

SECURITY OF BUILDINGS

Background

The Division recognizes the need to provide for the security of its buildings and property. The Director or designate will establish procedures to protect such property.

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 has the responsibility of ensuring all buildings and ground of the Division under his/her care are operated in a safe and secure manner.

Procedures

1. Detection Intrusion systems may be installed and operated in schools and in other buildings owned by the Division as a deterrent to unauthorized entry.
 - 1.1 Intrusion detection systems shall be improved, expanded, and upgraded as experience dictates and within budgetary provisions.
 - 1.2 The principals, may be responsible for the coordination and operation of the intrusion detection systems to ensure optimum protection.
 - 1.3 Intrusion alarms shall be set each night by the last authorized individual in the facility.

2. Locking systems shall be designed to provide a maximum degree of security. Upgrading of security systems shall be carried out under a well-planned systematic program designed to improve security on a long-term basis.
 - 2.1 Keys for the removable core locking system shall be marked to indicate that duplicates are provided only with the authorization of the Director or designate. The Facilities Manager shall arrange for duplicate keys to be provided when required.
 - 2.2 Locking systems shall be designed so that exterior access is controlled through the main entrance only.

3. Key distribution shall be controlled in accordance with the following:
 - 3.1 Keys shall be issued only to staff members of the Division with the exception that a community organization may have access to an area which can be secured from the rest of the school.
 - 3.2 Keys shall not be loaned to students or unauthorized persons under any circumstances. Students may be admitted to school premises after normal school hours only under the supervision of a staff member and with the knowledge and approval of the principal.

- 3.3 Entry to school premises outside regular school hours as required by utility personnel or contractors may be arranged through the Facilities Manager.
- 3.4 The authority for the distribution of keys shall be as follows:
 - 3.4.1 Principal to staff members.
 - 3.4.2 Facilities Manager to caretaking personnel.
 - 3.4.3 Facilities Manager to maintenance personnel.
 - 3.4.4 Facilities Manager to central office personnel and to all holders of grand master keys.
4. The individuals responsible for key distribution shall be accountable for maintaining a record of keys and their distribution. These authorities shall maintain two inventories - one showing keys assigned for their distribution and the other showing re-distribution of keys to staff members.
 - 4.1 The individuals responsible for key distribution shall verify in June of each year that all keys are accounted for in accordance with records.
 - 4.2 All staff members shall return keys issued to them before reassignment or termination.
 - 4.3 Lost or missing keys shall be reported to the individual responsible for distribution, who will notify the Facilities Manager of the loss. The Facilities Manager shall arrange for continued building security.
5. The individual responsible for key distribution 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.
6. The Principal shall advise staff members that, should they discover a break-in or school vandalism requiring immediate attention, the principal, vice-principal or designate is to be notified immediately.
7. All break-ins and theft of equipment shall be reported to the Chief Financial Officer or designate and the police by the principal.
8. Where appropriate, the principal shall, within three (3) school days after the incident, complete a break-in/theft/vandalism report for submission to the Chief Financial Officer Administration or designate.
9. Security for the building (i.e. locking doors, turning out lights, setting alarm) is the responsibility of the last authorized individual to use the facility.

Reference: Section 85, 87, 109, 110, Education Act

Updated: December 2015, April 2018