



Guidelines for ILT Keys **(ILT's Behaviour and Safety Policies No 4)** Updated January 2025.

Our current keying system has been in place since March 2007 and has remained almost intact because of members' diligence. An accurate account of the whereabouts of our keys should eliminate problems if the Society were to make an insurance claim for theft.

In order to maintain the system please be aware of the following:

Key entitlement

Keys are allotted to a **position** and must be returned when the bearer ceases to hold the position.

Permanent key holders should be **financial members** of Ipswich Little Theatre.

Keys should not be passed on to anyone else. If you have signed a key out, it is your responsibility.

Temporary Allocation

The Director of any main house production will, upon occupancy of the Incinerator, be allocated a set of keys – one Bar Key (Yellow); one Wendy House Key (Orange) and two Green keys. These are then the responsibility of the Director to be returned **immediately after the season**.

If any other member requires a key advise them to contact the **Secretary** who is the Key Registrar. If the Secretary is unavailable, contact the President who has emergency keys.

These keys must be returned as soon as possible.

Emergency Safe Keys

A set of keys (other than the Master) is held in the key safe above the wash hand basin in the kitchen. The code for this, which is changed from time to time, can be obtained from the Secretary. These keys can only be used **on site and must be returned to the safe immediately**.

Responsibility

Obviously, keys come with a responsibility and there is a significant degree of trust. Please take the responsibility seriously. Safeguard your key. **If you unlock, then you lockup** or make sure someone else does.

Lost Keys

In the event of your losing your key, you should:

- report to the Secretary quickly with as much detail as possible eg if the key is stolen you may have a **Police Investigation number**.

ALL KEYS are to sighted at, or close to, the AGM (even if for immediate re-allocation) so that there is an annual check of the Key Register. They may be re-allocated in accordance with new positions.

Identification

Our keys have a code number according to their purpose.

0 (Red: Master); **1** (Green: General); **2** (Yellow: Bar); **3** (Blue: Library/Archives); **4** (Orange: Wendy House) and **5** (Pink: Gate & Toilets).

In addition, each key also has its **own small specific number** to the right of this code number which makes it individually identifiable in the Key Register.