



Department: Finance and Operations
Section: Operations

School Security Administrative Procedures

Providing a safe and secure working and learning environment requires planning and organization at each school site. These administrative procedures provide the framework for that site based planning and organization.

Access Control

Knowing when visitors are in the school is an important component of school security. Every school should limit the number of access points to their school for as much of the day as possible and have a plan to monitor those entrances which must remain open. Entrances that are kept locked must be monitored to ensure they have not been left open when students or staff members have exited through them. Ideally only the front entrance to the building will be open for the majority of the day and all visitors come first to the office before proceeding elsewhere in the building. Schools should also have a process for visitors to sign in and out so the administration is aware of who is in the building at any given time.

Identification

All Regional School Board Staff have been provided with picture identification and have been instructed to wear it when in any school.

Being able to recognize people in the school or that a stranger is approved to be there improves the comfort level for students and staff. Each school shall have a system in place to identify visitors and unfamiliar staff such as new substitute teachers or other replacement personnel. Schools should also have a protocol in place for students and staff to report unidentified visitors they encounter in the school.

Signage

All schools shall have signage at any entrance used by the general public to direct all visitors to the school office before they proceed anywhere in the building. If schools have other entrances which the public may try to use, they should have signage directing people to the appropriate entrance. Entrances that are to be kept locked should have signage on the inside indicating that the door is not to be left open.

All school sites should have visible signage at each access point to the property indicating that access to the property is limited to those with business at the school.

Security Systems

In addition to the after hours security systems, some schools have internal security camera systems. Where these systems are installed cameras will be positioned to monitor any entrance used for public access.

Internal Communications

The School Board will carry out a program of upgrade or replacement to school Public Address Systems to ensure they provide two way communication between the office and each classroom and that this communication can be initiated at either point.

In schools where this capability does not yet exist an alternate plan will be developed to alert the office if a classroom has an emergency situation.

On-site School Security

The School Administration in consultation with the on-site Joint Occupational Health and Safety Committee will develop and maintain a site specific plan that meets the requirements of this administrative procedure. This plan will be reviewed annually early in each school year.

Response to Incidents & Emergency Situations

All On-site School Security Plans will include references to the Administrators' Book of Emergency Checklists which detail the steps to follow and who to call in the event of an Incident, Threat or other Emergency Situation. Students and Staff will be instructed on the appropriate actions to be taken in specific circumstances and these scenarios will be periodically practiced in a manner similar to fire drills.

After Hours Use

The School Administration should be aware of and have approved all use of the school building outside of the school day in accordance with the Facility Use Policy and the Building Security Policy. Efforts should be made to limit access to the areas of the school being utilized for the after hours activity.

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: May 28, 2007

Ref: BP 201.4

Monitoring Date: Annually

Revised: