

# Key Holder Agreement

- I understand that the keys are the property of the Abbey Physic Community Garden and will return at any time Management ask.
- I will not get a duplicate set cut.
- I will not lend the keys to another person without Management permission.
- I understand that the responsibility is to open and close the Garden at required times.
- I understand that if I cannot commit to volunteering the hours required I will let management know.
- I will not open or close the Garden before time stated.
- I will report any incidences that might occur to the manager.
- I have read and understand the lone working policy.
- I will not use the keys to enter the Garden at any time other than my volunteer position permits.
- I have read and understand all other garden policies such as:

Confidentiality.

Vulnerable Adults

Health & Safety

Safeguarding.

Name of DBS checked Volunteer.....

Manager.....

Date.....