**Key holder policy and Signatories list**

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**Role & Responsibility:**

Key holders are responsible for the overall security on site following the play sessions that they have lead (please read lead staff policy). The Key Holder will as such need to be responsible for:

* Safe Holding of Cash: to pay due attention to our cash handling policy and ensure that money is accounted for and locked away as per written procedures.
* Reporting of any incidents, accidents, issues, or concerns is complete; recording any accidents in the accident book, any other concerns which are not essential to follow up that day should be recorded on the communication board (unless confidential), matters of a confidential nature should be emailed to Ella or Will following the shift (ensure that you have only emailed people who need to know). Where an incident requires immediate attention (EG child protection issue / serious complaint made) then Ella or Will should be called and in their absence, the lead for youth and community should be contacted, (if she is not available, then contact the lead for Family Solutions). All reporting should be complete before leaving the premises, (see safeguarding policy / health and safety policy for reporting procedures).
* Provision of resources and equipment; ensure that all staff have returned Walkie Talkies to charge, the donations tin have been returned to the office, (which has been locked), outdoors has been cleared, go karts locked away, loose parts returned to their correct location, all centre keys are returned to the key cupboard, the kitchen has been completely closed down and all appliance switched off and any other equipment used is put safely away.
* Ensuring good close down procedures; communicate with staff about how to close down (EG reset or clear away for cleaners). Spot check each area to ensure that the close down is suitable. Ensure all electrical devices are switched off (especially so in the kitchen), all doors and windows are locked and all equipment has been returned to its correct storage place. Cleaning should be completed as appropriate.
* Security of the building; ensure that all doors and windows are closed and locked and that centre resources are safe and secure before setting the alarms and leaving.
* Looking after your keys; all key holders need to be extra vigilant with the security of their keys. Keys should be kept on their person at all times during session. Keys should not be labelled “Sycamore Adventure” making it obvious that they are related to this centre. Lost keys will require action (eg. changing of locks / replacement keys being cut) which will be charged to the individual responsible.
* Use of keys: Keys should only be used for agreed play sessions. Staff are not permitted to access Sycamore Adventure at unscheduled times. The alarm system is checked regularly to ensure that unauthorised use is not taking place. Any unauthorised use will be investigated.
* Staff leave; any staff who leave their post at Sycamore Adventure will be required to return their keys. At this point, door key codes would also be changed.

**Signatories confirmation of the above statement:**

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| --- | --- | --- | --- |
| **Name** | **Company** | **Date** | **Signed** |
| Ella Blewitt | manager |  |  |
| Will Ganniclifft | senior play ranger |  |  |
| Glen Flurry | Free 2 Play |  |  |
| Joe Waterfield | Free 2 Play |  |  |
| Ashley Sadlier | Free 2 Play |  |  |
| Kate Rafferty | Free 2 Play |  |  |
| Trudy | Solo Cleaning |  |  |
| John | Solo Cleaning |  |  |
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**Signatories for the safe:**

Senior staff are responsible for the safe keys. The safe keys are looked after with paramount importance by senior staff and kept on their person at all times. Only the follow staff will ever access the safe:

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| --- | --- | --- | --- |
| **Name** | **Company** | **Date** | **Signed** |
| Ella Blewitt | manager |  |  |
| Will Ganniclifft | senior play ranger |  |  |