

Secure room/secure storage facility keyholder and access log

The members of staff listed below have been granted access as (between two to six) keyholders to the secure room and/or the secure storage facility at Kettlebrook Short Stay School. They have been approved by the Head of Centre and fully understand their responsibilities as a keyholder to the secure room and/or the secure storage facility. Only those authorised by the Head of Centre and the Exams Officer will be allowed access to the secure storage facility.

Keyholder name	Job title(s)/role(s)	Secure room Tick to confirm if keyholder access granted	Secure storage facility Tick to confirm if keyholder access granted	Signature of keyholder To confirm understanding of responsibilities
Kirsty Rogers	Head of Centre	✓	✓	
Claire Goodwin	Examinations Officer	✓	✓	

Approval/authorisation

Name	Role	Signature (to confirm access has been granted to staff detailed above and responsibilities highlighted)	Date signed
Kirsty Rogers	Head of centre		
Claire Goodwin	Examinations officer		

Access to the secure room is restricted and staff named and approved by the head of centre must be accompanied by a keyholder at all times

Staff name/role (approved for accompanied (by keyholder) access to the secure room)	Signature (to confirm accompanied access has been granted)
Brian Sims – Head of School	
Juley Barker – Facilities	
Helen Lawton – Deputy EO (in CG’s absence)	