

Key Holder Agreement



Love, Learn and Shine Together with Jesus

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Agreement overview

St. Matthew's Catholic Primary School ('the school') understands 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 agreement between name of key holder and the school aims to provide clear guidelines of practice for the key holder.

1. Duties and responsibilities

- 1.1. We expect you to be aware of the role you will play in the school's overarching security measures, and are fully cognisant of the responsibilities this role will involve with regard to keeping our school and community safe.
- 1.2. Your main roles will be:
 - Adhering to the procedures and expectations outlined within this agreement.
 - Opening and closing the school where required.
 - Responding to calls outside normal working hours relating to security issues.
 - Providing access to the premises and classrooms outside of school hours where required, e.g. for after-school events.
 - Signing the Key Holder Log Book and keeping this up-to-date with any new keys held.
 - Maintaining responsibility for any keys issued to you.
 - Reporting loss or theft of keys to the headteacher.
 - Returning keys to the headteacher when they are no longer needed.
- 1.3. The headteacher will:
 - Provide new, duplicate or replacement keys to you where necessary.
 - Be your point of contact if you have concerns or queries regarding your role.
- 1.4. You will ensure you are fully aware of the contents of your contract of employment and the present agreement, as well as the following school policies and procedures:
 - Security Risk Assessment
 - Staff Code of Conduct
 - Lone Worker Policy
 - Disciplinary Policy and Procedure
 - Staff Code of Conduct
- 1.5. You will be required to open the school at 7.00am each morning and close the school at 6:00pm each evening from Monday to Friday.

- 1.6. You will be expected to be available outside of school hours for school events, e.g. parents' evenings. The headteacher will inform you of any events at which your services are required in advance.
- 1.7. You will be required to be available to attend the school outside of work hours in the event that the school's security alarm system is activated.

2. Expectations

- 2.1. Keys that are loaned to you remain the property of the school, and we expect that you handle them with care and vigilance.
- 2.2. You will be expected to treat school keys as you would a valuable, personal possession. This means ensuring that keys are not left accessible and unattended and ensuring that you keep the keys securely locked away while they are not needed, e.g. in a locked cabinet.
- 2.3. You will be required to read and consent to this agreement in full prior to receiving your keys.
- 2.4. You will not loan school keys to anyone, including other members of staff.
- 2.5. You will not share any confidential codes, e.g. security alarm codes, with anyone, including other members of staff.
- 2.6. You will not make copies of any keys in your possession unless you are expressly directed to do so by the headteacher as part of your duties.
- 2.7. In the unlikely event that you are directed to make copies of keys, you will be required to present the full receipt for this process confirming you have only made the required number of copies.
- 2.8. You will be expected to deliver any copies made of school keys to the headteacher immediately so that they can be securely stored.
- 2.9. You will not change any locks in the school.
- 2.10. You will not use the keys to enter the school, or allow others to enter the school, for purposes other than those directly related to your duties.
- 2.11. Where you provide access to the school for contractors or other external services outside of school hours, you will ensure that these services are only allowed into the required areas of the school and that they are not left unsupervised.

3. Loss, theft or damage to keys

- 3.1. If the keys that have been loaned to you are lost, stolen or damaged beyond use, you must inform the headteacher immediately to arrange replacements.
- 3.2. Where a key has been lost or stolen, you must ensure that you inform the headteacher without delay – the headteacher will then assess what next steps are required, e.g. changing the locks.

- 3.3. Where a key is damaged beyond use, you will be required to return the damaged key to the school office, where it will be disposed of securely.
- 3.4. You may be required to cover the costs of replacement keys – this will be assessed on a case-by-case basis.

4. Security alarms

- 4.1. An essential part of your role requires that you be available if a security alarm is set off within the school.
- 4.2. You will ensure that, where a security alarm goes off, you can get to the school in order of the list of staff with the alarm company.
- 4.3. If you experience delays in reaching the school, you will notify your line manager, as well as other key holders where necessary, to ensure that potential security emergencies are handled promptly.
- 4.4. [Under the Health and Safety at Work etc Act 1974, employers have a duty to safeguard the wellbeing of employees, particularly when they are working alone or in potentially dangerous situations. You must ensure that you have procedures in place for monitoring the safety of your key holder when they are responding to security breaches alone. We have provided an example for you.] The school operates a 'buddy' system in situations where you must attend school outside of regular hours alone. Your line manager will act as a designated buddy for these instances and you will be responsible for informing them of:
 - Your own contact details and those of your emergency contacts prior to receiving keys.
 - Your movements while responding to alarms.
 - Your decisions regarding the school's security and your planned next steps in response to a breach.
- 4.5. You will be responsible for keeping your line manager up-to-date regarding your movements within previously agreed timeframes – your line manager will be responsible for following the school's escalation procedures if contact is not made as agreed in line with the Lone Worker Policy.
- 4.6. When arriving at the school after a security alarm has gone off, you will be expected to assess, prior to entering the building, whether a genuine security breach has occurred, or whether it has been a false alarm.
- 4.7. If you assess that a genuine security breach has taken place, you will not enter the building, and will follow the procedures outlined in the Lone Worker Policy.
- 4.8. You will be required to call the police immediately if you assess that the school is facing a genuine security threat.
- 4.9. In the event of a false alarm, you will follow the school's abort procedures and re-set all relevant alarms using the alarm codes you have been given.

- 4.10. You will remain on site until the issue has been rectified and you are confident that the school's security is no longer at risk.
- 4.11. In accordance with the Lone Worker Policy, you will not, under any circumstances, compromise your personal safety. If you feel unsafe at any time when responding to security alarms, you will remove yourself from the situation immediately, while ensuring that the police have been called and remaining on the school premises until the issue has been resolved.

5. Performance management

- 5.1. Being a key holder for the school is an important responsibility, and failure to complete duties professionally and consistently can have a subsequent, negative impact on the successful running and security of the school.
- 5.2. You will be expected to be punctual and vigilant in your duties, prioritising the safety and best interests of our pupils at all times.
- 5.3. You will ensure that you are punctual when opening and closing the school, and that every reasonable effort is made to avoid tardiness.
- 5.4. Where unforeseen circumstances prevent punctuality, you will inform the headteacher and your line manager immediately.
- 5.5. You will ensure that you organise appropriate cover at least 24 hours in advance by contacting the headteacher if you cannot attend the school to fulfil your responsibilities, e.g. due to illness or extenuating circumstances.
- 5.6. Where unforeseen circumstances mean you are unable to open and close the school and cannot give 24 hours' notice, we expect that you will make every reasonable effort to ensure cover is in place for your role by contacting the headteacher as soon as reasonably possible.
- 5.7. You are expected to inform the headteacher of intended holidays two weeks in advance so that appropriate cover can be arranged.
- 5.8. The headteacher will communicate any changes to policies, procedures and the contents of this agreement to you, as well as identifying to you any training that may help you to conduct your duties.
- 5.9. Any concerns over your performance and any failure to meet the terms of this agreement will be first informally raised to you by your line manager – if the behaviour persists, or if a concern is particularly severe, the situation will be managed in line with the Disciplinary Policy and Procedure.

6. Agreement

6.1. Please read the following terms and conditions carefully, sign as appropriate, and return to the school office by (date) .

I, _____ (name of key holder), agree that I:

- Have read this agreement thoroughly, and consent to abide by its terms in full.
- Understand the responsibilities of my role and the level of service and professionalism that the school expects from me.
- Am aware of the relevant school policies and procedures mentioned in this agreement.
- Will communicate regularly and effectively with my line manager and the headteacher.
- Will treat any keys I am loaned with care, making all reasonable effort to avoid loss, theft or damage.
- Understand that I may be liable to cover the cost of replacement keys, and that, in the event that loss, theft or damage of keys occurs as a result of my own actions, I may not be entitled to a refund on my deposit.
- Will not share confidential information, e.g. alarm codes, with anyone.
- Will be available to perform my duties out of school hours, including in emergency situations and for after-school events.
- Understand that failure to abide by the terms of this agreement may result in the conducting of disciplinary procedures as outlined in the Disciplinary Policy and Procedure.

Signature: _____

Date: _____