



Our Mission Statement

Granville Sports College is committed to:

- Raising standards of achievement and creating opportunities for all pupils, regardless of needs to develop their full potential and improve their life chances.
- Raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels.
- Developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our school life.

Key Management Policy and Procedures

Co-ordinator: Harbans Kaur (Business Manager)

Start date: March 2017

Review date: April 2019

It is a priority for Granville Sports College to ensure the safety and confidentiality of the pupils and site. Some employees of the site are entrusted with school keys to carry out their particular role within school. Because possession of keys gives authorised employees access to the site, to the pupils and to sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times. The following key management procedures must be followed by anyone who is an authorised key holder:

- All authorised persons will be required to sign a copy this policy before they will be issued with keys.
- Only authorised personnel are allowed to be in possession of keys to the school site. Every key issued is to enable the member of staff can undertake his/her work effectively.
- Non-staff authorised persons, e.g. hirers, will be added to the Third Party Hirers Declaration Form found in Appendix A.
- No person should give his/her key to any other member of staff or pupils. Any key(s) found to be in the possession of an unauthorised person will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user may be subject to staff disciplinary procedures.

- Unauthorised duplication of keys is strictly prohibited. No person may duplicate key without written permission from the Business Manager.
- Lost or stolen keys must be reported to the Business Manager **immediately**. A lost or stolen key may require one or more locks from the building to be re-keyed. If a key is lost then the person responsible for the keys may be held liable for the costs of this work. If it is stolen then an investigation will take place to ascertain the responsibility prior to the theft and the necessary work and costs will be charged accordingly, this may be to the employee.
- Key holders are required to report to the Headteacher any doors that are unsecured or in violation of the school's policies.
- Employees must return to the Headteacher / Business Manager immediately upon request all keys assigned to them or that are in their possession or control in the event of termination of employment or resignation.
- Should any of the policy not be adhered to, and then the employee will face further action, which may include the confiscation of keys, costs or disciplinary action.



Granville Sports College

School Key Responsibility Form

I acknowledge that I have received the key(s) listed below. I understand that it is my complete responsibility to keep this key in a safe place that will not allow access by pupils, unauthorised staff or any individual not directly associated with the school. I also understand that under no circumstances am I to duplicate this key.

I am aware that if I lose this key, it is my responsibility to immediately report to the Business Manager that the key has been lost or stolen and to report the last location and time when I had it in my possession. I also understand that I may be charged for a replacement key and/or lock.

I understand that once my employment ends with the school, it is my responsibility to return this key immediately. I understand that failure to return the key may result in being invoiced for the cost of replacement keys and/or locks.

Please list each key that was issued below in terms of the doors that it will open. (E.g. external/internal, zone numbers, room numbers, etc.).

Key number (if applicable)	Key type (cylinder/mortice)	Area/classroom used	Internal/External

Staff Name (print):

Date Issued:	_____	Staff Signature:	_____
Issuing employee	_____		
Date Returned	_____	Staff Signature	_____
Issuing employee	_____		

