

**KEYHOLDER DECLARATION**

Name of nominated key holder ………………………………………………….…..

Your name has been put forwarded as key holder to our premises on behalf of

……………………………………………………………………………………………..

Before the keys can be issued you are asked to sign the declaration below and acknowledge the conditions of issue. This is to help carry out the policy of the XXXXXX Church, XXXXXX to safeguard the children, young people, and adults who may be at risk of abuse or neglect, in its care.

The Church is not obliged to give anyone access to church premises unless that access is required as part of their role or for regular hire of premises.

I have never been convicted or cautioned concerning a sexual offence against children or young people or adults who may be at risk of abuse.

Signed …………………………………………………………………..

Date ……………………………………………………………………..

This key is issued to you under the following conditions:

1 You shall not have any copies made from this key.

2 This key shall not be lent to anyone else.

3 On completion of your term of office this key shall be returned to the church secretary and not handed over to another person.

4 Where entry code numbers are given instead of a key/pass, this information will not be given to anyone else.

I accept the above conditions of issue.

Signed …………………………………………....................Date ………………

* A copy of this agreement should be retained by the person as well as the Church.
* The Church copy will be retained in a secure and confidential manner .
* All information will be held in accordance with the Data Protection Act 2018