

Administrative Procedure 542

SECURITY AND VANDALISM

Background

The Division provides for security of schools and repairs to damage at significant cost. In order to reduce costs and to maintain a high level of safety in and around our facilities, the Division invites the entire school community to participate in reducing the incidence of vandalism to our schools.

The Division, having responsibility for the protection of Division assets, endorses a multi-faceted approach to security and the prevention and reduction of vandalism.

Procedures

1. All schools shall have security alarm systems. All key holders must sign in and out at the front door key pad during non-school hours regardless of how long they will be in the building. All exterior doors shall remain closed and locked during the evening and weekend hours unless a school sanctioned activity is occurring which includes activities under the Joint Use Agreement.
2. Principals, in consultation with staff and School Councils shall develop procedures to heighten the awareness of the community concerning the extent, nature and control of vandalism.
3. On discovering a break-in or a suspected break-in, the principal shall notify the police. Nothing in the damaged area shall be touched or otherwise disturbed until the police investigation has been completed.
4. Damage or loss to school property shall be reported through FAME and the School Administrator is to ensure the incident is reported to the Police. The Facilities and Maintenance Supervisor is to ensure the Secretary Treasurer is notified for incidents of likely to exceed \$1,000 and appropriately reported in insurance system.
5. Building repairs and repairs to permanently installed fixtures shall be undertaken as soon as possible after the incident has been reported.
6. Thefts of money, supplies, material or equipment, which occur at times other than during break-ins, shall be reported immediately to the Secretary-Treasurer. The principal shall investigate the theft and request police assistance if necessary.

Reference: Section 20, 27, 60, 61, 113, 116 School Act

