



Charity number 1197599

Key Policy and Procedure for Brereton Big Local CIO

Introduction

There are two buildings on the Brereton Big Local CIO site. The Brereton Million office and the Brereton Community Hub. This policy is to ensure the security of both buildings.

Brereton Million Office

The Brereton Million office is accessed by a set of keys. To minimise a security breach, only the regular users of the office hold a set of keys. They consist of:

- Community Development Worker
- Volunteer Co-ordinator
- Administration Assistant
- Health and Safety Officer

Loss of keys will be reported to the Community Development Worker (CDW) or Health and Safety officer if CDW is unavailable.

Brereton Community Hub

Brereton Community Hub is a vital part of the community. Through advanced booking it is used for:

- Regular community groups (e.g., Brownies)
- One off booking (e.g., children's birthday)
- Brereton Big Local CIO sessions (e.g., meetings, charity events)

Key Access

The key to Brereton Community Hub is stored in a key safe on the far side of the building with a code required to access the safe. This reduces the risk of a lost key due to it never leaving the site. It also ensures that access can be made immediately on hirers arrival.

Regular Hirers

Regular hirers:

- Are provided with the code to the key safe to allow access to the hub, the key must be returned to the key safe once the hub is secure and locked.
- The hirer is responsible for the security of the hub and safe return of the key (see hirer terms and conditions)
- Loss of key should be reported to Booking Secretary on 07922 067201 or via e-mail Breretoncommunityhub@gmail.com as soon as possible. A charge of £25 will be payable to obtain a replacement.

'One off' Hirers

'One off hirer's:

- Are provided with the code to the key safe to allow access to the hub prior to their booking, the key must be returned to the key safe once the hub is secure and locked.



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- The hirer is responsible for the security of the hub and safe return of the key (see hirer terms and conditions)
- Loss of key should be reported to Booking Secretary on 07922 067201 or via e-mail Breretoncommunityhub@gmail.com as soon as possible. A charge of £25 (deposit) will be payable to obtain a replacement.

Brereton Big Local CIO

Brereton Big Local CIO:

- Are provided with the code to the key safe to allow access to the hub, the key must be returned to the key safe once the hub is secure and locked.
- All Trustees and employees of Brereton Big Local CIO are responsible for the security of the hub and safe return of the key to the key safe.
- Loss of key should be reported to Booking Secretary/Community Development Worker on 07922 067201 or via e-mail Breretoncommunityhub@gmail.com as soon as possible. A replacement will be purchased via Brereton Big Local CIO.

Any other key holders

The Booking secretary and Community Development Worker hold spare keys to Brereton Community Hub.





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Full Name	Signed	DATE
CHAIRMAN		
VICE CHAIRMAN		
SECRETARY		
TREASURER		
TRUSTEE MEMBER		
TRUSTEE MEMBER		
TRUSTEE MEMBER		
TRUSTEE MEMBER		
TRUSTEE MEMBER		
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To be reviewed and signed at the next AGM.

Signed & Agreed by all Trustees on date:	Policy version:	Review Date:
	V.1 11-22	11/2023