



# Keyholder Policy

## **Introduction**

The Little Magpies Nursery understands that it is important to maintain the highest level of security at the nursery and, as such, access to the nursery's building and grounds is limited to a certain number of authorised staff who are identified as key holders.

We have created this policy to ensure that all staff at the nursery are aware of the authorised key holders, and to provide clear guidelines of practice for the nursery's key holders.

## **Aim**

The aim of this policy is to define who may hold keys and on what terms.

## **Keyholders**

The Director of the nursery and the Nursery Manager are permanent key holders. Other people may become key holders at the sole discretion of the Director, and then only in accordance with this policy.

## **Keys**

- ◇ All spare keys are kept in a locked draw in the Directors office
- ◇ Key security is the responsibility of the key holder
- ◇ Whilst on the premises, keyholders will carry keys on their person or store them in a secure location
- ◇ Keys are never lent or given to another person without prior permission from the Director
- ◇ Copying of keys is prohibited unless permission is given by the Director

## **Register of Keyholders**

- ◇ The Little Magpies Nursery maintains an up-to-date register of all current key holders, and all persons that have been a key holder since the last audit of the register
- ◇ The register is kept permanently on site in the Directors office. The Director and the Nursery Manager will audit the register of key holders annually to verify that:
  - The register of key holders is up-to-date and accurate
  - The number of unissued keys matches the quantity of keys in the office
  - Key holders are not working on weekends and holidays without authorisation
  - At the start of each academic year, the Nursery Manager will ensure that all key holders sign and date a new Key Holder Agreement and will update the register to confirm that they are still in possession of their key

## **Lone Working**

- ◇ All key holders must adhere to the most up-to-date Lone Working Policy and obtain permission from the Director to work alone in the building outside of normal working hours

## **Issuing Keys**

- ◇ The Nursery Manager only issues keys to individuals who the Director has authorised to be key holders
- ◇ When a key is issued, the Register is updated with:
  - The full name of the key holder
  - The date of issue of the key
  - The key holders signature confirming that they have received the key and agree to abide by this policy
  - The member of staff will also be asked to read and sign a Key Holders Agreement to acknowledge their responsibilities as a key holder
  - In the event that a key is lost, the keyholder immediately reports the loss to the Director or Nursery Manager, who updates the Register to record the loss of the key, and the date that the loss was reported. The Director will assess the security risk of the loss, and determines what steps need to be taken to maintain the security of the nursery.

- Replacement keys are issued at the sole discretion of the Director, and then only in accordance with this policy. Lost keys that are subsequently found, are returned to the Nursery Manager, who updates the Register to record the find, and returns the key to the safe.

## **Returning Keys**

◇ Prior to a keyholder leaving the Nursery, the Nursery Manager:

- Ensures that the key holder returns the key
- Updates the Register with the date that the key holder returned the key
- Returns the key to the safe

If a person no longer wishes to be a key holder, he or she returns their key to the Nursery Manager who:

- Updates the register with the date that the key is returned
- Returns the key to the safe

## **Emergency Call Out**

In the case of an emergency outside of normal operating hours, the Director is the first point of contact. When the Nursery is closed over Christmas, a list of key holders available for contact will be made available to the Local Authority.

## **Security Incident**

In the event of a security incident the Director and the Nursery Manager will launch an internal inquiry in which all keyholders are expected to co-operate.