



## Administrative Procedures

<b>AP-904</b>  SECURITY OF BUILDINGS, ASSETS AND SAFETY PROTOCOL	<b>Date of implementation:</b> January 2015 <b>Date of update:</b> December 7, 2022
	<b>Related Administrative Procedures:</b> <a href="#">AP-429 Video Surveillance</a> <a href="#">AP-802 School Bus Safety</a>

**Purpose:** To recognize the need to provide for the security and safety of Division-owned buildings, properties, and contents. It is the responsibility of the principal to ensure the security of the school, as well as the safety of individuals using the facility.

### Procedures

#### 1) Break-In, Theft and Vandalism

- a) Persons detecting break and enter, theft or vandalism at the school shall secure the site, if safe to do so. The principal or caretaker shall be notified as quickly as possible.
- b) The principal shall immediately report the incident to the police and the Facilities Manager. If it is safe to proceed, take measures to secure the building. If the principal is not available, these reports are to be made by the caretaker.
- c) A School Incident Report form will be filled out by the principal within three (3) school days and a copy kept on file at the school.
- d) All theft of assets is to be reported to the CFO.
- e) The Facilities Manager shall provide direction to the principal in terms of replacement and repair of equipment or required construction or maintenance.
- f) For losses and requests for replacement of personal property, please refer to your personal insurance policy coverage.

#### 2) Intrusion Detection Systems

- a) Intrusion detection systems will be installed, operated and, as necessary, upgraded in schools and in other buildings owned by the Division to deter unauthorized entry.
- b) Principals, in consultation with the Facility Manager, shall be responsible for the management of the intrusion detection systems to ensure optimum protection.

### 3) Locking Systems

- a) Keys for the removable core locking system shall be marked to indicate that duplicates are provided only with the authorization of the Director or designate. The Facilities Manager, under the direction of the CFO, shall arrange for duplicate keys to be provided when required.
- b) Locking systems shall be designed so that exterior access is controlled through the main entrance only. Requests for additional access must be submitted in writing to the CFO.

### 4) Key Distribution, Security Codes and Controls

- a) Keys may be issued to staff members of the Division or its authorized contactors. If a community organization has rented the facility for a defined purpose, a key may be temporarily assigned through the administrator to an area that can be secured from the rest of the school. The administrator is to update the distribution record as per 4(e) and notify the Facilities Manager.
- b) Keys shall not be loaned to students or unauthorized persons. Students may be admitted to school premises after normal school hours only under direct supervision of a staff member and with the knowledge and approval of the principal.
- c) Entry to school premises outside regular hours as required by utility personnel or contractors may be arranged through the Facilities Manager or Maintenance Supervisor.
- d) The authority for the distribution of keys shall be as follows:
  - i) Principal to staff members.
  - ii) Caretaking Facilitator to centralized caretaking personnel.
  - iii) Maintenance Supervisor to maintenance personnel.
  - iv) Facilities Manager to the Central Office or School Services Building.
  - v) Transportation Manager to the Bus Garage staff.
- e) Individuals responsible for key distribution shall be accountable for maintaining an inventory and distribution record.
  - i) Individuals responsible for key distribution shall verify at the start of each school year that all keys are accounted for in accordance with inventory records and update the individual school key log located at each facility.
  - ii) All staff members shall return keys before reassignment or termination.
  - iii) Lost or missing keys shall be reported to the individual responsible for distribution, who will notify the Facilities Manager of the loss. The Facilities Manager shall arrange for continued building security, which may include the replacement of the locking mechanism.

- f) The individual responsible for key distribution shall conduct an ongoing education program with staff members to emphasize responsibility for building security.
- g) Security codes
  - i) Issuing of security codes are the responsibility of the principal or department manager.
  - ii) Under no circumstances shall a security code be given out to a non-Division person other than those contracted to work for the Division.

#### 5) Access to Schools

Protocols restricting unauthorized access and measures to prevent vandalism and theft are as follows:

- a) Access to schools is to be controlled for the duration of the school day.
- b) All access doors (excluding main entrance doors) are to be locked fifteen (15) minutes after the morning entry bell and are to remain locked for the duration of the school day.
- c) After the doors are locked, all access to the school for the public and late arriving students will be via the main entrance doors.
- d) Staff may use keys to open perimeter doors during the school day, but the doors should always be relocked.
- e) Once the doors have been locked, it is recommended that a staff member check periodically for students arriving late to school. This is of particular importance for younger students and in very cold weather.
- f) The main entrance doors may be left unlocked during the school day. This entrance should always be monitored .
- g) In some circumstances, a school may have difficulty in complying with this protocol. In this situation, the Principal should inform the Superintendent (Emergency Planning).

#### 6) Key Lockboxes and RCMP Lockboxes

Key lockboxes may be installed in schools for emergency purposes. A lockbox will be supplied and installed by Facilities. The following process is to be followed:

- a) The lockbox will be installed at a location determined by Facilities in collaboration with RCMP.
- b) The lockbox will contain five (5) classroom door keys and a laminated card with the contact information for school administration and custodial staff.
- c) The keys in the lockbox shall be used for lockdown drills only.
- d) RCMP will be given a key to the lockbox.

- e) The principal will have a key to the lockbox, which shall be kept in a secure location
- f) After lockdown drills, all keys will be collected by the principal and returned to the lockbox.
- g) The lockbox will be checked by the principal at the beginning and end of the school year.

#### 7) Safety Protocol Communication

At the beginning of each school year, the principal or designate will:

- a) Include information about the Division's safety protocol in school newsletters.
- b) Communicate and review the protocol with all staff and other users of the school building.
- c) Inform the Coordinator of Schools and Learning (Emergency Planning) of any issues in relation to compliance with this policy and safety protocol.
- d) Ensure signage provided to the school is displayed at all access doors.

#### 8) Video Camera Usage

- a) AP-429 Video Surveillance makes provisions for the use of video cameras in schools in order to improve student safety.
- b) To help ensure Saskatchewan school divisions clearly understand the legislation regarding privacy and access, the Saskatchewan School Board Association (SSBA), along with other key stakeholders, produced the "Privacy and Access in Saskatchewan Schools" website (<https://saskschoolsprivacy.com>).
- c) *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP)* will be followed.

#### *References:*

[Privacy and Access in Saskatchewan Schools](#)

[Saskatoon and Area Community Threat Assessment and Support Protocol \(CTASP\)](#)

[School Incident Report Form \(internal document\)](#)

[Student Violence Threat Risk Assessment](#)

[The Local Authority of Freedom of Information and Protection of Privacy Act](#)