

## 1. Purpose

Newbury Baptist Church (NBC) has created this key holder policy in order to maintain the security of the NBC premises and contents. It is also intended to help protect staff members and users of the service and safeguard confidential information held about them, both manually on the premises, or electronically, but accessed through NBC IT systems.

## 2. Responsibility

2.1 The Deacons / Charity Trustees are elected by the Church Members Meeting and have overall responsibility for all Newbury Baptist Church policies and their implementation. The Trustees accept their overall responsibility for this. The trustees will ensure that adequate resources are made available to achieve this objective.

2.2 The diaconate appoints the Operations Manager to have specific responsibility for implementing this policy. The Operations Manager may delegate day to day working of this policy to another individual.

## 3. Policy

3.1 Keys are issued in various forms.

- Electronic for use with a smart phone,
- A unique pin number issued to the individual
- A programmed key ring fob.
- A Physical key.

3.2 It is the policy of NBC to only issue keys for the NBC premises, certain internal rooms / storage facilities, to staff/church members on a "required-for-role" basis. This ensures that the absolute minimum number of persons have the means to access the NBC premises at any time of day or night, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access. All access to and from the NBC buildings is monitored 24/7/365 and recorded into the Paxton 10 system

3.3 Any physical keys to the NBC, internal rooms, storage facilities must not be duplicated

3.4 NBC will identify staff/Church members as eligible to be key holders. Each identified person must each complete a Key Holder Agreement Form (see page 2) which registers them as a key holder and also highlights their responsibilities within this function.

3.5 NBC also recognises that provision must be made for staff leave, illness and operational reasons so that access is always possible 24 hours a day, 365 days a year.

3.6 With this in mind, NBC will identify, in advance, certain members of staff who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a Key Holder Agreement Form (see page 2) at the time they are given the keys. The keys will be signed back to the Operations Manager at the end of the temporary period.

3.7 The Operations Manager is responsible for keeping a master record Key Holder Register which is held on the Paxton 10 system, of all keys held by whom and their roles. Both permanent and temporary key holders are noted on this register which is covered by the NBC GDPR policy

3.8 The purpose of this register is to enable excellent operational administration and to provide a clear audit trail in the event of any security issues that may arise.

## Newbury Baptist Church (NBC) Key Holder Agreement Form

This record certifies that I, (Key Holders Name ) have been nominated by NBC to be a key holder for the NBC site

..... (Signature and Date)

I understand the responsibilities of my role as a key holder and hereby agree to the following statements:

- Electronic and physical Keys that have been issued to me will be kept in my possession at all times and not shared with any other person.
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are not allowed.
- I will ensure that when I take keys away from the premises that they are kept safe, and that no other person has access to them
- I understand that it is my responsibility to inform the NBC Operations Manager immediately should any theft, loss, damage or misuse occur with regard to the keys
- I understand that I must return ALL keys in my possession immediately at the request of the NBC Operations Manager or when my role for which the keys were issued at NBC ceases.

You have been granted access to the following areas. (tick as applicable)

- ☐ Church Hall Entrance.
- ☐ Church Hall Kitchen
- ☐ Church Office
- ☐ Church Side Entrance
- ☐ Livestream Studio
- ☐ Alarm Fob.
- ☐ Others (please specify)

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