



86 - Little Hubbers Day Nursery

Key Holder Policy

This policy sets out the our approach to providing key holders with keys to community facilities

- The Management will be responsible for issuing keys and monitoring keyholder information within community facilities
- The Management will need to be satisfied about the identity of keyholders and will carry out background checks prior to issuing keys
- Key holders will need to complete a general form which will explain what is required of them

Responsibilities of Keyholders

- All keys that are provided by the Management are the responsibility of the key holder. Key holders should not make copies of sets of keys, under any circumstances.
- The keys cannot be lent to other people and can only be used by the key holder, unless in exceptional circumstances. This may only be done in advance with the permission of the Management.
- The key holder must ensure they keep the keys with them at all times whilst in the setting. Key holders must keep keys in a safe and secure place when they are not in the setting.
- The keys should not have any identifying tag indicating what they are for.
- If a key holder ceases to be active, the keys must be returned to the Management as soon as possible. Keys may not be transferred to other key holders.

Lost Keys

- If key holders are unable to lock up because the keys are lost, they should secure the building as much as possible and contact the emergency contact immediately. The phone number for the emergency contact will be given to them.
- If the keys are lost and the key holder cannot get into the building, as well as informing their emergency contact as soon as possible, they should contact the police in case they have been handed in.
- Keys that are lost will need to be replaced at your own cost.

Little Hubbers
Day Nursery

Key Holder Responsibility Consent Form

At Little Hubbers we are reliant on staff to be responsible key holders. We expect the key holder is responsible for the keys that you are given and that they will be kept safe from others and if they are misplaced or lost you will contact (position:.....) on immediately or (position:.....) onin the absence of We also would need you to contact the police incase they have been handed in. Under no circumstances are you allowed to have the keys copied or give them to anyone else, unless confirmed from management first.

- I (position:.....) consent I am a responsible key holder. I will contact the named above .
- I will not copy the keys
- I will not label the keys for where or what they're for
- I will not leave the keys in any other persons possession
- If keys are lost - new replacements will need to be covered by the staff member themselves.

Signed:..... Management Signature:.....

Name:..... Management Name:.....

Position:..... Date:.....

This policy was first introduced on

Signed on behalf of the Nursery

This policy has been reviewed on ?	Signed on behalf of the Nursery