

**YSGOL BRO CYNLLAITH**

**Keyholder Policy**

February 2021

**Introduction**

The purpose of this policy is to identify the type and location of doors that allow access to the school from outside, internal doors that require securing, who has access codes to combination locks, who the **Keyholders** are, and **Keyholders’** responsibilities.

**Types of Keyholder**

**Permanent Keyholders** are those given authority by the Governing Body to control access to the School and to act as emergency callout points of contact.

**Temporary Keyholders** are individuals who borrow a **Permanent Keyholder’s** key for a specific reason and for a defined period of time. Only the Head Teacher has the authority to authorise **Temporary Keyholders** and to lend their key (only in exceptional circumstances should the Head authorise the lending of the Caretaker’s or Head Cleaner’s key).

**N.B. Failure to abide by the Keyholder Policy may result in a security, safeguarding or GDPR breach; therefore, only employees of Ysgol Bro Cynllaith can be Permanent or Temporary Keyholders.**

**Permanent Keyholders**

|  |  |  |
| --- | --- | --- |
| **Key Set Number** | **Keys Held** | **Permanent Keyholder** |
| 1 | Main Door Key 1 and office | Head Teacher |
| 2 | Main Door Key 2 and office | Cleaner |
| 3 | Main Door Key 3 and office | Clerk |

**Rules for the Control of Keys**

* Copying of keys is not allowed and will be a disciplinary offense.
* Key security is the responsibility of the Keyholder.
* Only the Head Teacher has the authority to lend keys, in accordance with this policy.
* Lost keys must be reported immediately to the Head Teacher, who will assess the security risk implications and report it to the Governing Body.
* In the event of a security incident the Head Teacher may carry out an internal inquiry with which all **Permanent Keyholders** are expected to cooperate**. Temporary Keyholders** agree to cooperate with an enquiry when they sign for a key.
* In the event of the School’s facilities being lent to or rented to a third party the Head Teacher may give approval for the third party to be left unsupervised, at their own risk and they may be able to borrow a key if the correct procedure it adhered to.

**Combination Locks**

The School has one Main Entrance combination lock. **Only members of staff can be given the access codes**.

The greater the number of people who know these combinations and the frequency in which these are changed have a direct effect on the risks associated with any security, safeguarding or GDPR breach. Therefore, it is the Head Teacher’s responsibility to identify the staff who need to know these combinations and the frequency in which they are changed. Annexes A and B record the names of those with knowledge of the combinations and a record of when the combinations are changed. Both of these should be reviewed annually, as a minimum.

The combination for all locks should be held in a sealed envelope in the secure key box.

**Other Keys**

The School holds other keys for cabinets, draws etc. which are kept in the Staff Room. All keys are listed in Annex F. Any item purchased by the school, that has a lock, must be recorded in Annex F by the School Secretary and reviewed annually by the School Secretary and Data Protection Officer.

**Review**

This policy will be reviewed every 5 years from the date of adoption, or if a situation occurs which necessitates any amendment.

Adopted on : Signed:

 Chairman of the Governing Body

 Ysgol Bro Cynllaith

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| I have read, understood and will abide by the rules and procedures set out in the Keyholder Policy. |
| **Key Set** | **Name** | **Signature** |
| 1 | Rhian Jones |  |
| 2 | Wendy Clough Jones |  |
| 3 | Lesley Edwards |  |

**ANNEXE A**

**STAFF WITH KNOWLEDGE OF COMBINATION LOCK CODE**

|  |  |
| --- | --- |
| **Member of Staff** | **Still Employed** |
| Rhian Jones | Yes |
| Lucy Eyres | Yes |
| Jessica Hilliard | Yes |
| Marion Evans | Yes |
| Bronwen Morris | Yes |
| Rachel Lee | Yes |
| Lesley Edwards | Yes |
| Wendy Clough Jones | Yes |
| Janet Davies | Yes |

**ANNEXE B**

**RECORD OF COMBINATION LOCK CODE CHANGE**

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| **Date on which Code of Combination Lock has changed** |
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