



Departments: Finance and Operations
Section: Operations – Property Services

Building Security

School Principals are responsible for the security of their building(s).

School custodians/janitors, whether Board employed or contracted, have a primary responsibility to clean the school and to ensure it is secure when they leave. They cannot be expected to provide supervision of activities that may be going on in the school. They do need to be kept informed about planned activities in the school so they may schedule their cleaning work accordingly.

Any person who unlocks the school after it has been secured is responsible to ensure that the building is secure when they leave and the security system re-armed.

Building Access

After all school activities have ended for the day, the building will be secured to prevent casual or unauthorized entry. Each group using the facility must have a designated responsible person to arrange for access to the building, supervise the activity and ensure the group members use only the approved portions of the facility. The custodian/janitor can allow the group leader access to the building provided they have been advised who to expect and when. After the group leader is admitted, it will be the user group's responsibility to ensure all of their participants gain access to the facility while keeping the building secure at all times.

Only school staff or groups under the direction of school staff or an approved volunteer leader* should be permitted to remain in a building after the custodian/janitor has left and secured the building. In this event, it will be the staff member's or the approved volunteer leader's responsibility to ensure the building is secure when they or their group leaves. * *An approved volunteer is one who has been registered in accordance with Board Policy 305.14 Volunteers in Schools and the related administrative procedure.*

Keys & Security Codes

Keys and access codes to security systems should only be provided to persons not employed by the School Board if they have been approved as a volunteer leader for an activity. Keys must be recovered when the activity is complete.

The Principal must maintain a master list of all key holders and any unallocated keys. Keys issued on a temporary basis must be signed out and returned promptly when they are no longer needed. The Principal must recover the keys from retiring staff and staff transferred to other schools.

Keys are only to be duplicated by the Property Services Division.

In schools, each authorized key holder must have a unique security access code. Access codes set for temporary users must be deleted by the Principal when the key is returned.

Alarm Response

Property Services will maintain a call out contact list for the alarm monitoring company of personnel in case of security or fire alarm after hours. The Coordinator of Property Services will liaise with the School Principal on updating the list and communicating any issues that may arise.

General Security

Valuable school property such as digital cameras, laptop computers and similar pieces of equipment should not be left unattended in the school.

Staff is discouraged from bringing valuable personal property into the school.

Monitoring:

- The Director of Operations is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: August 21/02

Ref: BP 201.2, BP/AP 305.14

Monitoring Date: Annually

Revised: May 11/16