

SECURITY OF SCHOOL BUILDINGS

GOVERNANCE POLICY

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1.0 PRINCIPLES

- 1.1. The South Shore Regional School Board (SSRSB) recognizes its responsibility for the security of public school and P-3 school buildings
- 1.2. The SSRSB further recognizes that school staff require access to the school building after regular school hours to do school work, participate in extra-curricular student activities, etc. The School Board does not wish to be unnecessarily restrictive in providing staff with access to schools.

2.0 POLICY FRAMEWORK

This policy complies with the Education Act and other related provincial acts and policies.

3.0 AUTHORIZATION

The Superintendent is authorized to issue procedures in support of this policy.

SECURITY OF SCHOOL BUILDINGS

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1.0 PROCEDURES

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1.0 PROCEDURES

1.1. Keys

- 1.1.1. The Superintendent of Schools delegates the responsibility for the control of keys to:
 - 1.1.1.1. The Coordinator of Operations
 - 1.1.1.2. The School Principal, for his/her school
- 1.1.2. The following individuals may have keys that will be issued by the Coordinator of Operations
 - 1.1.2.1. Superintendent of Schools and Director of Operations
 - 1.1.2.2. Custodians
 - 1.1.2.3. Manager of Custodians and Grounds
 - 1.1.2.4. Manager of Facilities
 - 1.1.2.5. Manager of Technology Services
 - 1.1.2.6. Maintenance Crew (for all schools)
 - 1.1.2.7. Other persons authorized by the Coordinator of Operations
- 1.1.3. The following individuals may have school keys that will be issued by the School Principal:
 - 1.1.3.1. Vice-Principal(s)
 - 1.1.3.2. Department Head(s)
 - 1.1.3.3. Other persons authorized by the School Principal
- 1.1.4. In all cases, accurate records shall be kept on the issuance and return of keys. Such records shall include:
 - 1.1.4.1. Key serial number and what it opens
 - 1.1.4.2. Date key issued
 - 1.1.4.3. Name of individual the key was issued to
 - 1.1.4.4. Date key returned
- 1.1.5. These records shall be available for reviewing by the Coordinator or Director of Operations.
- 1.1.6. Any individual who loses a key shall report its loss to either the Coordinator of Operations or the School Principal.

1.2. Alarms

- 1.2.1. Building Security will be managed by the Coordinator of Operations, who will maintain and manage the security codes for all Board-owned buildings.
- 1.2.2. The School Principal shall be responsible for the security of their schools by ensuring that a plan is in place for staff to learn about and use the school's alarm system

2.0 RESPONSIBILITIES

It shall be the responsibility of the Superintendent to ensure these administrative procedures are followed.