

# Keyholder declaration

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Name of church

Name of nominated key holder

Your name has been put forward as a key holder to our premises on behalf of

*Before the keys can be issued you are asked to sign the declaration below and acknowledge the conditions of issue. This is to help carry out the policy of the Methodist Church to safeguard the children and young people in its care. The Methodist Church is not obliged to give anyone access to church premises unless access to the premises is required as part of their role or for regular hire of premises.*

I have never been convicted or cautioned concerning a sexual offence against children or young people or vulnerable adults.

Signed

Date

*These keys/pass/entry code are issued to you under the following conditions:*

- 1 You shall not have any copies made from these keys/pass.
- 2 These keys/pass should not be lent to anyone else.
- 3 On completion of your term of office these keys/pass shall be returned to the church council secretary and not handed over to another person.
- 4 Where entry code numbers are given instead of a key/pass, this information will not be given to anyone else.

I accept the above conditions of issue.

Signed

Date

A copy of this agreement should be retained by the person and by the church council secretary or the property committee secretary.

**A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER BY THE METHODIST CHURCH**

This blank form may be photocopied and is also available to download from the website: [www.methodistchurch.org.uk](http://www.methodistchurch.org.uk)

**NB All information will be held in accordance with the Data Protection Act 1998**