North Herts

Education Support Centre

North Herts Education Support Centre
Centre Security (Key Holder) Policy

Executive Head:	**D Nearney**
Chair of Management Committee	**D Hughes**
Policy reviewed by:	**R Pieterse**
Date Reviewed:	**Autumn 2025**
Ratified by:	**Management Committee**
Date:	**02/10/2025**
Frequency of review:	**Annual**
Date for next review:	**Autumn 2026**

Document Control/ Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
001	New policy Reviewed, no changes	09/09/2023 12/09/2024
002	Reviewed Section 3: Named Key Holders updated	12/09/2025
003		

Contents

1. Scope....4

2. Roles and Responsibilities....4

2.1. The Premises Administrator is responsible for:....4

2.2 The Centre Business Manager is responsible for:....4

2.3 The key holder is responsible for:....4

3. Name of Key Holders....4

3.1 Briar Patch:....4

3.2 Bancroft:....4

4. General Principles....5

5. Procedures for Temporary Main Key Holders....6

6. Alarms....6

7. Monitoring and Review....7

Appendix 1 - Key Holder Declaration....8

Appendix 2 - Key Holder Log Book....9

1. Scope

The North Herts Education Support Centre understands that it is important to maintain a high level of security at the Centre and, as such, access to the Centre's buildings and grounds is limited to a certain number of authorised staff, who are identified as main key holders.

The North Herts ESC has created this policy in order to ensure that all staff at the Centre are aware of
the authorised key holders, and to provide clear guidelines of practice for the Centre's key holders.

2. Roles and Responsibilities

2.1. The Premises Administrator is responsible for:

- Maintaining a key deposit record.
- Storing all keys, including spare keys, securely.
- Providing new, duplicate or replacement keys as and when necessary.

2.2 The Centre Business Manager is responsible for:

- Ensuring that individuals are appropriate for the key holder role and that any risks are managed. Ensuring that the procedures in this policy are adhered to at all times.

2.3 The key holder is 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 Centre Business Manager straight away.
- Returning all keys to the Premises Administrator when they are no longer needed.

3. Name of Key Holders

At the North Herts ESC, the authorised main key holders are:

3.1 Briar Patch:

Centre Business Manager – Ronel Pieterse
Acting Deputy Head – Dan Lewis
Premises Administrator – Louise Carroll
Primary Outreach Manager – Robyn McFayden
Exams Officer – Lynne Brown
Minster Cleaning Ltd

3.2 Bancroft:

Centre Business Manager – Ronel Pieterse
Acting Deputy Head – Kate Robinson
Premises Administrator – Louise Carroll
Exams Officer – Lynne Brown
Head of Centre – Shelley Hughes

Temporary main key holders may be identified at the discretion of the Centre Business Manager, and will adhere to the guidelines outlined in Section 4 of this policy.

Staff will be issued with and swipe card and any other relevant keys at the discretion of the Head of Centre and Centre Business Manager.

4. General Principles

All keys are stored in a locked cabinet in the Centre's Offices; only the administrators and the Business Manager have access to this cabinet.

The Premises Administrator will issue all keys to authorised individuals and will keep a record of this, using the Key Holder Declaration or Logbook found in the appendices of this policy. A Key Holder Declaration will be completed when the key is issued on a permanent basis and the Logbook for day to day use.

All keys have a keyring attached containing their identification number, as outlined in the Key Logbook.

Key holders will maintain full responsibility for any key in their possession as identified in the Key Holder Declaration or Logbook.

The key holder will sign the Key Holder Declaration or Logbook to agree that they are responsible for the key in their possession.

The Business Manager will ensure that all individuals who are authorised to be key holders are responsible to do so.

The Head of Centre and Business Manager 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 Business Manager may decide to recall the key.

Key holders will not copy a key or lend the key or access code to any other individual, including students and staff members who are not authorised.

Key holders will not change any locks in the Centre.

Any key holders, who are found to have lent a key or access code to another individual, copied a key, or changed any locks within the Centre, may be subject to a charge to replace keys or to cover the cost of changing locks.

Key holders will report any lost keys to the Business Manager 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 or other associated charges following loss or theft.

5. Procedures for Temporary Main Key Holders

At the discretion of the Head of Centre and Business Manager, it may be decided that a temporary main key holder is necessary to maintain the security of the Centre, such as a member of staff other than those identified in this policy.

The Business Manager will assess the risk of the individual to ensure that they are responsible to undertake a key holder role before providing them with authorised use of the key.

The Premises Administrator will record the name of the temporary key holder, as well as the start and end date of their authorisation, in the Key Holder Logbook.

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

The temporary key holder is required to return the key to the Premises Administrator by the specified termination date of their authorised use and will sign the Key Holder Logbook to indicate that this has been returned.

If keys are not returned, or are damaged, stolen or lost, the temporary key holder may be subject to a charge to cover the full cost of replacement or associated costs.

6. Alarms

Key holders who need out-of-hours access to the school premises will be provided with the codes or access card to the alarms installed within the Centre via the Centre Business Manager.

Key holders are instructed by the Centre Business Manager not to pass on this information to any other individual, including other members of staff and pupils, as it may compromise the security of the Centre.

In the event of a false alarm, all key holders will have been previously informed of abort procedures and alarm codes to re-set the alarm.

In the event of a serious alarm, such as a trespasser, key holders are instructed to act in accordance with the Centre's Lone Working Policy and are required to contact the police immediately.

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

- The key holder will ascertain that there is nothing in close proximity which is likely to activate the system or block the effectiveness of the system
- The key holder will 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.
- The key holder will 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
- If the alarm cannot be set, the key holder will contact Arena Security to talk them through the process to set the alarm
- The key holder will remain on the premises until the problem has been rectified

7. Monitoring and Review

The Business Manager will review this policy every three years and make any changes deemed necessary.

The Head of Centre will also amend this policy as 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.

North Herts

Education Support Centre

Appendix 1 - Key Holder Declaration

Dear:_____ The following keys have been issued to you:

Key Number	Description

Please sign the declaration below and acknowledge the condition of issue:

I understand the responsibility of my role as a permanent key holder and hereby agree to the following statements:

- Keys, that have been issued to me, will be kept in my possession at all times and not shared with any other staff members or students. These keys shall not be given to anyone else.
- I will restrict the use of the key to the areas that have been made available to me, and understand that accessing areas that do not fall into this category are strictly forbidden.
- I will not copy any keys or change any locks in the school, without the permission of the Centre Business Manager.
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (eg family member, friend, acquaintance) has access to them.
- I will not keep any keys issued to me with anything which may identify them to the Centre, eg staff name badge.
- I understand that it is my responsibility to inform the Head of Centre and Business Manager should a theft, loss, damage or misuse occur with regards to the keys. I will be required to pay to replace any keys which are lost or which I do not return at the end of my employment.
- I understand that I must return ALL keys in my possession immediately at the request of the Head Teacher, or upon termination of my employment.

I accept the above conditions of issue.
Signed: _____Date:_____ Print

Name: _____

North Herts

Education Support Centre

Appendix 2 - Key Holder Log Book

NORTH HERTS ESC KEY CABINET

DATE	NAME	KEY NO	TIME OUT	SIGN	DATE & TIME IN	SIGN