

Keys Policy

Rationale:

The security of the school is a high priority, but security must be balanced against ease of access and rights of passage, safety for all, as well as issues of privacy.

Aim:

To provide a safe and secure environment that allows people to easily access areas to which they have a right of entry.

Implementation:

- The principal will ensure that the school is fitted with an efficient key lock system, as well as an effective electronic security system.
- The keys that operate throughout the school will be based on a clear and logical hierarchy, and will be managed through a simple and transparent system of key allocations and registers.
- The only people with master keys to all areas will be principal class members. All other staff, including cleaners, will be allocated keys according to their need or authority to access certain areas.
- The hierarchy of keys will ensure that any key from any staff member will open emergency exit doors or gates.
- All staff members allocated keys by the principal must sign a key register on receiving the key, and when surrendering the key.
- Electronic security system keys will be strategically and sparingly allocated by the principal to targeted staff members.
- Lost or misplaced keys must be immediately reported to the principal.
- Hirers of school facilities will be allocated keys and recorded on the register. Lost keys by hirers will possibly result in significant costs having to be met by the hirer due to the probable need to change locks.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.