SCHOOL KEY POLICY

1. An audit of all school keys will be conducted annually, and/or at the discretion of the Principal.
2. A register of keys is to be kept by the Principal/Business Manager.
3. The Principal and Business Manager will retain one full set of school keys each.
4. All teaching staff, cleaning staff and School Council President to be issued a master key/other keys on request.
5. All keys will be issued at the discretion of the Principal.
6. All keys are to be signed out and in on return.
7. Holders of a master key/other keys are not permitted to pass the key on to other parties.
8. No person is permitted to duplicate any school keys without the authorisation of the Principal.
9. All lost/stolen keys must be reported to the Principal immediately upon the loss/theft being apparent.
10. If a master key is lost or stolen.
   ➢ Principal/Business Manager is to be informed.
   ➢ All parents to be alerted to assist the possible return.
   ➢ If the key is not returned in three (3) days, the Principal/Business Manager will arrange for the existing locks to be rekeyed.