

## POLICY REGARDING KEYS

### AIM:

To control the handling of school keys by the staff members

### METHOD

- Each staff member should sign out the key for his or her classroom or office in a keys register at the beginning of the school day and sign it in again when returning it at the end of the school day.
- If any staff member is absent the caretaker of the school should unlock the door to the classroom of the relevant educator at the instruction of the principal.
- If the key gets lost, breaks or is stolen while in the possession of the staff member, it should immediately be brought to the attention of the principal. The educator will be responsible for replacing the key.
- The caretaker of the school is responsible for locking and unlocking the administration building.
- The principal unlocks the offices inside the administration building.
- Only the principal and the financial officer of the school should handle the keys to the safe.
- No learner may collect or return keys and hang them on the key board after school.
- The administrative officer should ensure that the keys register is kept up to date on a daily basis.

This policy has been adopted:

\_\_\_\_\_

Date

\_\_\_\_\_

Place

EDUCATORS

\_\_\_\_\_

\_\_\_\_\_

PRINCIPAL:

\_\_\_\_\_

CHAIRPERSON (SGB):

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