

# SAFEGUARDING FORM D KEYHOLDER DECLARATION

<b>Name of Church:</b>	
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<b>Reason for holding the key (role, group etc.):</b>	
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<b>Name of key holder:</b>	
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<b>Address:</b>		<b>Phone No.:</b>	
		<b>Mobile No.:</b>	
<b>Post Code:</b>		<b>Email:</b>	

<p><b>Before the keys/pass can be issued you are asked to sign the declaration below and acknowledge the conditions of issue.</b> This is to help carry out the policy of the Methodist Church to safeguard children, young people and adults who are vulnerable 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 the premises.</p> <p>I have never been convicted or cautioned for any offence concerning children, young people or vulnerable adults.</p>	<p><b>These keys/pass/entry code are issued to you under the following conditions.</b></p> <ol style="list-style-type: none"> <li>You shall not have any copies made from the keys/pass.</li> <li>These keys/pass should not be lent to anyone else.</li> <li>On completion of your term of office these keys/pass shall be returned to the 'Church Keys Officer' and not handed over to another person.</li> <li>Where entry code numbers are given instead of a key/pass this information will not be given to anyone else.</li> </ol> <p>I accept the above conditions of issue.</p>
<p><b>Signed:</b></p> <p><b>Date:</b></p>	<p><b>Signed:</b></p> <p><b>Date:</b></p>

<p><b>Keys Issued:</b></p> <ol style="list-style-type: none"> <li></li> <li></li> <li></li> </ol>
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**A COPY OF THIS AGREEMENT SHOULD BE RETAINED BY THE KEYHOLDER AND THE LOCAL CHURCH, WHERE IT WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER.**

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