

Key Holder Policy & Templates (In Progress)

Document Control

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B. Document Details

Organisation:	Islington GP Federation (IGPF)
Current Document Reviewed and Approved By:	Guy Hunt
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C. Document Revision and Approval History

Version	Date	Version Created By:	Version Approved By:	Comments
1.1	21/09/17	Hannah Robathan	Guy Hunt	
1.2	17/09/2018	Daniela Strofton	Guy Hunt	

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Key Holder Policy

Purpose

IGPF has created this key holder policy in order to maintain the security of the IGPF premises, contents and grounds. It is also intended to help protect staff members and users of the service and safeguard confidential information held about them, both manually on the premises, or electronically, but accessed through IGPF IT systems.

Policy

It is the policy of IGPF to only issue keys for The IGPF premises, certain internal rooms / storage facilities, and grounds to staff members on a “required-for-role” basis. This ensures that the absolute minimum number of persons have the means to access the IGPF premises at any time of day or night, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access.

All keys to the IGPF, internal rooms, storage facilities and grounds are the type that can only be duplicated by approved locksmiths and by use of a code received at the point of purchase.

The IGPF will identify staff members as eligible to be permanent key holders. Each identified person must each complete a ***Permanent Key Holder Agreement Form*** (see page 3) which registers them as a key holder and also highlights their responsibilities within this function.

IGPF also recognises that provision must be made for staff leave, illness and operational reasons so that access is always possible 24 hours a day, 365 days a year.

With this in mind, the IGPF will identify, in advance, certain members of staff who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a ***Temporary Key Holder Agreement Form*** (see page 4) at the time they are given the keys. The keys will be signed back to the Services Manager at the end of the temporary period.

The Services Manager is responsible for keeping a master record ***Key Holder Register*** (see pages 5 and 6) of all keys held and by whom. Both permanent and temporary key holders are noted on this register.

The purpose of this register is to enable excellent operational administration and to provide a clear audit trail in the event of any security issues that may arise.

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Permanent Key Holder Agreement Form

This record certifies that I, ***Insert Name & Position of Person*** have been nominated by IGPF to be a permanent key holder for IGPF site
.....

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members at IGPF.
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
- I understand that it is my responsibility to inform the IGPF Services Manager immediately should any theft, loss, damage or misuse occur with regard to the keys
- I will not transfer keys to any member of another healthcare team
- I understand that I must return ALL keys in my possession immediately at the request of either the Services Manager or Operations Manager.
- Should any serious security-related incident occur as a result of misuse of keys that have been given to me this will be escalated to ***Insert PCT Name*** for appropriate investigation

Signed:.....

Date:.....

Detach Here and Keep Secure

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Temporary Key Holder Agreement Form

This record certifies that I, *****Insert Name & Position of Person***** have been nominated by IGPF to be a temporary key holder for site

I understand that the keys issued to me are intended to be held by me on a temporary basis from *****Insert Received Date and Time***** until *****Insert Returned Date and Time*****.

I understand the responsibilities of my role as a temporary key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members at IGPF.
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
- I understand that it is my responsibility to inform the Services Manager immediately should any theft, loss, damage or misuse occur with regard to the keys
- I will not transfer keys to any member of another healthcare team
- I understand that I must return ALL keys in my possession at the end of the temporary period, or immediately at the request of either the Services Manager or Operations Manager.
- Should any serious security-related incident occur as a result of misuse of keys that have been given to me this will be escalated to *****.....***** for appropriate investigation

Signed:.....

Date:.....

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Permanent Key Holder Register

Name	Keys Held	Reason	Signed Agreement? (Y / N)	Date Keys Issued	Time	Date Keys Returned	Time
Partners							
Management Team							
Salaried GPs							
Admin Team							
Nursing Team							
Community Team							
Cleaners							

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Temporary Key Holder Register

Name	Keys Held	Reason	Signed Agreement? (Y / N)	Date Keys Issued	Time	Date Keys Returned	Time
Salaried GPs							
Admin Team							
Nursing Team							
Community Team							
Cleaners							