

**Key Holding Policy Guidance Note**

* Consider who will hold a key, their position within the setting and the responsibility they will hold (appropriate to their job role).
* Key Holders should have their responsibility stated in their job description and clarity of their role as key holders.
* Key Holders should not have access to confidential areas or access to confidential information e.g. computer systems, areas where safeguarding information is held (e.g. single central record / CP files)
* The Headteacher/Principal/Manager should ensure the detail of the key holders is recorded on the asset management plan (for security, liability and insurance purposes).
* The Headteacher/Principal/Manager should ensure that that **all keys** are returned on the termination of employment of the Key Holder.