

THE **D**IOCESE OF **S**HEFFIELD **A**CADEMIES **T**RUST

KEY HOLDER, DOOR ENTRY & ALARM POLICY 2023-2024



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST

Approved by: DSAT Central Team

Last reviewed on: September 2023

Next review due by: September 2024

Statement of Intent

The Diocese of Sheffield Academies Trust understands that it is important to maintain a high level of security at our schools, and, as such, access to the school's buildings and grounds is limited to a certain number of authorised staff who are identified key holders. These staff may also have access to alarm codes, door entry codes and door entry fobs.

DSAT has created this policy in order to ensure that all staff at the school and the central office are aware of the authorised key holders, and to provide clear guidelines of practice for the school's key holders.

At the start of each academic year, the Headteacher will ensure that all key holders sign and date a new Key Holder Register (Appendix A) and will update the Register to confirm that they are still in possession of their key/fob/codes. All door entry codes and alarm codes must be changed at the start of each academic year, or if key staff have changed during the school year.

The school is not permitted to provide alarm codes, fobs or keys to anyone hiring the school building or grounds for an event or function. The DSAT Lettings policy includes provision for the caretaker to lock and unlock in these instances.

In exceptional circumstances e.g contractors on site, keys/fobs/codes will need to be signed out and back in once returned. Once the contractors have left site, alarm codes and door entry codes must be changed.

1. Roles and responsibilities

1.1. The headteacher is responsible for:

- Maintaining a key, fob, code record.
- Storing all keys and fobs, including spares, securely.
- Ensuring that all keys and fobs are collected from staff when they leave.
- Providing new, duplicate or replacement keys and fobs 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.
- Maintaining responsibility for the keys, fobs and codes issued to them.
- Reporting loss or theft of keys or fobs to the headteacher.
- Returning all keys and fobs to the headteacher when they are no longer needed.
- Informing to Head if the door entry or alarm codes have been compromised.

2. Name of key holders

2.1. The named staff below are the authorised key holders for the building:

- ??????, Head Teacher
- ?????, Deputy Head

- ??????, Caretaker
- 2.2. The named staff below hold the alarm codes for the building:
- ??????, Head Teacher
 - ?????, Deputy Head
 - ??????, Caretaker
- 2.3. The named staff below hold a door entry fob and/or entry code for the building:
- ??????, Head Teacher
 - ?????, Deputy Head
 - ??????, Caretaker
 - Can specify a group of staff here e.g. teachers
- 2.4. Temporary key holders/fob 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. All keys and fobs are to be stored in a locked cabinet or safe in the school office.
- 3.2. The headteacher will issue all keys/fobs/codes to authorised individuals and will keep a record of this using the Key Holder Register found in the appendix of this policy.
- 3.3. Key holders maintain full responsibility for any keys, codes and fobs in their possession as identified in the Key Holder Register.
- 3.4. The key holder will sign the Key Holder Register to agree that they are responsible for the key or fob in their possession.
- 3.5. The headteacher will ensure that all individuals who are authorised to be key/fob holders are responsible to do so.
- 3.6. The headteacher will keep a copy of each key/fob in the locked cabinet or safe in the school office.

- 3.7. The headteacher will review the needs of each authorised person annually to ensure that the key/fob holder still needs access. If access is no longer needed, the headteacher may decide to recall the key/fob.
- 3.8. Key holders will not copy a key or fob or lend the key/fob or code to any other individual, including staff members who are not authorised and pupils or parents.
- 3.9. Key holders will not change any locks in the school.
- 3.10. Any key holders, who are found to have loaned a key to another individual, copied a key, or changed any locks within the school, may be subject to a charge to replace keys or to cover the cost of changing locks.
- 3.11. Key holders will report any lost keys/fobs to the headteacher immediately, who will then assess the level of security risk and respond accordingly, e.g. by changing locks.
- 3.12. Key/fob holders may be subject to a charge to cover the full cost of the replacement of a key following loss or theft.
- 3.13. Any compromised entry codes or alarm codes must be reported to the headteacher immediately.

4. Procedures for temporary key/fob/code holders

- 4.1. At the discretion of the headteacher, it may be decided that a temporary key/fob or code 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/fob/code.
- 4.3. The headteacher will record their name, as well as the start and end date of their authorisation, in the Key Holder Register.
- 4.4. The temporary key holder will sign the entry in the Key Holder Register, recognising responsibility for the key in their possession.
- 4.5. The temporary key/fob/code holder is required to return these to the headteacher by the specified termination date of their authorised use, and will sign the Key Holder Log Book to indicate this has been returned.
- 4.6. If keys/fobs are not returned, or are damaged, stolen or lost, the temporary key/fob 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 by the headteacher.
- 5.2. The headteacher 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. A named individual (usually the caretaker) 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. 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 re-enter the premises and re-set the alarm if required, e.g. keys, door codes/fobs, 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

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.

7. Lone Working

All Key Holders must adhere to the most up to date Lone Working Policy and obtain permission from the Headteacher to work alone in the building outside of normal school hours.

