



Brant Haldimand Norfolk Catholic District School Board

POLICY: SECURITY OF SCHOOLS, BUILDINGS AND GROUNDS

Adopted:	23/09/03	Policy No:	400.06
Revised:	dd/mm/yy	Policy Category:	Operations

Policy Statement:

For the protection and safety of students, staff and property, only authorized persons have access to Board properties.

Policy Criteria:

- All personnel, not part of the regular staff and student body of a school location, must wear an identification tag.
- All personnel not employed by the Board must sign in and out of a school location. The log must be maintained at the school/location until the end of the school year.
- All permanent Board buildings must be protected by a security alarm outside of regular hours.

Glossary of Key Policy Terms: N/A

Statutory / Regulatory / Related
Board Policy Linkages:

O.S.B.I.E.
Safe School's Act 2000/Reg. 474/00



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ADMINISTRATIVE PROCEDURES: SECURITY OF SCHOOLS, BUILDINGS AND GROUNDS

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1. All permanent Board-owned and leased buildings must have a burglar and fire alarm which is connected to the Board's security surveillance system.
2. Master keys for the exterior access doors in school locations will be provided only to the following staff:
 - Principal and Vice-Principal.
 - Secondary School Office Coordinator.
 - Elementary School Secretary.
 - Caretakers
3. The Principal will have two additional master keys to loan to staff or users in accordance with the Community Use of Schools Policy. Staff or individuals borrowing keys will sign them out and return the keys the next day.
4. Master keys for Administrative buildings will be provided to all managers, supervisors and senior administration working in the building.
5. Grand Master keys for entry to all buildings will be provided only to the following personnel:
 - Director of Education.
 - Associate Director, Corporate Services and Treasurer.
 - Superintendent of Education.
 - Manager of Facilities and Construction Projects.
 - Maintenance Supervisors.
 - Maintenance Staff
6. Surveillance cameras will be used at the discretion of the Director of Education.
7. As a method of accountability, all key holders will sign an annual "acknowledgment" that they are responsible for the keys in their possession.



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REQUEST AND AUTHORIZATION FOR KEYS

Facility: _____

Reason for Key Request:

Staff Member Access

Other _____

Name: _____

Telephone: _____ (Home) _____ (Work)

Area/Office	Key #	Key Issue Date	Key Return Date

UNDERSTANDINGS:

1. Keys for the school/building are never to be copied or loaned. Any costs associated with the loss of loaning of keys will be the key holder's responsibility, at the discretion of the Principal and/or the Manager of Facilities and Construction Projects. The key holder shall notify the Principal and Manger of Facilities immediately of the loss of a key so that the necessary security measures can be put in place.
2. The integrity of the facility is to be maintained at all times. Doors must not be left ajar and measures must be taken to prevent unauthorized access. Respect for facility cleanliness, equipment and washrooms, etc. must be enforced.
3. If a facility needs to be re-keyed due to a staff member losing their keys, the total cost for re-keying will be borne by the school/building (estimated cost \$500 ±).

Key Holder's Signature

Principal/Manager of Facilities Approval