

Oakley Methodist Church  
Agreement form for a key holder

Safeguarding Form D

Name of nominated key holder -

Group/Organisation which has nominated you as a key holder -

Before any keys can be issued you are asked to sign the declaration below and **agree to observe the 'Conditions of Issue'** shown opposite. This is to help carry out the policy of the Methodist Church to safeguard the children and young people in its care -

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

**Signed:**

**Date:**

This key is issued to you under the following **Conditions of Issue** -

1. You shall not have any copies made of the key;
2. The key shall only be lent to a person who has signed the Safeguarding Form 'C' or 'E', and if loaned to such a person, they must be made aware of these '**conditions of issue**' items 1-4, & return key to you immediately after use.
3. No label showing the church address shall be attached to the key;
4. If the key is lost at any time, it must be reported immediately to the Church Property Steward;
5. On completion of your term of office (or other reason for holding the key) the key shall be returned to the Church Property Steward and not handed over to any other person.

**I accept the above Conditions of Issue.**

**Signed:**

**Date:**

A copy of this agreement should be retained by the person and by the local church