



# Access Control & Key Holder Policy

(Including Russell House)

<b>Date of last review:</b>	2024	<b>Review period:</b>	Annually
<b>Date of next review:</b>	2025	<b>Written by:</b>	Rebecca Garratt
<b>Type of policy:</b>	Statutory	<b>Committee:</b>	FGB
<b>Signature:</b>			

## **Introduction**

The lockable doors within Wyre Forest School with the exception of some departmental storage areas, are operated by suited keying systems and/or an electronic key fob/card system.

All suited keys excluding sub-master and external doors are issued by the HR Manager and are signed for by the individual staff members for access to the key areas that they are involved with during their regular working week. This includes storage cupboards, internal access doors and internal doors.

All external access keys and grand master keys are issued by the School Business Manager in full knowledge of, and agreement with, the Head Teacher and Governing body for insurance purposes to "Registered Key-Holders" only.

## **Access Levels**

Only registered key-holders will be issued with grand-master keys and/or keys with significant external access. These key-holders will also be given the codes for the security alarms within the School and Russell House. Registered key-holders are responsible for the unlocking and locking up of the School and/or Russell House and are issued with keys through agreement with the Head Teacher and Governors of the school in conjunction with any relevant insurance policies and emergency procedure requirements.

Registered Key-holders are:

Rebecca Garratt – Headteacher  
John Caldwell – Site Manager  
Steve Withers – Assistant Site Manager  
Carla Mole – Head of Care (Russell House)  
Chris White – Technical Support Manager

## **Key Fobs**

For security reasons and safeguarding reasons, some external and internal doors within the school and Russell House are operated by an electronic key fob/card system. This system works by the member of staff who has been issued the card/fob, presenting it to the card/fob reader beside the door, which then sends a signal to the door to unlock it. Once the door has been opened, it will re-lock upon closure after a few seconds. The door locks are linked to a main computer program which is informed of every door opening event and stores not only which door was opened but which card was used (and who this card has been issued to, etc.). In the event of a Fire Drill or the alarm sounding, the doors will be released automatically without the need for a card/fob to be presented at the reader.

The system is managed by the Assistant Site Manager and the cards/fobs are programmed and distributed by the Assistant Site Manager. Cards/fobs can be programmed to give full unlimited access or limited access which can include which doors can be operated by the card and within which timescales (e.g. the working day or out of hours).

## **Procedures for Issue of Keys and Key Fobs/Cards**

Keys for new staff must be requested to the HR Manager by e-mail or in writing. The HR Manager must be informed of the staff member's name, position, start date and a summary of the access required for the staff member. All issued keys must be signed for at the time of receipt and the staff member must sign a key-holder declaration form (*see Appendix 1*).

Key Fobs/Cards for "Access Control" that are required for new staff must be requested by the HR Manager to the Assistant Site Manager. The Assistant Site Manager must be informed of the staff members' name, position, start date and a summary of the access required for the staff member. All issued key fobs/cards must be signed for at the time of receipt and the staff member must sign a Key-fob/card holder declaration form (*see Appendix 1*).

## **Lost or Destroyed Keys and Key-fobs/cards**

The cost of replacement keys and key-fobs/cards can be quite high, therefore there is a cost entailed for staff who misplace their key and/or key-fob/card. This is highlighted in the declaration forms and in addition, the staff member will be asked to give a written account of where they last had their keys and/or key-fob/card and how they feel it was lost.

**Cost of replacement keys will depend on each individual key. A quote will be obtained as and when the occasion arises.**

**Current cost of replacement cards: £2.50**

Worn key-fobs/cards need to be reported to the Assistant Site Manager as soon as possible so that a replacement can be arranged if necessary.

Where it is suspected that a staff member has had their key and/or key-fob/card stolen, this must be reported to the HR Manager as soon as possible so that any security measures can be put in place.

## **Procedures for the return of Keys and Fobs**

If a staff member changes role or moves within a department, the HR Manager is responsible for the collection of redundant keys and must ensure that the key-fob/card is altered by the Assistant Site Manager appropriately to provide the access required for the new role.

In the event of a staff member leaving the school, all keys and the key-fob must be returned on their last working day and recorded on the exit interview paperwork. All redundant keys must be returned to the HR Manager and all redundant key-fobs/cards must be returned to the Assistant Site Manager.



**Staff key-holder/access fob declaration**

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

I am aware that if I lose this access fob/key(s), it is my responsibility to immediately report to Tracey Birch (HR Manager) that the access fob/key(s) has been lost 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 access fob/key(s).

**Current cost of replacement cards: £2.50**

I understand that once my employment ends with the school, it is my responsibility to return the access fob/key(s) immediately.

- Access fob number .....
- Key 1.....Key 2.....
- Key 3.....Key 4.....
- Key 5.....Key 6.....
- Key 7.....Key 8.....

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of issuing manager: Tracey Birch – HR Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NB:** Access fob is also your ID badge and printer card