



newton mearns

BAPTIST CHURCH

greenfarm | maidenhill

Key Holder Policy

Version	Review Date	Reviewers	Notes
1	20/03/2026	Muriel McAllister	Simplified

Purpose

The security and safety of the church premises are of paramount importance. This policy outlines the responsibilities and procedures for all authorised key holders to ensure the building is accessed and secured correctly at all times.

All key holders must read and follow this policy carefully on every occasion they use their keys.

If you have any questions or encounter any issues, please contact the Care & Assurance Deacon.

1. Key Holder Responsibilities

- Keys are issued to you personally and remain your responsibility at all times.
- Keys must not be lent to others unless absolutely necessary. Wherever possible, you should act as the key holder on behalf of others rather than sharing keys.
- If keys are lent:
 - They must only be given to a responsible individual.
 - The individual must read and agree to follow this policy.
 - Keys must not be passed on to a third party.
 - You are responsible for ensuring their safe return.
- If you no longer require your keys, they must be returned to the Church Office. Do not pass them directly to another person.
- Keep a record of any temporary key lending (e.g. using a phone note or diary)
- Keys must be stored securely at all times and must not be labelled in a way that identifies the church or its address.
- Any concerns about misuse of keys or building security must be reported immediately to the church office, who will pass on to the appropriate people.

2. Entry Procedure (Side Door Only)

1. Unlock the upper lock (approximately 1½ turns anti-clockwise).
 - Do not unlock the lower lock under any circumstances.
2. Unlock the door using the keypad (same code as the burglar alarm).
3. Enter the building and immediately turn off the alarm using the code.
4. Close the side door firmly behind you.
5. Unlock the inner vestibule door and proceed into the building.

3. Exit Procedure (Side Door Only)

Before leaving the building, you must:

- Check the entire premises:
 - All windows are closed and secure
 - Blinds are closed
 - Front doors are locked
 - Fire exits are properly closed
- Ensure:
 - All internal doors with locks are locked.
 - Lights, urns, and electrical equipment are switched off
 - Lock the internal vestibule door
 - Set the alarm using the keypad
 - Exit via the side door and close it firmly
 - Lock the upper lock (approximately 1½ turns clockwise)
 - The lower lock must never be used

You are the final responsible person for securing the building, regardless of how many others have used it.

4. Burglar Alarm Procedures

- If the alarm is triggered accidentally:
- Enter the code immediately to silence it
- Contact G4S without delay (number located in the vestibule)
- You will need to provide the pre-agreed code word to confirm your identity.
- Failure to notify G4S promptly may result in an unnecessary emergency callout.

5. Alarm Callouts

If you are part of the alarm callout rota:

- You may be contacted by G4S in the event of an alarm activation.
- Police do not attend automatically; the attending key holder must assess the situation first.

You must not attend alone. Always arrange for another person to accompany you.

On arrival:

1. Walk around the exterior of the building.
2. If there are signs of forced entry:
 - Do not enter
 - Contact the Police immediately
 - Wait in a safe place
3. If no signs of intrusion:
 - Enter the building following normal entry procedure
 - Cancel the alarm
 - Check for possible causes (e.g. doors not fully closed)
4. Secure the building and attempt to reset the alarm

5. If unsuccessful:

- Note any error message
- Report the issue

6. Report the incident to the office, who will disseminate appropriately.

6. Important Security Reminders

Common issues to avoid:

- Failing to lock front doors
- Leaving lights or extractor fans on
- Leaving urns switched on
- Not locking internal doors
- Leaving without setting the alarm

The building must never be left unalarmed, even for a short period.

Additional requirements:

- Never wedge or leave doors open to allow access unless someone is present.
- Ensure group members can contact you instead (e.g. by phone)
- Keep external doors locked unless actively supervised

7. Lost or Damaged Keys

If your keys are lost or stolen:

- Inform the Church Office immediately
- Provide details (key set number, last known location, recent use)

If a key fob is damaged, contact the Church Office for a replacement.

The church reserves the right to change locks or access codes where security is compromised.

8. Record Keeping and Compliance

- A central register of all key holders will be maintained and reviewed regularly.
- Key holders may be asked periodically to confirm they still hold keys and require access.
- Failure to comply with this policy may result in keys being withdrawn.

9. Review

This policy will be reviewed periodically by church leadership to ensure it remains effective and up to date.

NMBC Key Holder Quick Checklist

Before Leaving:

- Windows closed
- Blinds closed
- Front doors locked
- Fire exits closed
- Internal doors locked where door locks are available
- Lights off
- Urns off
- Alarm set
- Side door locked (upper lock only)

Never:

- Leave building unalarmed
- Unlock lower lock
- Leave doors wedged open unless you are in attendance