

# **Kingsbrook School**

*'A unique service for unique young people'*

## **Missing Keys Procedure**

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**Kingsbrook School**  
Southburgh,  
Thetford,  
IP25 7TJ

**31<sup>st</sup> August 2025**  
**Review: 30<sup>th</sup> August 2026**

## Missing Key Procedure

If staff discover they have misplaced/lost their keys, then members of SLT should be informed immediately.

It is expected that staff will actively look for their missing keys, albeit at home, in their vehicle and within the school and grounds to include rubbish bags if needs be.

If the keys are still missing, then after a thorough search it will be presumed, they are lost.

SLT should be informed again that despite searching, the keys are now lost.

The staff member who has lost the keys will be asked to 'sign out' their keys as lost on the key signing in/out form.

Staff will be issued with a new set of keys.

SLT will inform the OD and the maintenance manager as to the lost keys and action will be taken to ensure the security of the school building. This may entail changing of locks.

Repeated occurrences of staff losing keys may be raised as a disciplinary issue as it is each staff members responsibility to ensure the safe keeping of their keys and therefore the security of the school.

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