



ST JOHN'S ANGLICAN CHURCH CANBERRA

Policy on	Keying
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LEGISLATION AND STANDARDS

St John's mission is to 'bear public witness to Jesus Christ through Anglican worship and pastoral ministry, loving community and outward-facing mission.' This governs all we do as a Parish including policy development.

This policy is guided by The Master Policy of the parish and diocesan ordinances and policies, most notably the Governance of the Diocese Ordinance.

PRINCIPLES

1. Security of Parish assets is dependent on a secure and controlled keying system
2. The allocation of keys needs to be guided by a trade-off between convenience on the one hand and control and security on the other
3. Security and control are maximised if
 - a. The number of master keys is minimised
 - b. The number of different key types is minimised
4. The allocation of keys must be recorded in a key register
5. The allocations recorded in the register must be reviewed regularly, and no less frequently than annually in the case of the allocation of master keys
6. Procedures should be implemented to ensure the return of keys on the termination of employment or the cessation of volunteer status

PROCEDURES

1. The Parish operates a two-tier key system. The top tier is a master key which opens all doors in the Church, Schoolhouse and Parish centre. There are seven second tier keys (zones) which open the doors shown on the figure attached. Those zones (by function) are:
 - a. Church
 - b. Schoolhouse
 - c. Upper offices key
 - d. Hall and upper meeting room
 - e. Robertson Room
 - f. Wild Honey
 - g. Office volunteers

All keys allow entry via the main door of the Parish centre to allow access to the toilets.

2. It is impracticable to key the kitchen separately; high-risk items in the kitchen are separately secured
3. The premises of St John's Care are keyed separately; SJC maintains its own keying policy and key register
4. Authority to vary this policy rests with Parish Council
5. Approval for the allocation of a master key rests with the Rector
6. Master keys must only be issued to natural persons and not to positions
7. Approval for the allocation of all other keys rests with the Parish Administrator
8. The Parish Administrator will maintain the key register
9. The record of the allocation of master keys will be reviewed annually for accuracy by asking key holders to present their keys for re-allocation
10. On termination of employment, paid staff will be required to return the keys in their possession, along with any other Parish assets, before their final salary is paid
11. Volunteers may be required to lodge a security deposit with the Parish if they are allocated a master key; that deposit will be refunded when the key is returned
12. The Parish Administrator has discretion to allocate keys on a short-term basis as a matter of convenience, but if that involves a master key the Rector must give approval