

## **ABBOTS HALL OUT OF SCHOOL CLUB**

### SECURITY AND KEYS

For entry to the Windmill room there are two sets of doors which are locked every night and unlocked every morning. The doors between the school hall and windmill room has a set of 6 keys these are held by the Manager, Deputy Manager of the club, the school and the three main cleaning staff.

The door opposite the club shed is locked every night and put on safety during the day, as it is a fire door it can be opened from the inside but not the outside unless with a key.

These keys are held by the Manager and Deputy Manager, and the cleaning staff.

Keys for the main school door and alarm fobs are held by the club Manager and Deputy Manager.

The phone box, confidential cupboard keys are also held by the Manager and Deputy Manager.

All other keys are stored in the key safe, which is situated in the combination filling cabinet in the windmill room.

Contact details are as follows:

Club Manager Catherine Martin 07841517191

Deputy Manager Louise Rouse 07889451146

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