

KEY HOLDERS POLICY

Charity Number: 1153164
Policy Documentation

Policy Reference	05
Status	Approved
Original Author	Caroline Davies Khan
Date Written	Unknown
Date Approved on	11 October 2021

1 Definitions

Term	Definition
Key Holder (you)	An individual who has keys to open and close the centre
Centre	The social hall managed by the Committee: Eastcott Community Centre, Savernake Street, Swindon, SN1 3LZ Telephone: 07599256969, e-mail: eastcottcommunity@yahoo.co.uk
Committee	The trustees who manage and run the Centre
The Organisation (we)	Eastcott Community Organisation
Key issuer	The Committee

2 Why the policy exists

To ensure that you as a key holder understands your responsibilities in holding keys.

3 Scope

All key holders.

4 Responsibilities

Role	Responsibility
Key holder	See policy

5 Policy

5.1 Requirements

To be a key holder you:

- must have a long term booking at the hall that has been in place for at least 3 successful hire sessions (opening/closing - hirer arrives and leaves on time)

or

- must be a volunteer

You must sign the latest version Key Holders Agreement (appendix), hold valid safeguarding checks in line with current legislation (as at date of issue of form this is a DBS - Disclosure and Barring Service) and comply with our Lone Working Policy. The level of DBS will depend on the role and will be confirmed with you.



KEY HOLDERS POLICY

Charity Number: 1153164
Policy Documentation

5.2 Your responsibilities

You must comply with the items listed in the [key-holders agreement](#).

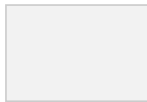
5.3 Our responsibilities

If you do not open or close the centre at the agreed time, we will take steps to check you are safe. We will:

- phone you
- if you do not reply we will phone your emergency contact
- if you cannot be reached within half an hour, we may phone the police to report that we have concerns for your safety

To do this you must provide us with your mobile phone number and an emergency contact. The mobile phone must be carried while you are opening and closing the centre.

Swindon Borough Council Security department are our "out of hours" Emergency contact and may act on our behalf.



KEY HOLDERS POLICY

Charity Number: 1153164
Policy Documentation

Appendix A

KEY HOLDERS AGREEMENT

- Key Holders Declaration

Key Issuer	
Name of Key Holder	
Address	
Contact Number/s	
Email	

Your name has been put forward as a keyholder at this premises in your capacity as

Group/Activity/Sessions	
-------------------------	--

Before the keys can be issued to you, you are asked to acknowledge the conditions of use and sign the declaration below (please tick)

I shall not have any copies made from these keys, loan them to anyone or label them	
I will report the loss of the key immediately to Eastcott Community Organisation/ Swindon Borough Council Security	
I will only access the building at the times and for specific activities which have been agreed with the key issuer	
I will remain on the premises while opening for hirers, until the named responsible person arrives	
For Volunteers - I will not knowingly/willingly put myself in a situation where I am responsible for a vulnerable adult or child	
I understand my responsibilities in using the relevant checklist when opening and closing the centre	
I am responsible for returning the key/s to the Key Issuer when I stop being a key holder	
For hirers: I will take full responsibility for the cost of any action required/ damage incurred if I lose or misplace the keys	
I have read and agree to comply with the Lone Working Policy, or submit my organisation's own as an alternative. I will supply an emergency contact for this purpose	
I agree that my contact details can be stored on the personal phones of the committee and passed to Swindon Borough Council if required	

Signed	
Date	