

SCHOOL KEYS AND BUILDING SECURITY

Background

The Principal is delegated the authority to issue school keys and codes to staff members. He/she, in turn, accepts responsibility for the security of the school and for ensuring that it is used only for activities and purposes approved by the District.

The Director of Operations is delegated the authority to issue keys and codes for all non-school buildings. He/She, in turn, accepts responsibility for the security of non-school buildings.

The duplication of keys shall be carried out by the Director of Operations. Commercial duplication of keys is strictly forbidden.

Procedures

1. Appropriate master keys will be issued to:
 - 1.1 Senior District administrators
 - 1.2 Principals
 - 1.3 Vice-Principals, Teachers-In-Charge, and Head Secretaries
 - 1.4 School custodians
 - 1.5 Appropriate tradespeople as required
 - 1.6 Security contractor
2. Intruder alarm codes will be issued as required to District staff.
 - 2.1 Staff triggering alarm systems will be required to telephone the alarm monitoring company and advise them to cancel dispatching security and/or the police.
 - 2.2 Principals will be given administrator codes to contact the monitoring station to advise them of fire drills to prevent dispatching fire trucks.
 - 2.3 The Director of Operations, Manager of Facilities and electricians will be given administrator codes to effect changes to alarm monitoring station, alarm systems or placing systems in test mode.
3. When schools with intruder alarm systems are to be opened at other than the normal hours, staff must disarm the intruder alarm when entering and re-arm the system when leaving the building.
 - 3.1 Exterior doors are to remain locked and secured.
 - 3.2 Staff are responsible to ensure doors/windows are closed, locked and secured before exiting the building.

4. The Principal will assume responsibility, through the Director of Operations, for keys issued and retrieved from the teaching staff. The Principal shall maintain a continuing register of all keys issued, noting the key number, the date of issuance and return, and the borrower's signature.
5. The Principal may issue to members of staff a single key to an outside door.
6. Except in cases of where keys have been signed out to staff in continuing positions, the Principal shall recall all keys at the end of the school year.
 - 6.1 Staff who are not returning in September or who do not want to sign out keys for the summer are to submit their keys.
7. The Director of Operations shall furnish the security company with a list of principals noting their addresses and telephone numbers.
 - 7.1 The security company shall be requested to contact the Principal concerned when a school facility is found unlocked and unsupervised.
8. No keys are to be issued to non-District employees or people, except directly from the Director of Operations.
9. Principals are responsible for instructing staff on the intruder alarm system and procedures including pass card identification numbers.
10. Staff on long-term leave must submit their keys so they can be issued to replacement staff.
11. Lost keys must be reported immediately and the appropriate form completed and submitted to the Director of Operations and applicable Associate Superintendent.
12. Extracurricular and user groups must have insurance and be scheduled with the Director of Operations for security and work reasons.

Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
National Building Code
National Fire Code

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