**Key Holding**

**1.1 Introduction**

CWD Outreach Service recognises the need to have a policy and procedure, which defines and guides good practice in respect of the security of a family’s home and in particular, holding of family’s keys by staff.

The policy recognises that all Support workers are accountable for the safe keeping of family’s keys and for sending in a Key holding form signed by all parties, to be held on file.

#### **1.2 Standard Statements for key holding**

Support workers will follow the official procedure at all times with regard to key holding.

* Wherever possible families are encouraged to make alternative arrangements for key holding with neighbours or relatives.
* Support workers will only hold keys if absolutely necessary.
* If key holding, staff should complete a key holding form. This should be signed by all parties involved and returned to the office to be held on file.
* Staff will not pass a family’s keys to any other person without written permission from the family.
* Where a joint tenancy exists, all parties must approve keys being held by a member of staff.
* When taking a child/ young person out and leaving a home unattended, Support workers must ensure that they have secured doors and windows as instructed by the child/ young person’s parent/carer, and detailed on the risk assessment.
* Support workers may be required to hold a set of keys during the support time. This would be arranged and documented in the child/ young person’s risk assessment.
* Any special arrangements regarding the security of a child/ young person’s home will be detailed in the CWD Outreach Person Centred Plan.

Document last reviewed: September 2023

Reviewed by: Jo Austin

Next review date: September 2024