Key Register **Key Number _____**

Those who sign for a key are legally responsible for its safekeeping, and for the way it is used.

Anyone who hires the premises for use by children or young people should also sign the Safeguarding Users Declaration form. When users sign the Safeguarding Users Declaration form they need to have seen the PottersWood Safeguarding Policy Document.

Date issued	Purpose and use of key	Printed Name	Signature	Office use only	Date returned