

## Administrative Procedure 543

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# ACCESS TO BUILDINGS

### Background

In order to provide for the safety of students and staff in our facilities, the Division must control access to schools and other Division facilities.

The Division strictly controls access to school buildings and Division facilities.

### Procedures

1. School keys will be issued through Maintenance Services. Duplication of all keys will be carried out by Maintenance Services only. School keys will be issued to the School Administrator by Maintenance Services upon receiving a service request from the School Administrator. Schools shall keep the spare keys locked in a secure area.
2. Duplicate keys and key codes to all Division buildings will be retained by Maintenance Services.
3. When required, security codes and security cards will be supplied to the School Administrator through service requests only. Every person who has been issued an exterior door key shall have their own personal security code and security card. Explanation and direction of how to use the system shall be done by the School Administrator to each new security key/code holder.
4. Security codes are never to be shared with others. Each key/code holder is responsible to carry the blue security card with them at all times when entering the building. If the security alarm is activated, staff is to immediately follow the directions on the blue security card for deactivating the alarm and phoning the security alarm contractor to prevent security call-out.
5. Principals shall have authority to determine who will be issued keys to their school. The Secretary-Treasurer shall have authority to determine who will be issued keys to other Division facilities.
6. Staff members are responsible for school keys. When staff transfer between schools, they shall return and sign out appropriate keys.
7. School keys that are issued to community members for the use of facilities shall be issued from September to June only. These keys must be returned for the summer months.
8. Lost or misplaced keys are to be reported immediately to the Maintenance Supervisor.



9. Division keys shall be returned to the Principals whenever staff ceases to be employees of the Division.
10. Students shall not have access to school keys at any time.
11. Returning staff members shall keep their keys and have access to the school over school holidays. Staff shall not interrupt custodian's duties or schedules when at the school during school holidays.
12. Principals will maintain a record of school staff and community members holding keys to schools. The Maintenance Supervisor will maintain a record of all other persons holding keys to Division facilities.

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

