



**KALEIDOSCOPE**  
Multi Academy Trust

# Key Holder Policy

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## **Statement of intent**

Kaleidoscope Multi-Academy Trust (KMAT) and its schools understand that it is important to maintain a high level of security at the school 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. This policy is designed to ensure that all staff at the school are aware of the authorised key holders, and to provide clear guidelines of practice for the key holders, including on the operation of alarm systems.

## 1. Roles and responsibilities

The Executive Headteacher/Headteacher/Head of School is responsible for:

- Storing all keys, including spare keys, securely.
- Providing new, duplicate or replacement keys as and when necessary.
- Ensuring that only appropriate and suitable individuals are designated as key holders, and that any risks are managed.
- Ensuring that the procedures in this policy are adhered to at all times.
- Maintaining and utilising a Key Holder Log Book.

Key holders are responsible for:

- Adhering to the procedures outlined in this policy.
- Maintaining responsibility for the keys issued to them.
- Reporting loss or theft of keys to the headteacher.
- Returning keys to the headteacher when they are no longer needed.

The site manager/caretaker is responsible for:

- Providing training to key holders on the correct security procedures for the school premises, and how to respond to any incidents.
- Liaising with designated key holders and the headteacher where necessary.

## 2. Designating key holders

The Executive Headteacher/Headteacher/Head of School will designate key holders, with consideration given to their role, their need to access the site, proximity to the school and their suitability and experience. At least **two** key holders will be designated.

The Executive Headteacher/Headteacher/Head of School will issue all keys to authorised individuals and will keep a record of this using the [Key Holder Log Book](#). The key holder will sign the Key Holder Log Book to agree that they are responsible for the key in their possession. The Key Holder Log Book will be shared with the school's security alarm company.

The key holder will be made aware of what is expected of them, including attending the school outside of school hours, in line with their specific responsibilities as stipulated in their contract. The site manager will provide training to key holders on the correct procedures for opening and closing the premises, setting and resetting the security system, and how to respond to any incidents.

Temporary key holders may be identified at the discretion of the Executive Headteacher/Headteacher/Head of School, and will adhere to the guidelines outlined in this policy.

### 3. Security

All keys are stored in a locked cabinet in the **school office**; only the headteacher has access to this cabinet. All keys have a chain attached containing their identification number and key holders maintain full responsibility for any key in their possession.

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

The Executive Headteacher/Headteacher/Head of School 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 Executive Headteacher/Headteacher/Head of School may decide to recall the key.

Key holders will ensure that they organise appropriate cover at least 24 hours in advance by contacting the headteacher if they cannot attend the school for any reason to fulfil their responsibilities.

**Key holders will not copy a key or lend the key to any other individual. Key holders will not change any locks in the school.**

Any key holder who is found to have lent 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 and may face disciplinary action in line with the Staff Code of Conduct.

Key holders will report any lost keys to the Executive Headteacher/Headteacher/Head of School immediately, who will then assess the level of security risk and respond accordingly, e.g. by changing locks. Key holders may be subject to a charge to cover the full cost of the replacement of a key following loss or theft; the headteacher will determine what is appropriate given the circumstances.

All key holders will have a mobile phone in their possession when attending the school premises to allow them to contact the security alarm company, other key holders, and emergency services as appropriate.

### 4. Temporary key holders

At the discretion of the Executive Headteacher/Headteacher/Head of School, 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.

The Executive Headteacher/Headteacher/Head of School will assess the risk of the individual to ensure they are responsible enough to undertake a key holder role before providing them with authorised use of the key.

The Executive Headteacher/Headteacher/Head of School will record the name of the temporary key holder, as well as the start and end date of their authorisation, in the [Key Holder Log Book](#).

The temporary key holder will sign the entry in the Key Holder Log Book, recognising responsibility for the key in their possession.

The temporary key holder is required to return the key to the Executive Headteacher/Headteacher/Head of School by the specified termination date of their authorised use, and will sign the Key Holder Log Book to indicate this has been returned.

## **5. Alarms**

The Executive Headteacher/Headteacher/Head of School will provide key holders who need out-of-hours access to the school premises with the codes to the alarms installed within the school.

The Executive Headteacher/Headteacher/Head of School will keep a record of all named employees who have access to the alarms and are aware of the codes. Key holders will be instructed not to pass on this information to any other individual – breaches of this will be handled in line with the Staff Code of Conduct.

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

- Ascertain that there is nothing in close proximity which is likely to activate the system or block the effectiveness of the system
- Check that they have all necessary equipment to re-enter the premises and re-set the alarm if required, e.g. keys, security ID pass, etc.
- 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
- Remain on the premises if there is a problem setting the alarms until the problem has been rectified.

An assigned staff member 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 as soon as possible. In the event of a false alarm, they will follow the school's abort procedures and re-set all relevant alarms. In the event of a serious alarm, such as a trespasser, they will act in accordance with the school's Lone Working Policy, and are required to contact the police immediately and to not place themselves in danger.

If the primary key holder is unavailable, either, or both, of the secondary key holders will be contacted to attend the premises.

## **6. Monitoring and review**

Trustees will review this policy every two years, or in response to a relevant security incident, and make any changes necessary.

This policy will be amended if required, particularly concerning changes to the named key holders or due to a breach of the policy.

All key holders are required to familiarise themselves with this policy upon their appointment.

