Park West School Division
Learners Today, Leaders Tomorrow

# Security

**Purpose**

The purpose of this procedure is to ensure the consistent protection of students, staff, visitors, and school property through effective and standardized building security practices across the division. These practices contribute to a safe learning environment and support compliance with provincial safety and emergency requirements.

**Definition of Security**

Security encompasses maintaining locked and supervised buildings, preventing fire hazards, identifying, and addressing faulty equipment, and ensuring the safe operation of electrical, plumbing, and heating systems. The division encourages ongoing cooperation with local police, fire services, and insurance inspectors to enhance overall safety.

**Responsibilities**

*Principal*
- Ensures implementation of all security measures within the school.
- Maintains current security protocols, including key control and supervised access procedures.
- Ensures staff understand and comply with expectations regarding locked classrooms, visitor procedures, and timely reporting of security issues.
- Ensures substitute teachers are informed of door-locking and security protocols as part of daily safety procedures.
- Reviews security concerns promptly and takes appropriate corrective action when needed.

*ICT and Maintenance Department*
- Controls and approves the creation of all building keys, fobs, and access codes.
- Issues keys and key fobs to authorized staff members.
- Maintains an accurate and up-to-date inventory of all exterior and interior keys issued to Building Supervisors.
- Immediately reports any lost keys/fobs or discrepancies related to locks, keys, and fobs.
- Coordinates rekeying or security updates when keys/fobs are lost or compromised.

### All Staff

- Keep interior classroom doors locked at all times, including when open during instruction, to allow for rapid securing if necessary.
- Report any malfunctioning locks, alarms, cameras, or other security risks immediately.
- Ensure all visitors follow sign-in and identification procedures.
- Secure any doors used after hours and promptly report any security issues observed.
- Do not disable, prop open, or interfere with locking mechanisms, door closers, alarms, or any security system components.

### Custodial and Maintenance Staff

- Conduct scheduled checks of all building entrances and ensure all exterior doors are secured at the end of each day.
- Promptly report or address any faulty equipment, fire hazards, or security concerns.
- Support and participate in annual building security inspections.
- Verify door security before and after community use events.

### Administrative Assistants / Office Staff

- Manage the buzzer and camera systems during office hours.
- Ensure that all visitors comply with entry protocols and sign-in/sign-out procedures.

## Access Control

### Controlled Access During School Hours

- All school buildings operate controlled access through a single, designated public entry point, regardless of school size.
- Public entry is monitored via buzzer and camera systems to maintain supervision.
- Visitors must report directly to the office and comply with all sign-in and identification requirements.

### Visitor Procedures and Identification

- All visitors, including volunteers, are required to sign in upon arrival and sign out upon departure using the designated Visitor Sign-in Log.
- Schools will issue Visitor/Volunteer Identification Tags to all visitors and volunteers.
- Identification tags must be worn visibly at all times while on school premises and returned to the main office upon departure.
- Exception: At large school events, the Principal may approve public access without requiring visitor identification tags.

Park West School Division
Learners Today, Leaders Tomorrow

**Administrative Procedure Manual**
**Maintenance**
**Security**
**AP: 602**

### *Staff and After-Hours Access*

- Access outside regular school hours is permitted only to authorized individuals, including staff, students, and approved community user groups.
- Staff entering the building after hours must ensure doors close and lock securely behind them.
- Any unsecured doors or suspicious activity must be reported immediately to the Principal or appropriate authorities.

### Interior Classroom Doors

- Interior classroom doors may remain open during instructional time but must remain locked at all times to facilitate rapid securing when necessary.
- Doors must never be propped open or obstructed by wedges, furniture, or any other objects that prevent quick closure and locking.
- During periods when a classroom is not in use (e.g., prep periods, supervision times, transitions), doors must be fully closed and locked.
- Substitute teachers must be informed of these door-locking expectations as part of the school's daily safety protocols.
  *These measures help ensure quick lockdown capability and reduce unauthorized access.*

### Temporary Unlocked Access

- The main entrance may be unlocked only during select times when full-time adult supervision is physically present at the door. Examples include:
  - Morning bus arrival
  - Tournaments or athletic events
  - Provincial competitions.
- Certain major school-wide events, such as Christmas concerts and graduation ceremonies, may require temporarily unlocked access.
- The Principal may grant permission for unlocked access only when a detailed supervision plan is submitted and approved.
- The Principal is responsible for assigning appropriate staff to supervise entrances during large events where visitor identification tags are not required.

### Community Use of Schools

- For community groups using school facilities, all access doors must remain securely locked at all times, including during events, unless prior approval for supervised unlocked access is granted.
- Community user groups are responsible for verifying the security of exterior doors at the end of their events and reporting any concerns immediately.
- The Principal may authorize temporarily unlocked access during community events only when a detailed plan for full-time adult supervision of the entrance is submitted and approved.

Park West School Division
Learners Today, Leaders Tomorrow

## Protection of Property and Assets

- Prudence must be exercised in safeguarding school funds, valuables, technology, and important records.
- Lost keys or access cards must be reported immediately and may result in rekeying at the school's discretion.
- Any incidents of theft, vandalism, or loss must be promptly reported to the Principal and documented according to division policies.

## Emergency Situations

- Staff must adhere to established protocols for fire drills, lockdowns, evacuations, and other emergency responses.
- Building access controls may be temporarily modified during emergencies, as necessary.
- Administrators will ensure that all doors and access systems are restored to their normal security settings once an emergency concludes.

## Emergency Response Plan (ERP) Requirements

- To enhance student safety, all schools must review and update their Emergency Response Plans annually, with a specific focus on facility access.
- Under Section 47.1 of *The Public Schools Act*, every school must have an ERP developed in consultation with the Safe School Advisory Committee.
- ERPs must include procedures for:
    - Controlling visitor access to the school site
    - Internal and external emergency communication
    - Contacting pupils' parents or guardians in emergencies
    - Responding to threats involving weapons on school property
    - Managing bomb threats, fires, chemical spills, weather-related emergencies, and conducting practice drills

## Additional Measures

- The Principal may implement additional temporary or long-term security measures when circumstances require enhanced protection for students, staff, or property.

## Inspection, Monitoring, and Documentation

- Each school shall conduct an annual security inspection to identify hazards, signs of vandalism, or barriers to safety and supervision.
- Inspection findings must be documented and retained for ongoing reference.
- Alarm systems, security cameras, and other protective devices shall be maintained and repaired promptly as required.