

The Parish of Swaythling

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St Alban's and St Mary's Churches

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Swaythling Parish
St Alban's & St Mary's Churches



Parish of Swaythling

Swaythling Parish Keyholders Policy and Procedures

All key holders must now be registered and sign for church and parish keys, as required by the Diocese and as approved by PCC.

Please therefore find enclosed information for keyholders:

1. A copy of the procedures and key management policy for keyholders
2. A keyholder declaration which must be signed before keys can be issued.

Please read these documents carefully, alongside our safeguarding policy (or the safeguarding policy for your own organisation if you are hiring the building) as being a key holder means that you need to be aware of and will abide by the safeguarding policy, and that you take on certain responsibilities for the security of the building.

Please sign and return the attached keyholder declaration to the Parish Office. Any queries do contact us.

Parish Administrator

office@swaythlingparish.org.uk

02380 67 97 87

Parish of Swaythling Procedures for Keyholders

This document should be read in conjunction with the Safeguarding Policy.

Introduction

The Parish of Swaythling is committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and vulnerable adults;
- The safeguarding and protection of all children, young people and vulnerable adults;
- The establishment of safe, caring communities which provide a loving environment where there is a culture of informed vigilance regarding the dangers of abuse.

The safeguarding and protection of children, young people and vulnerable adults is everyone's responsibility, not just parents or those who have formal responsibilities for the person concerned. Procedures and formal processes alone, though essential, will not protect children, young people and vulnerable adults. The community, including all its members, must be aware of the dangers and be prepared to report concerns and take action as necessary.

Keyholders

As a holder (or user) of one or more keys for the Parish of Swaythling you take on a shared responsibility to keep church property and possessions secure, and to abide by the Parish Policy for Safeguarding. The procedures and the key management policy are intended to help you to do this.

Any person holding a key will be able to gain access to the church/centre building at any time – including when children, young people's or vulnerable adult's activities are taking place, or when any outside organization is hiring the premises. It is therefore important that all keyholders follow the procedures outlined below when accessing the building.

Procedures

1. When accessing the Church or Parish Hall building, please book in advance, and/or check in advance (via the office or google calendar) whether any other groups are using the building or rooms.
2. If accessing the building without a booking, please use discretion, and try to time your visit when activities for children, young people or vulnerable adults are not taking place;
3. Please be aware that groups with children, young people or vulnerable adults can refuse entry to rooms to those who are not involved with their activities;
4. Keyholders may only access rooms where children and young people's or vulnerable

adults' activities are taking place with the permission of the organiser. Where possible you should wait until the group has finished, and the room is available.

5. Care with access needs to be taken particularly in shared areas of the building, such as the toilets. Group leaders (either from church or from outside groups hiring the building) remain responsible for those in their groups, and should have appropriate arrangements in place for the safety of their participants, including for them to use the toilets safely. This may mean that some toilets are reserved for these groups and are therefore out of bounds to others for the duration of the group's activities. If so, keyholders or other users of the building should use alternative facilities, as directed by group leaders.
6. Keyholders must report any safeguarding concerns, initially to the Parish Safeguarding Officer for the Parish of Swaythling, care of the church office, as detailed on our website.

Parish of Swaythling Key Management Policy

1. The person to whom a key is issued (the 'keyholder') is personally responsible for the use of the key.
2. Keys are personal and must not be given or lent to anyone else. If someone else has a regular need for a key then they should be registered for their own key.
3. Keys remain the property of Parish of Swaythling and must be returned when no longer needed. Keys are associated with a role. For example, a Warden will need various keys for the Church. When the person no longer has that role, the keys will no longer be needed and must be returned to the Parish Office who will update the keyholder records.
4. Keys must not be left where there is any risk that they may be stolen, lost or borrowed. The safest place for a key, apart from a key safe, is about one's person.
5. Keys must not be labelled to disclose their purpose. For example, a key must not be labelled "St Mary's Church Front Door"
6. The keyholder is personally responsible for securing an area when they are the last keyholder to leave that area. Prior to locking the area, the keyholder should ensure that (a) lights and equipment used are turned off, and (b) no-one is going to be locked into the area.
7. If a keyholder opens an area but will not be the last keyholder to leave that area, then they must ensure that they have handed over responsibility for securing the area to another keyholder.
8. Acceptance of the key will imply acceptance and compliance with this key management policy.
9. Lost, damaged or stolen keys must be reported to the Parish Office at the earliest opportunity. Depending on the circumstances of the loss or damage, keyholders may be asked to pay for replacement keys.