

Key Handling Policy

Policy Management	
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Date of Last Review: <i>July 2025</i>	
Date of Next Review: <i>July 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

1. Purpose

This policy covers how we manage keys to the buildings and facilities Bee-Able CIC use securely and respectfully.

All young people in our care are provided with a safe and secure environment.

2. Who Holds the Keys

This only happens:

- ☒ With written consent from the Manager, which will be signed and held at the Manager's address.
- ☒ As part of a documented agreement with the hirer of the building.

3. Safe Storage

- Keys are labelled discreetly (no names or addresses)
- Keys are kept securely when not in use
- Staff only carry keys when they need them for active sessions



4. Staff Responsibilities

In the case of lost or stolen keys the Manager is obligated to complete the lock changing procedure.

Staff must:

- Never duplicate keys
- Never lend or share keys with unauthorised people
- Report any lost or stolen keys immediately
- Return keys when their employment ends or they are no longer needed

5. Monitoring and Review

Key handling arrangements are reviewed annually or if circumstances change.

We will review this policy every year to make sure it stays relevant and effective.