



SECURITY OF BUILDINGS

Background

The Division has a large investment in school and Division buildings, equipment, furniture, and supplies. It is incumbent on the Division to ensure the security of all its premises and protect the confidentiality of personal and administrative files.

The Division will ensure that practices and mechanisms are in place that will ensure the security of its schools and other facilities.

Procedures

1. The Division will provide, where feasible, alarms to ensure the security of its buildings.
2. The Superintendent or designate will develop programs or procedures related to specific aspects of security in schools or Division facilities.
3. The Principal shall be responsible for the security of the school.
4. The Superintendent will designate an individual to be responsible for security for each facility other than schools.
5. The person designated to be responsible for the security of a building will develop a set of security procedures and will ensure that all persons within the facility are knowledgeable of the procedures.
6. Keys and Security Fobs must be managed and maintained by the Principal or Designate in consultation with the Director of Facilities and Technology or Designate.
7. A key holder is not to provide access to a school or facility to another person or group, without prior permission from the Superintendent or designate.
8. If an employee breaches the security of a school or facility, the Superintendent may assess costs to the employee to cover time and/or materials to repair the breach in security.
9. If the security of a facility is breached by a non-employee, the Superintendent may seek recovery of the costs through the courts.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225, 256 Education Act