



**MORNINGTON SPECIAL DEVELOPMENTAL SCHOOL  
SCHOOL KEY POLICY**

**Rationale:**

The correct allocation of keys in the school is a very important part of school management. The school is held accountable by the Department if master keys go missing. This is part of the Departments Security of buildings – Code of Conduct. The principal must ensure that keys allocated to staff are returned at the end of the day (unless otherwise noted) and that the school keeps a tally of keys and where the keys are located, (key register)

The following protocols apply to the allocation of keys to staff at Mornington SDS

**Implementation:**

- One set of keys, including the master key, is allocated per class. The blue wrist bands used in room 2 are also nominated as classroom keys. The classroom teacher has the ultimate responsibility for the safe keeping of the classroom key.
- If the teacher requires a second set of keys, the teacher must –
  - State in writing why you, the teacher, require a second set noting that it is not the Departments preference that two sets of keys are allocated to a classroom. Please state in writing (i.e. email the Principal) your reasons for requiring a second set of keys are allocated to the classroom.
  - If the class is allocated a second set, then the person to whom the keys have been allocated must sign out that set of keys in the "Key Allocation Book" at the front office. This must happen daily.

CRT staff and Therapists can be allocated keys but must sign the same book and leave their car keys in exchange for the classroom keys at the front office.

If staff wish to "Play Safe" with keys and not inadvertently take classroom keys home. Then it is suggested that staff leave their keys at the front office in exchange for the classroom key.

The ultimate responsibility for allocated keys rests with the teacher, if you are allocated a set of classroom keys, you too are responsible for their safe keeping and return.

As part of the management responsibility to the department, a key audit and an update on the tally of keys will be conducted, annually.

In an emergency, for safety reasons or at the principal's discretion, the principal may allocate a key without approving a written application.

Belinda Hunt:   
School Council President

David Newport:   
Principal

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