

BUILDINGS AND GROUNDS SECURITY

Background

The Division recognizes the need for appropriate security practices and procedures in each of the Division's facilities.

The Division further acknowledges the needs for each school and community differ as a result of staffing, joint use agreements, hours of operation, special events, etc.

The Principal or site based Supervisor has the authority and responsibility of ensuring all buildings and grounds of the Division under their care are operated in a safe and secure manner.

Procedures

1. No person shall disturb or interrupt the proceedings of the school.
2. No person shall loiter or trespass in a school building or on property owned by the Division.
3. Security systems may be installed and operated in schools and in other buildings owned by the Division as a deterrent to unauthorized entry.
 - 3.1 Security systems shall be improved, expanded, and upgraded as experience dictates and within budgetary provisions.
 - 3.2 The Principal or designate, shall be responsible for the coordination and operation of the security system, and will act as a liaison between the security monitoring, security service and the police, in order to ensure optimum protection.
 - 3.3 In other Division buildings, the site based Supervisor shall be responsible for the coordination and operation of the security system, and will act as a liaison between the security monitoring, security service and the police, in order to ensure optimum protection.
 - 3.4 The Principal or site based Supervisor is responsible for updating the security contact list annually and providing it to the Supervisor of Facilities.
 - 3.5 All false alarms shall be reported to the Facilities Department as soon as possible.
 - 3.6 All video surveillance shall be done in accordance with Administrative Procedure 181 – Video Surveillance.

4. The Principal or site based Supervisor shall advise staff members that, should they discover a break-in or school vandalism requiring immediate attention, the Principal, Vice Principal or site based Supervisor is to be notified immediately.
 - 4.1 Upon reviewing the circumstances related to the break-in, theft or vandalism, the Principal or site based Supervisor is to notify the:
 - 4.1.1 RCMP,
 - 4.1.2 Supervisor of Facilities,
 - 4.1.3 Director,
 - 4.1.4 Caretaker, and
 - 4.1.5 Chief Financial Officer.
 - 4.2 Where appropriate, the Principal, site based Supervisor or designate shall complete any necessary reports or documents related to the incident.
5. Principals or site based Supervisors are to establish the level of access to grounds and/or buildings for each of their employees or users and to distribute keys and security access codes according to established procedures.
6. Distribution of keys to school staff members shall be restricted to the following:
 - 6.1 Master keys to exterior and interior doors shall be issued to the Principal, Vice Principal or site based Supervisor.
 - 6.2 Exterior entry door keys will be issued to staff members at the discretion of the Principal.
 - 6.3 Classroom keys may be issued to staff members at the discretion of the Principal or site based Supervisor.
 - 6.4 Keys to specialty areas will only be issued to staff members at the discretion of the Principal or site based Supervisor.
7. Grand master and master keys shall bear the mark "Do Not Duplicate." The Facilities Department shall arrange for duplicate keys to be cut when required.
8. An inventory of keys is to be maintained for each facility. The Principal or site based Supervisor shall verify in June of each year that all keys are accounted for in accordance with records.
9. Individuals are not to possess keys that have not been issued to them by the Principal or site based Supervisor.
10. Keys shall not be loaned to students or unauthorized persons under any circumstances.

11. Students may be admitted to school premises after normal school hours only under the direct supervision of a school staff member and with the knowledge and approval of the Principal or site based Supervisor.
12. Lost keys shall be immediately reported to the Principal or site based Supervisor.
13. Staff members are to return issued keys to the Principal or site based Supervisor upon leaving the Division or transferring to a position that no longer requires those keys.
14. The Principal or site based Supervisor shall conduct an ongoing education program with staff members to emphasize the responsibility for building security. This program is to receive particular emphasis at the beginning of each school year to ensure that new staff members are aware of security problems and requirements.
15. Security for the building (i.e., locking doors, turning out lights, and setting the alarm) is the responsibility of the last authorized individual to use the facility. If the alarm cannot be set the Principal or site based Supervisor must be informed and the building must be secured.

Reference: Sections 85, 87, 175, 231 Education Act
The School Division Administration Regulations 45, 48, 49

Approved: November 30, 2018