

## Specimen form for a key holder

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.**

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

Signed

Date

These keys are issued to you under the following conditions.

- 1 You shall not have any copies made from these keys.
- 2 These keys should not be lent to anyone else.
- 3 On completion of your term of office these keys shall be returned to the Church Council Secretary and not handed over to another 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

*This form may be photocopied*