Key Management Policy

1.　Policy Statement

It is the policy of St Mary's Ewell to provide keys on loan to its staff to enable them to carry out their duties and to members of the congregation to enable them to carry out their voluntary duties. Other keys are made available on loan under supervision to non St Mary's personnel requiring access to parts of the St Mary's Ewell estate. All keys, locks and codes are to be managed in such a way as to protect the security of the St Mary's Ewell buildings, assets and individuals.

2.　Background

The church's buildings and facilities currently have a wide range of locks fitted, from electronic code locks to padlocks and latch and mortice locks. This necessitates a large number of keys being in circulation. The church is implementing a scheme to add locks or replace some existing locks with those whose keys may be more easily controlled. The new scheme will permit a more effective key management procedure. However, the implementation may take several years as old locks become damaged and replaced or working areas are configured to the new scheme. Meanwhile this universal Key Management Policy for the church, to be implemented immediately, has been developed.

This Key Management Policy, when implemented, is designed to reduce unauthorised access to sensitive areas, lessen the likelihood of theft, and in the longer term yield financial savings.

3.　Terms and Definitions

For the purpose of this Key Management Policy, the following terms are used:

3.1.　Individual Roles

3.1.1.　Security Officer

The Security Officer is person responsible for the overall management of locks and keys for the church. This person is usually a Churchwarden. The appointment is authorised by the PCC.

This document, the church's Key Management Policy, and proposed changes, to be presented to the PCC by the Security Officer for approval and adoption as necessary. The Key Management Policy to be reviewed by the PCC from time to time to ensure that it remains fit for purpose.

3.1.2.　Key Manager

The Key Manager is the person appointed by the PCC to be responsible for defining, implementing and monitoring a system for managing and recording the storing, holding, loan and return of keys. With the approval of the PCC the day to day loan and recording of some keys may be delegated to a member of church staff.

The Key Manager is to liaise with the Chair of the Estates Committee on matters relating to the physical installation, change or repair of locks and keys.

3.1.3.　Key Holder

A Key Holder is an individual who has been authorised temporary **loan** of a church key or keys in order to carry out specific tasks or duties and has signed for each loan. Key Holders must return loaned keys on cessation of their specific task or duties.

Key Holders may be members of church staff or congregation.

3.1.4. Key Users

Key Users are those persons who, through the nature of their tasks, need access to Common Keys kept for those purposes within the church buildings. Key Users agree to return those keys to their normal storage positions after each use.

Key Users **should not routinely** remove Common Keys from church buildings.

An individual may be both a Key Holder and a Key User.

3.2. Category of Keys

Keys in use generally fall into one of two categories: Personal Keys and Common Keys:

3.2.1. Personal Keys

Personal Keys will be loaned to an individual against signature for a particular role and details retained in accordance with this policy. In most cases Personal Keys will be retained by an individual for the period of that role and may be taken home or away from the church premises.

3.2.2. Common Keys

Common Keys are those keys that may be accessed without signature by one of a number of individuals in order to carry out a function or role whilst on church premises.

3.2.3. Key Codes

Key Codes to code locks shall be secured and treated in the same way as Personal Keys. All references to keys in this document shall also include Key Codes to code or combination locks.

3.2.4. Other Keys

Other Keys are those keys that are not normally loaned or are not in current use. Other Keys include master copies of keys used only for the production of further copies, spare unloaned keys and other miscellaneous keys for locks not in current use.

4. Rules for Key Holders and Key Users

4.1 Key Holders and Key Users should not routinely have church keys in their possession which they do not need for their immediate duties. The only keys that should be taken home or away from the premises are those Personal Keys loaned to them and which are needed to gain access to a church building or facility.

4.2 By holding a key on loan, the Key Holder or Key User agrees not to compromise the security of any area or building and further agrees to secure each door upon leaving an area unattended. It is every individual's responsibility to ensure that keys in their possession giving access to church buildings, locations and facilities are kept secure at all times. Receipt of a church key on loan carries these implied responsibilities.

4.3 The following acts are examples of violations of the Key Management Policy and are prohibited:
   a. Unauthorised loaning of keys
   b. Unauthorised duplication of keys
   c. Taking Common Keys off church premises or failing to return them to their correct storage locations
   d. Altering keys, lock or mechanisms
   e. Damaging, tampering or vandalising any church lock or hardware
   f. Propping open or leaving unlocked secure doors resulting in a reduction in security

g. Unlocking doors to admit unsupervised persons into church buildings

h. Failing to produce for inspection all church keys held when requested to do so by a PCC authorised person

i. Failure to return a church key or keys when requested to do so by a PCC authorised person, or upon leaving the employment or congregation of the church

j. Failure to report lost church keys to the Security Officer or Key Manager

k. Exchanging any church key, including file cabinet or desk keys, with any other person.

5. Contractors, Vendors and other Visitors

5.1 Security arrangements must be made clear to outside contractors and other authorised visitors by the member of staff or congregation initiating any such visit in all cases where the use of keys is necessary.

5.2 The member of staff or congregation initiating any such visit or loaning any key to a non St Mary's individual is responsible for ensuring no breaches to the church's short-term or long-term security occur through these visits or loans.

5.3 No individual should be expected to lend keys, for which they are responsible, to other parties to gain access to the church's buildings and facilities.

5.4 If an additional key is needed for a contractor, vendor or visitor they should be requested, obtained and signed for in the normal way by the member of staff or congregation initiating the visit.

6. Overall Responsibility for Key Management

6.1 The strategic management of the church's keys and locks will be the responsibility of the Security Officer. The Security Officer and Key Manager will jointly establish policy and security classifications (levels) for the loan of Personal Keys and the provision of Common Keys.

6.2 The practical management of the church's keys and locks will be the responsibility of the Key Manager working in consultation with the Security Officer.

6.3 The Key Manager is responsible to the Security Officer for handling or overseeing:

a. The procurement and copying of keys.

b. 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. A Key Management Policy leaflet detailing the responsibilities of the key holder will be issued to each new Key Holder at the same time.

c. The collection and return of keys on the departure of individuals or changes in the roles of individuals.

d. The arrangements for secure storage of Other Keys and for the appropriate storage of Common Keys.

e. Periodically conducting key audits.

f. Managing reports of lost keys and taking measures as necessary to maintain security.

g. Consulting with the Chair of The Estates Committee and advising the Security Officer of the key and lock requirement for any new door or facility.

h. Ensuring databases and paperwork are made available to facilitate these processes.

This Key Management Policy was agreed and adopted by the PCC on 14 March 2016

14 April 2016