

## Braintree Youth Project Charity

### Key Holding Policy

#### Purpose:

**Braintree Youth Project Charity (BYPC)** also known as 'The Hut', has created this key holder policy in order to maintain the security of the premises (Fountain Cottages), and its contents. It is also intended to help protect staff members and young people by safeguarding confidential information that may be held in the office.

#### Policy:

1. It is the policy of **BYPC** to only issue keys and lock codes for the premises and rooms to members of the Board, Staff and volunteers on a "required for role basis", to ensure that the minimum number of people have free access to **The Hut**, thus minimising risk of unauthorised access. Therefore, the issued keys and codes are for the sole use of the person they have been issued to. Key holders must not make any copies of the keys under any circumstances, or hand out any keys and codes to any unauthorised person. Every key will remain the property of **BYPC**.

1.1 The **BYPC** site is to be left secure at all times. This includes making sure relevant internal and external doors, as well as gates, are locked when the key holder leaves the site.

2. Identified key holders must sign the **Key Holder Register** (see **Appendix A**) and the **Key Holder Agreement Form** (see **Appendix B**) which will be kept securely in the office by the **nominated person**, to ensure there is an up-to-date record of current key holders at any given time.

2.1 The **nominated person (normally the Centre Manager)** for the **Key Holder Register** will ensure it is kept up to date and will be responsible for issuing keys and codes with the permission of **the Board**.

2.2 The **Key Holder's Register** will provide a clear audit trail in the event of any security issues as they arise.

Approved: 09/05/2023



**Appendix A**

**Key Holder Register**

The list below shows a current record of key holders for Fountain Cottages (BYPC). All persons who have been given a set of keys, must sign below to state when they have been given them and when they have been returned.

<b>Name</b>	<b>Set</b>	<b>Date</b>	<b>Signed Out</b>	<b>Date</b>	<b>Signed In</b>



**Appendix B**

**Braintree Youth Project Charity  
Key Holder Agreement Form**

I understand my responsibility as a key holder and agree to the following statements:

- I will be responsible for opening and closing the building when I am required or volunteer to do so. For sessions and/or for external agencies (e.g. counsellors, workmen, servicemen etc). I will ensure the building is fully secured upon leaving the premises, including the main gate and office which require a code.
- Any keys that have been issued to me will be kept securely at all times and will not be shared with any other person. No other person (e.g. family member, friend, acquaintance) will have access to them.
- I will not transfer keys to any other volunteer, staff or board member, or any other person who is not a key holder, unless authorised to do so by the Board.
- I will not make copies of the keys nor will I share any lock codes with another person.
- I will restrict my use of the building to the areas that have been made available to me. I understand that use or access to any other areas is strictly forbidden.
- I understand that it is my responsibility to inform the Centre Manager and/or Youth Worker immediately should any theft, loss, damage or misuse of the buildings occur with regard to the keys.
- I understand that I must return ALL keys in my possession immediately upon the request of the Centre Manager, Youth Worker or a member of the Board.
- I will follow the opening and closing procedure, depending on which is appropriate.

**Signed:**.....

**Date:**.....