other key holders are required to be capable of attending the school promptly within 30 minutes if name of staff member is unavailable. 5.6. In the event of a false alarm, all key holders will have been previously informed of abort

procedures and alarm codes to re-set the alarm. 5.7. In the event of a serious alarm, such as a trespasser, key holders are instructed to act in accordance with the school's Lone Working Policy, and are required to contact the police immediately.

5.8. Key holders will adhere to the following process when setting the alarm:

1. The key holder will ascertain that there is nothing in close proximity which is likely to activate the system or block the effectiveness of the system
2. The key holder will check that they have all necessary equipment to reenter the premises and re-set the alarm if required, e.g. keys, security ID pass, etc.
3. The key holder will ensure that they are able to set the alarm correctly and use the appropriate codes; if they are unable to do so, they will contact the alarm company, or another key holder, for advice and instructions
4. If the alarm cannot be set, the key holder will remain on the premises until the problem has been rectified

5.9. Key holders will adhere to the following process in the event that the alarm is activated:

1. The primary key holder will be called directly by the alarm system, King Security.
2. If the primary key holder is unavailable, either, or both, of the secondary key holders will be contacted to attend the premises
3. The key holder(s) will attend the premises within 30 minutes
4. The key holder(s) will determine whether the alarm is false or whether it requires an emergency response
5. The premises will not be left unattended until any fault has been rectified

6. Monitoring and review

- 6.1. The headteacher will review this policy on an annual basis and make any changes necessary.
- 6.2. The headteacher will also amend this policy as required, particularly concerning changes to the named key holders or due to a breach of the policy.
- 6.3. All key holders are required to familiarise themselves with this policy upon their appointment.

Review date: November 2026