

ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Key Policy

PURPOSE OF THE POLICY

The purpose of this policy is to give clear direction on the requirements of staff and students in their responsibility of keys at Rockhampton Girls Grammar School.

POLICY

STAFF KEYS

The School uses the KABA Security System for all doors to buildings, classrooms and resident boarding mistresses' rooms. These keys are specialised and because of this, there are specific signatories who may order copies of these keys.

Staff, on commencement of their employment at the School, are issued with keys to areas to which they are to have access. A Key Register is kept in the office of the Facilities and Services Manager.

Staff are advised that **they are responsible for the keys for which they have signed.**

It is the responsibility of the Facilities and Services Manager to ensure that at least one copy of each KABA key is held in the key cupboard.

It is the responsibility of the staff member to return their keys to the Facilities and Services Manager on the completion of their employment at the School.

Staff are **NOT** to give their keys to other staff members when going on vacation or on termination of their employment. The keys are to be returned to the Facilities and Services Manager so they can be signed in. The Facilities and Services Manager will issue keys to a replacement or new member of staff.

DEPARTMENTAL KEYS

Boarding, Catering, Cleaning and Grounds have departmental keys for which the Heads of these departments are responsible.

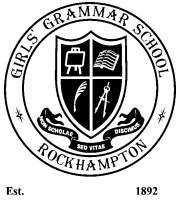
LOST KEYS

If keys are lost, the staff member is to carry out an intensive search for said keys and, if unable to find them, the staff member is to inform the Facilities and Services Manager as soon as possible. **It cannot be stressed enough how important it is for staff members to keep these keys secure at all times. The loss of keys puts the whole school's security at risk.** Staff will be billed for the cost of replacing keys for which they are responsible.

KEYS ARE NOT TO BE GIVEN TO STUDENTS AT ANY TIME UNDER ANY CIRCUMSTANCES

STUDENT LOCKERS

When a student commences at the School, a locker is made available to her for the day to day storage of her belongings. It is the responsibility of the student to purchase a lock, either with a key or a combination, to secure her locker. Should the student lose the key or forget the combination, the school will assist with the removal of the lock which should then be replaced by the student.



STUDENT CUPBOARD KEYS

In Kollar House, students have keys to their cupboards. These keys are issued by the Mistress in charge of that floor

If a key is lost, the student must report the loss to the Mistress on duty so a replacement key can be ordered.

Ordering of cupboard keys is to be done by the Facilities and Services Manager.

POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGS Executive
Review Date	Biennially
Access	Public Availability – RGGS Website

RELATED POLICIES AND DOCUMENTS

RGGS Student/Parent and Staff Handbooks
RGGS Values Statement