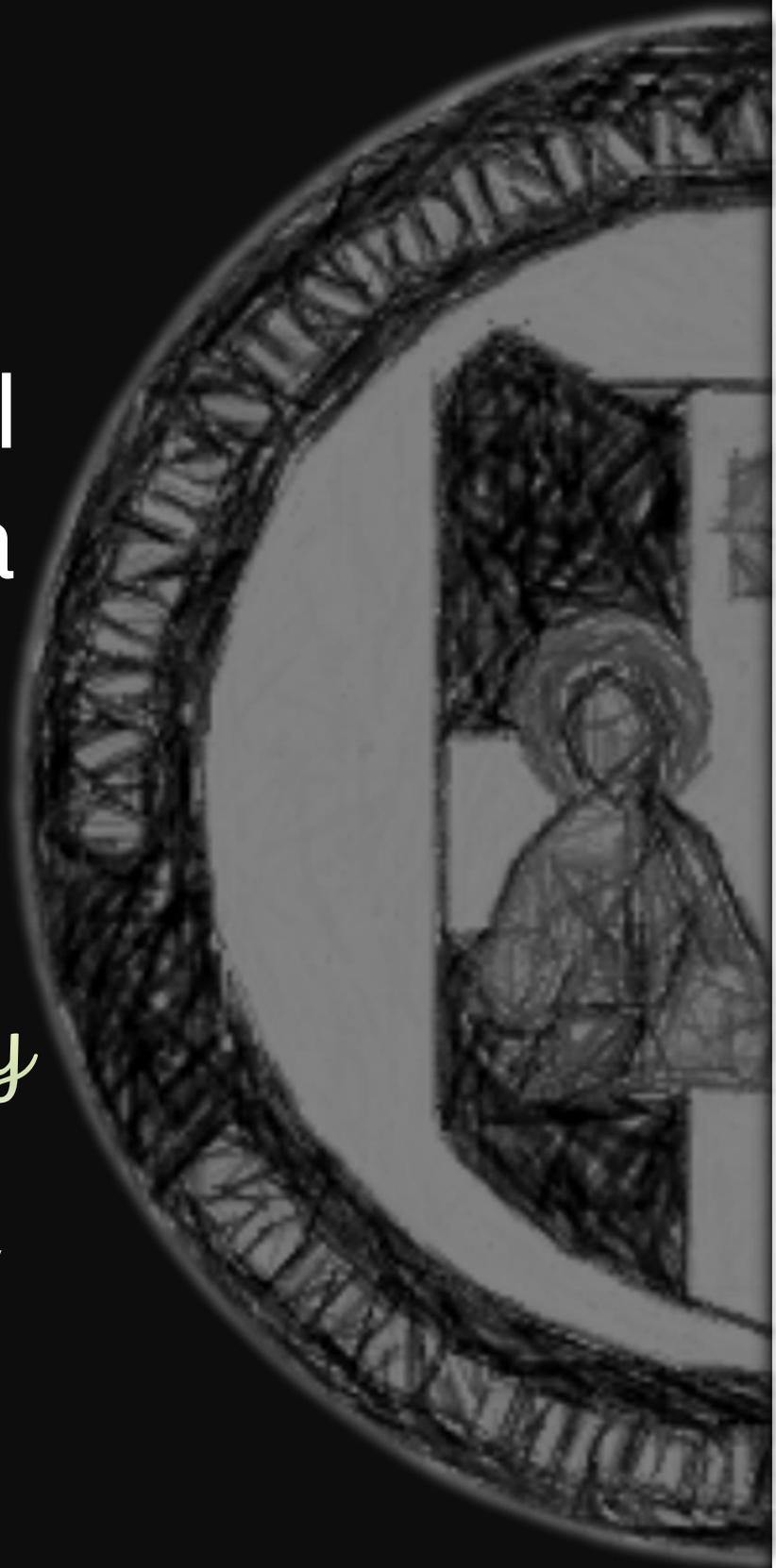


# Greek School *of* Ayia Triada Birmingham

## *Key Holder Policy*

*This document defines the term and sets out the principles, practices and procedures which Greek School of Ayia Triada will follow with regards to the people who hold school keys as well as their duties and responsibilities*



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## KEY HOLDERS POLICY

### A. Introduction: *Why this policy is introduced*

Status: while the policy itself is non-statutory there is legislation covering data protection which must be adhered to. Authorised key holders in our school will be fully complying with this policy.

Authorised key holders are entrusted with keys to the school to carry out the education objectives of the school. Because possession of a school key gives authorised persons unfettered access to the school grounds, to the students, and to sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times. For this reason, this policy aims at highlighting the principles and procedures followed for those people assigned key holder responsibilities

#### Important Terms:

- **Key Holder** – A **key holder** is the person to whom one or more **keys** are issued, or for which they are in possession. By possessing a **key**, the **key holder** must not compromise the security of any area/building.
- **Temporary Key Holder** is the person to whom one or more **keys** are issued **only for a temporary period** of time which it is stated on a document that this person is signing and in the absence of the main key holder of the school, or for which they are in possession. By possessing a **key**, the **key holder** must not compromise the security of any area/building.

#### Authorised People:

**Headteacher:** Stella Tryfonos Helen Metcalf

**Lead Teacher:** Panagiota Vasilaki [in the absence of the Headteacher- temporary]

**Chair of Management Board:** Katerina Jordanou

**Vice Chair of Management Board:** Chrisoulla Elia [in case of absence of Chair-temporary]

**Site Manager:** Fotoula Lytras

**School Secretary:** Anthodesmi Ntaliou [temporary]

**Contracted Key holder:** Ahmet Alrefai

#### Who must comply with this policy

This policy must be followed by anyone who is an authorised key holder:

- Only authorised persons are allowed to be in possession of a key to the school. Authorised persons are only those persons with documentation of authority to possess or control a key. Authorisation is specific to each key issued.
- No person may give his or her key to an unauthorised user for any period of time without authorisation from the headteacher. Any key(s) found to be in the possession of an unauthorised person will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user may be considered as gross misconduct and the appropriate investigation will take place under the school policy.
- In the event of illness on the part of the keyholder and the keys need to be returned to school; the keys must be collected by another keyholder or person authorised by the headteacher.

- Unauthorised duplication of a key is strictly prohibited. No person may duplicate a key or request the duplication of a key without express, written permission. See Appendix B
- Lost or stolen keys must be reported to the headteacher immediately. A lost key may require one or more locks to be replaced. This process may cost a substantial amount of money. If this happens on more than one occasion, the school, where permitted by applicable laws, may withhold the cost of rekeying the building(s) from the key holder's salary.
- Key holders agree to refrain from compromising the security of the building. Key holders are required to report to the headteacher any doors that they are unable to secure or are found unsecured. The premises must not be left unattended where doors or windows are knowingly unsecured.
- On request, employees must return all keys assigned to them or that are in their possession or control in the event of termination of employment or suspension.
- Violation of these requirements may result in the loss of key privileges and will result in an investigation.
- If a member of staff is not in possession of their keys, e.g. out of normal working hours or school holidays, they must give careful consideration as to where their keys are left. Keys must be kept separately to any other data which might be able to identify them as keys for the school building. E.g a security pass. All efforts must be made to store them separately from papers or diaries etc. which identify the school; in case of home burglary. School keys should not be left unattended in cars.

### **Checklist for Key holders when leaving the premises**

Prior to setting the alarm system, key holders should ensure that:

- all doors and windows are closed and securely locked (this is the most important check)
- there are no staff, contractors, customers or visitors remaining in the premises (apart from any staff who may be acting as escorts to the key holder)
- there is nothing in an area covered by movement detectors which is likely to cause false alarms, for example, swinging signs or badly stacked stock which may fall over.
- there is nothing that may limit the area normally covered by the detector, for example, stock stored in front of the detector
- the key holder is ready to leave as soon as the setting procedure is initiated.

**If key holders do not fully set the alarm in accordance with the insurer's requirements and intruders then break in, any subsequent insurance claim may not be paid.**

**If the alarm cannot be set in its entirety (including all means of signalling); the alarm company must be called. The premises should not be left unattended until the fault has been put right and the alarm has been set correctly and fully.**



I understand that under no circumstances am I to duplicate any key for which I am an authorised holder.

I am aware that if I lose this key, it is my responsibility to immediately report to the headteacher that the key has been lost and to report the last location and time when I had it in my possession. Within the remit of the policy I understand that I may be charged for a replacement key.

I understand that once my employment ends with the school, it is my responsibility to return the se keys immediately and that until I do so, the school may withhold my salary or part thereof.

I understand that failure to return the keys on request will be notified to the police as theft. List of keys in authorised person's possession, tick as appropriate:

- External gates
- Internal gates
- Master Key (Internal ---if there is one)
- Main door
- Outdoor Storage
- Fire exit door (all school external fire doors)
- Shutters main entrance, headteachers office, early years
- External doors near alarm

**Others as specified below:**

1.
2.
3.
4.
5.
6.

**I agree to abide by the Key Holders' Policy with regard to these key and all school keys in my possession.**

**Staff Name (Print):**

**Signature:**

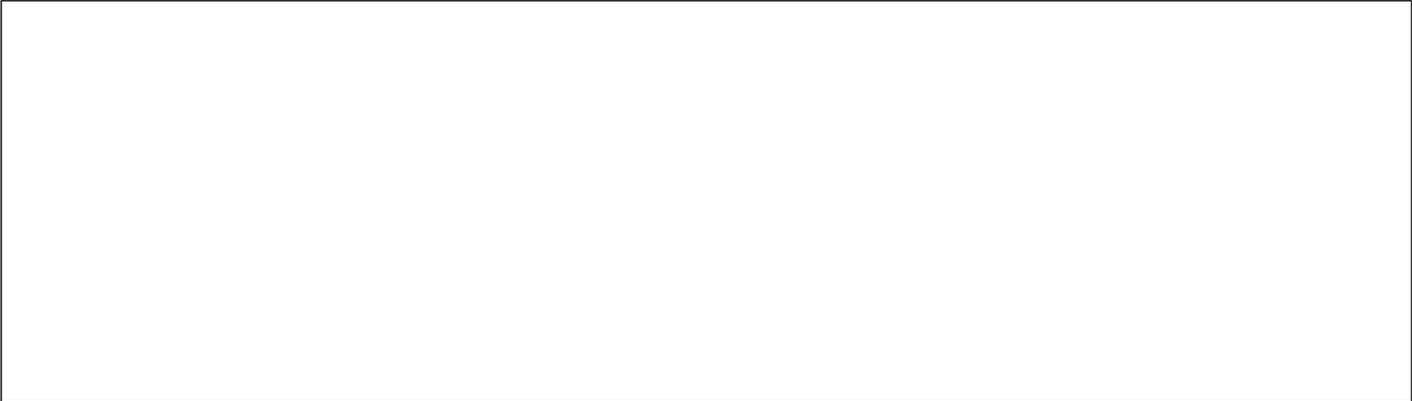
**Date:**

**School:** Greek School of Ayia Triada Birmingham

## **Appendix B**

### **School Key Duplication Consent Form**

Details of key to be copied and cut including reference number and what the key is used for and reason for key being cut:



**Name of Person taking the key to be cut:** \_\_\_\_\_

**Authorised by:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_