

# St Stephen's Church Centre (the Parish of New Town and the Hythe)



## Key Holder Policy

Version: 01.00

Last Updated : 06 January 2026

## **Policy Statement**

This policy is intended to set out the basis upon which keys to the Church are to be issued and how these are to be monitored to ensure a robust process of key management, oversight and to ensure the safety and security of Church premises and all those using our 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.
- As appropriate key holder access to be restricted to the areas of the building to which access is required.
- The Wardens, supported by the administrator where appropriate, are to maintain a register of all key holders and details of specific keys allocated to them for access to designated areas.
- The above register is to be reviewed by the Wardens in conjunctions with the Priest in Charge 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.
- 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 Alarm codes to be withdrawn when keys are returned.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.

<https://drive.google.com/file/d/1ww4gK9SRi1iZLd6vIgiDN97LYCf9WtV3/view?usp=sharing>

This policy was adopted by the PCC on 01 March 2026

### **Document Revisions**

<b>Version</b>	<b>Date</b>	<b>Changes</b>	<b>Made By</b>	<b>Approved By</b>
V01.00	March 2026		Andrew Topple	PCC on 01 March 2026