



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.

Definition of Security

Security includes keeping buildings locked and secure, preventing fire hazards, identifying and addressing faulty equipment, and ensuring safe use of electrical, plumbing, and heating systems. The division encourages ongoing cooperation with local police, fire services, and insurance company inspectors.

Responsibilities

Principal

- Ensures implementation of all security measures within the school.
- Maintains up-to-date security protocols, including key control and supervised access.
- Ensures staff understand and follow expectations for locked classrooms, visitor procedures, and reporting security issues.
- Reviews security concerns and takes appropriate action.

All Staff

- Keep interior classroom doors always locked, even when open during instruction.
- Report malfunctioning locks, alarms, cameras, or security risks immediately.
- Ensure visitors follow sign-in and identification procedures.
- Secure any doors they use after hours and report any issues observed.

Custodial and Maintenance Staff

- Conduct scheduled checks of building entrances and ensure all exterior doors are secured at the end of the day.
- Report or address faulty equipment, fire hazards, or security concerns promptly.
- Support annual building security inspections.

Administrative Assistants / Office Staff

- Manage the buzzer/camera system during office hours.
- Ensure that all visitors follow entry protocols.



Access Control

Controlled Access During School Hours

- All school buildings operate with controlled access through a single designated public entry point, regardless of school size.
- Public entry is monitored through a buzzer/camera system.
- Visitors must report directly to the office and follow all sign-in/identification procedures.

Staff and After-Hours Access

- Access outside regular school hours is permitted only to authorized individuals, be they staff, students, or community user groups.
- Staff entering the building after hours must ensure the door closes and locks behind them.
- Any unsecured door or suspicious activity must be reported immediately.

Interior Classroom Doors

- Interior classroom doors may remain open during instructional time, but must always remain locked to allow for rapid securing when required.

Temporary Unlocked Access

It is permissible for the main entrance to be unlocked at select times only when full-time adult supervision is present at the door. Examples include:

- Morning bus arrival
- Tournaments or athletic events
- Provincial competitions

Certain special events may require temporarily unlocked access. These are limited to major school-wide events such as Christmas concerts and graduation ceremonies

Community Use of Schools

- For community groups using school facilities, all access doors must always be securely locked, including during the event.
- Groups are responsible for checking exterior doors for proper security at the end of their event and reporting any concerns immediately.
- The Principal may grant permission for unlocked access during a community event only when a detailed plan for full-time adult supervision of the entrance is submitted and approved.

Protection of Property and Assets

Prudence shall be used in safeguarding school funds, valuables, and important records. Lost keys or access cards must be reported immediately and may require rekeying at the school's discretion.



Inspection, Monitoring, and Documentation

- Each school building shall undergo an annual security inspection to identify hazards, evidence of vandalism, or barriers to safety and supervision.
- Inspection findings shall be documented and retained for reference.
- Alarm systems, cameras, and other protective devices shall be maintained and repaired as needed.

Emergency Situations

- Staff must follow established protocols for fire drills, lockdowns, and evacuations.
- Building access may be temporarily modified during emergencies.
- Administrators will ensure that all doors are restored to normal security settings once the emergency concludes.

Additional Measures

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