



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Keys

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

To Control the Handling of School Keys by Staff Members.

PROCEDURE

- Each staff member should sign receipt for his or her classroom or office key in a keys register at the beginning of the school day and sign return 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 office 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 key register is kept up to date on a daily basis.

