

# Keyholder Policy for Stourbridge Methodist Church

## Purpose

The purpose of the keyholder policy is to check that procedures are in place and provide clarity about the roles and responsibilities of those to whom keys for Church premises are issued.

This policy was agreed at a Church Council held on

Stourbridge Methodist Church is committed to the safeguarding and safety of all who use its premises, and this policy sits alongside the Church Safeguarding and Health and Safety policies.

Keys may be issued to:

- a. individuals who require access to the church, hall or meeting rooms on a regular basis as part of their role within the church
- b. individuals who require access to the Circuit Office (applies to New Road site only)
- c. a named individual who leads a community group (for example Street Pastors) or a regular letting (for example a dance school)
- d. a named individual who is carrying out maintenance or other work within the building (for example organ tuning or repair and maintenance work). This would be for a limited period of time.

Approval for the issuing of keys will be given by the Property Steward at each site and:

- a. Church Council
- b. Circuit Administrator (New Road site only)
- c. Bookings Secretary

In all cases the Bookings Secretary and Safeguarding Officer will be informed when keys are issued. All individuals issued with keys will complete a Safeguarding Keyholder Form (original to be held by Property Steward or Bookings Secretary) and be issued a copy of the Church Safeguarding Policy (and where appropriate other Policies, for example Health and Safety/Working at Height).

Keyholders must be clear that keys are issued to the named person only and are not to be shared with any other person.

## New Keys

New or replacement keys may be ordered by named officers (currently Roy Davis and Philippa Hillman for the New Road site and John Walley for the Gigmill site) with the written approval of the Property Steward and Safeguarding Officer.

## Review

This policy will be reviewed annually by the Church Council.

Next review date: June 2026

Signed .....Rev Michael Payne.....Chair of Church Council

Dated .....12 June 2025.....