



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 540	
Effective	May 24, 2016
Last Revised	August 18, 2023
Last Reviewed	August 18, 2023

SAFETY AND SECURITY OF BUILDING AND PROPERTY

PURPOSE

The Moosonee District School Area Board strives to ensure effective stewardship of its resources in order to deliver effective and appropriate education programs to its students.

This administrative procedure sets out Board expectations for maintaining the safety and security of buildings and property.

APPLICATION

This administrative procedure applies to the primary responsibility of the senior administration, the school principal, and custodial staff for building security. It also applies to the responsibility of all staff members to be vigilant about protecting access to Board buildings.

PROCEDURES

1. Key Control System

1.1 The Moosonee District School Area Board operates buildings containing equipment, furniture, and supplies which require protection from theft and/or vandalism. The Board seeks to ensure the security of buildings and contents by means of a key control system as outlined in this administrative procedure.

1.2 A key control system will be established for each Board facility. System and school administrators and staff shall comply with keys and security system procedures and report any missing or stolen keys immediately to the Board office.

1.3 A record of all master keys and duplicates shall be maintained and kept in the school and Board office. Master keys shall not be duplicated without the consent of the principal, maintenance coordinator or secretary-treasurer and business administrator of the Board.

1.4 The principal, vice-principal, school secretary, and school custodian will sign out and be issued master keys to the school on a permanent basis while in the employ of the Board. Other staff will be allowed to sign out keys on an “as needed basis” only.

1.5 Classroom keys will be issued to the teaching staff. The principal may issue an entrance key to a teacher if the principal is of the opinion that the key is required in order to permit the teacher to carry out his or her normal teaching duties.

1.6 All Board staff, regardless of position, will be required to sign out entrance keys to the school.

1.7 All classroom and program areas are to be secured when not in use. Any room with mechanical, electrical, or custodial supplies is to be secured at all times.

1.8 All staff members not normally working in the school during the summer vacation or who are no longer employed by the Board shall return keys to the principal's office each June.

1.9 Individuals with permits shall be allowed limited access during non-school hours. All doors are to be secured after school activities are finished. Use of any school facilities by the community and/or staff during July and August requires a signed permit.

1.10 The principal or maintenance supervisor may issue entrance keys to outside groups or individuals provided such groups or individuals have been granted permission to use the Moosonee Public School facilities, and provided no Board staff is available to secure the building. These keys must be issued for a limited time and in the case of a group, it must be issued to the individual responsible for that group, who will not provide the key to any other person.

1.11 All keys issued by the principal or maintenance supervisor shall be recorded, with the name of the individual or group, the date, and the reason for issuing the key.

2. **Use of the School Building**

2.1 All use of Board buildings later than 6:00 p.m. during the school year and at any time during non-school periods, requires a proper permit.

2.2 The school will post a sign instructing all visitors to report to the main office.

2.3 During school hours (8:30 a.m. to 4:30 p.m.), all visitors, including parents or guardians must report to the school office and sign in/out in the log book.

2.4 All contractors, suppliers, and vendors are to sign in/out in the log book in the school office.

2.5 All Board staff members not directly working out of the school building are to report to the school office and sign in/out in the log book.

2.6 To ensure the security of students, all parents or guardians must report to the school office when picking up a student at other than regular closure times.

2.7 The principal of the school or their designate shall not permit a person to remain on school premises if their presence is deemed to be detrimental to the safety or well-being of anyone on the property.

2.8 The fire lane and corridors are to remain free of obstacles to allow quick access to buildings by the fire department and quick egress by occupants of the building in the event of fire or other emergency situation. These directives are to comply with the following Board documents:

- Board Policy GOV-18 Health and Safety: Working Environment
- Board Policy GOV-26 Emergency Response Plans
- Administrative Procedure 160 Emergency Lockdown Procedures

3. **Use of School Grounds**

3.1 The school grounds shall be posted to restrict access and activities during certain hours.

3.2 Use of the school grounds is prohibited between the hours of 11:30 p.m. to 6:00 a.m.

3.3 Use of the school grounds for authorized purposes only is permitted during the school year between the hours of 8:00 a.m. to 4:30 p.m. All visitors must report to the general office.

3.4 Reasonable use of school grounds and playground equipment is permitted between the hours of 6:00 a.m. to 8:30 a.m. and 4:30 p.m. to 10:00 p.m. during the school day. School activities always take precedence.

4. **Building Security**

4.1 Custodians are responsible for ensuring that all windows and doors are locked. In the absence of the custodian, it is the responsibility of the last person leaving the building to secure exit doors and activate the security system.

4.2 A security services company will respond to an alarm in the school.

4.3 The principal may arrange special security for a specific event.

4.4 With the goal of ensuring the security of individuals, and as a deterrent against vandalism to buildings and property, video surveillance cameras may be used according to the following criteria:

- a) to protect safety and security or reduce criminal and other illegal activity; and
- b) to provide general surveillance without limiting public activities.

4.5 Video surveillance may be installed without notice as part of a specific investigation where criminal activity is suspected.

REFERENCE DOCUMENTS

Legal:

Education Act, section 169.1 Duties and Powers of Boards: Effective Stewardship of Resources

Education Act, Section 265 Duties of Principal: Care of Pupils; Care of Property

Education Act: Section 286 Duties of Supervisory Officers: Supervise Property

Ontario Regulation 298 Operation of Schools, Section 11: Duties of Principals: Inspect School Premises

Occupational Health and Safety Act

Trespass to Property Act

Ontario Regulation 474/00 Access to School Premises

Board:

Board Policy GOV-03 Role of the Corporate Board

Board Policy GOV-04 Role of the Supervisory Officer

Board Policy GOV-08 Safe Schools

Board Policy GOV-18 Health and Safety: Working Environment

Board Policy GOV-21 Access to School Premises

Board Policy GOV-22 Vandalism

Board Policy GOV-26 Emergency Response Plans

Administrative Procedure 120 Hours of Operation

Administrative Procedure 170 Money in the Schools: Internal Controls

Administrative Procedure 505 Financial Integrity

Administrative Procedure 543 Board-Owned Equipment: Loans