Completed forms to be returned to the Parish Clerk:

Rev’d Judith Morgan MA,

30 Queens Avenue, Seaton,

Workington, Cumbria CA14 1DL

Broughton Moor Community Centre

**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 Parish***

***Council to safeguard the children and young people in its***

***care. The Parish Council is not obliged to give anyone***

***access to these 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 Parish Clerk 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**

**confidential**

**Keyholder declaration**

**A copy of this agreement should be retained by the person and by the Parish Clerk**

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

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