

Administrative Procedure 541

FACILITIES SAFETY AND SECURITY

Background

The Division believes it has a responsibility to provide for the safety of the students and staff of the Division, through the establishment and maintenance of a safe school environment. This responsibility extends beyond the school to those areas and situations directly related to the school which can be controlled by the school and/or Division.

The Division further recognizes the need for appropriate security practices and procedures in each of the Division's facilities, recognizing the needs for each school and community differ as a result of staffing, joint use agreements, hours of operation, special events, etc.

The Principal has the authority and reciprocal responsibility of ensuring all buildings and grounds of the Division under his/her care are operated in a safe and secure manner. Under the auspices of Building and Grounds Facilities Safety and Security there are three main considerations. These include the use of security cameras and video monitoring, fencing and keys/FOBS to ensure the safety of the facilities and the students.

The Division supports the use of security cameras and video monitoring on Division property to promote the safety and security of students and Division property. With respect to security cameras and video monitoring, please refer to *AP 359 Video Monitoring* for further information on specific procedures..

Fencing on school sites will be utilized to ensure safe and secure learning environments for school communities. This includes fencing designed to ensure the grounds and facilities enjoy a safe and secure area that restricts vehicle access where students and staff may be placed at risk, will limit access and entry to school grounds, and will maximize surveillance by staff.

Procedures - Access and Keys/FOBS

1. Sufficient keys/FOBS are to be provided to each Principal by the Director of Facilities.
2. Principals are to establish the level of access to grounds and/or buildings for each of its employees and users, and distribute keys/FOBS according to these guidelines.
3. An inventory of keys/FOBS is to be maintained for each facility.
4. Keys/FOBS are not to be loaned by to other non-authorized individuals.
5. Lost keys/FOBS shall be immediately reported to the principal. Any cost of locks and/or keys as a result of lost keys may be charged to the person responsible for the loss.
6. Only the Secretary Treasurer or the Director of Facilities are authorized to have keys cut.
7. Individuals are not to possess keys/FOBS that have not been issued to them by an appropriate authority.
8. Staff members are to return issued keys/FOBS upon leaving the Division or transferring to a position that no longer requires those keys.
9. Security for the building (i.e., locking doors, turning out lights, and setting the alarm) is the responsibility of the last authorized individual to use the facility.

Reference: Section 187, Education Act
Administrative Procedure 359 Video Monitoring, Northern Lights Public Schools

Revised: December 19, 2011, October 2020