



## Diocese of Bristol Parish of Yate



### Management of Keys, Locks, Codes, Logins, Passwords

Version	Author	Date	Detail
0.1	Beverley Hodgson	29-10-2024	Re-format St-Mary's Ewell Key Management Policy 2016 into Parish of Yate Management of Keys Locks Codes - Policy.
0.2	Beverley Hodgson	05-03-2025	Extension to logins and passwords; and revision of Keys Loan Record following review with Revd Snook.
FD	Beverley Hodgson	10-03-2025	Final Draft for PCC Approval

#### Policy Statement

As well as being places of worship, the churches, church offices, halls and rooms across the Parish are used throughout the week by different people: members of the ministry team, volunteers, church groups, contractors, and external groups hiring the premises. This varied use necessitates the need for individuals to have the means to access one or more buildings through the loan of keys or knowledge of combination lock codes. For insurance and security purposes, to reduce unauthorised access and to protect the security of the premises, assets and individuals, it is important to establish process and procedure to manage the procurement, holding, loan and return of keys, for the appointment of Key Managers, and for the authorisation and guidance of key holders and users. For this document, "keys" refer to physical keys and combination lock codes, electronic device logins and passwords.

#### Background

At the beginning of 2025, it has become clear that there are many individuals who hold on loan keys to one or more of the churches, church offices, halls and rooms across the Parish. There is a need, therefore, to both identify who is holding what keys on loan, and to establish process and procedure for the more effective management of keys, including their return at the end of a person's employment or role, when they leave the Parish, or the end of a hiring agreement. The deciding factor for the loan of keys is the essential requirement of a role, task or duty, or under a premises hire agreement.

As a Parish we are looking at a scheme to add or replace locks with combination locks. Although this may take time, the process and procedure will continue to apply.

#### Terms and Definitions

For this policy the following terms are used:

Individual roles

Key Manager(s) – appointed by, and accountable to, the PCC. Responsible for implementing and monitoring the process and procedure, including the maintenance of comprehensive, timely and accessible records.

Key Holder – an individual who, due to the nature of their role, task or duty, or under a church premises hire agreement, has been authorised by a member of the Ministry Team or a Churchwarden to hold Personal keys.

Key User – an individual who, to undertake a specific role, task or duty, has access to Common keys.

### Types of Key

Personal Keys – loaned to an individual for the period of a specific role, task or duty, or under a church premises hire agreement, and may be taken away from Parish premises.

Common Keys – stored securely on Parish premises and accessed to carry out a specific role, task or duty.

Combination lock codes – made available to an individual to carry out a specific role, task or duty.

Shared device login and password – made available to an individual to carry out a specific role, task or duty.

### Process and Procedure

Requests for Personal keys must be made to a Key Manager by an individual.

A charge may be requested for the provision of a set of keys before the hire of church premises can begin. This charge will be refunded on the return of the set of keys when the Hire Agreement is terminated.

Key Holders must ensure the keys are stored safely.

Key Holders will be formally trained in the safe storage and management of keys.

Keys must not be lent to others.

Key Holders must not duplicate keys. If further keys are required, a request must be made to a Key Manager.

Key Holders must report the loss of keys at the earliest opportunity to a Key Manager, who will raise a record and take the necessary measures to maintain security.

Combination lock codes, logins and passwords must not be written down nor shared with others.

Prior to accepting a key, the individual will sign a Keys Loan Record. The signed copy will be held by a Key Manager and a copy will be passed to the Key Holder.

The list of Key Holders will be reviewed in March annually. At the end of a Key Holder's employment or role, when they leave the Parish, or at the end of a hiring

agreement, keys must be returned to a Key Manager, and the original and copy Keys Loan Records annotated and signed.

This Policy was agreed and adopted by the PCC on 17 March 2025.

This Policy will be reviewed and re-submitted to the PCC before 31 March 2028.

**Parish of Yate  
Keys Loan Record**

<b>Name of Key Holder</b>	
Address	
Post Code	
Contact tel	
Contact email	
Church role <i>or</i>	
Organisation	

List of keys issued:


I agree:

- To safely store and manage the keys issued to me;
- To undertake formal training in the safe storage and management of keys;
- To report the loss of keys to a Key Manager at the earliest opportunity;
- Not to duplicate keys, nor to lend or give them to others;
- Not to write down or share lock codes, logins and passwords with others;
- To make any request for further keys to a Key Manager;
- To return keys immediately upon the termination of my need for it, or upon request by the Incumbent, Administrator or Church Wardens.

I acknowledge receipt of the above key(s) issued on loan to me. I have read the Parish of Yate-Management of Keys Locks Codes Logins Passwords Policy on the Parish Policies page of the Parish Admin section of the Parish Website, [yateparish.org](http://yateparish.org) and agree to abide by its process and procedure.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*For office use:*

Approved/issued by \_\_\_\_\_

Copy to Key Holder \_\_\_\_\_

PCC made aware \_\_\_\_\_

Keys returned date \_\_\_\_\_

Signed \_\_\_\_\_



### Parish of Yate-Management of Keys-Role Description-Key Manager

The Parish of Yate takes the safety of everyone within the church seriously and expects that everyone will work within the Parish Safeguarding Policy and Procedures. The Parish expects anyone who becomes aware of a safeguarding risk or of actual abuse to raise this immediately with the Parish Safeguarding Officer.

The Parish of Yate is committed to the prevention of harassment and bullying and will seek to ensure that the behaviour of any individuals is managed appropriately.

Those who work with children, young people and / or vulnerable adults should have a commitment to:

- 1) Treat individuals with respect and courtesy.
- 2) Promote their rights to make their own decisions and choices, unless it is unsafe.
- 3) Ensure their welfare and safety.
- 4) Never passing on personal or confidential information without explicit consent, unless there are safeguarding issues that must be reported to the PSO.

Role	Key Manager
Responsible to	Church Wardens/PCC
Key responsibilities	<ul style="list-style-type: none"><li>• The procurement and copying of keys from the approved outlet.</li><li>• Marking keys with a numerical code and maintaining a record of keys and codes.</li><li>• The loan of and receipt of keys, ensuring that in all cases the names of both the key holder and key loaner, together with the individual key code and key number are recorded, dated and signed for.</li><li>• The collection and return of keys on the departure of individuals or changes in the roles of individuals.</li><li>• The arrangements for secure storage of Other Keys and for the appropriate storage of Common Keys.</li><li>• Review list of Key Holders and undertake key audits in March annually.</li><li>• Managing reports of lost keys and taking measures as necessary to maintain security.</li><li>• Consulting with the PCC on key and lock requirement for any new door or facility.</li><li>• Ensuring databases and paperwork are made available to facilitate these processes.</li></ul>
Arrangements for induction training and support	Participate in an induction programme, and undertake training relevant to the role – including appropriate safeguarding training, to be repeated every 3 years.
Role to be reviewed	DD Month 202Y
The role is eligible for a criminal record check renewable every three years?	Yes

**Record of a report of loss of keys**

Report as soon as the key cannot be found.

Date	
Key Holder	
Key Manager	
Circumstances surrounding the loss	
Likelihood of keys being found	
Police report	
Insurance company report	
Measures taken to maintain security	