



ST MARY THE VIRGIN, DAVYHULME, M41 7BU

Policy Statement

This policy is intended to set out the basis upon which keys to the Church and church hall are to be issued and how these are to be monitored in order to ensure a robust process of key management, oversight and to ensure the safety and security of Church and church hall premises and all those using the Church buildings.

Key Policy Requirements:

- Keys only to be issued to those who require regular access to the premises and to be able to open and close the building for the full range of activities undertaken within the life of the Church and church hall.
- Appropriate key holder access to be restricted to the areas of the building to which their access is required.
- The PCC will appoint a named person (key holder supervisor) to be responsible for the administration of this policy.
- There must be a register of all key holders
- The register must comprise details of specific keys allocated, date keys allocated and date keys returned (where appropriate). Regular audit of key holders must be conducted to ensure accuracy. The key holder register must be kept in the church safe.
- The above register is to be reviewed by the Wardens in conjunction with the Incumbent on an annual basis.
- Those holding keys for whom there is no longer a requirement / justification to hold keys will be asked to return them to a church officer. The name of the person receiving the key and the date of return must be noted on the form. The key must be stored in the church safe.
- Where an alarm is fitted, appropriate alarm code is to be issued (on an individual basis where the system allows for this). Alarm codes to be withdrawn when keys are returned.
- Key holders will be required to sign a key holder agreement at the time a key is / keys are issued to them.
- Only persons designated by the wardens may duplicate keys.
- Key holders must be vigilant and ensure that keys are not lost, stolen or compromised. Any loss of keys must be reported to the wardens immediately.
- Spare keys must be kept in a clearly marked box in the church safe.

Policy agreed:

Policy agreed by PCC on: February 2026

To be reviewed: September 2029