

Administrative Procedures

AP-904 SECURITY OF BUILDINGS AND SAFETY PROTOCOL	Date of implementation: January 2015 Date of update: Fall 2019
	Related Administrative Procedures: AP-429 Video Surveillance AP-802 School Bus Safety

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) In the case of a break-in, theft or vandalism, the principal is to:
 - i) Report the incident immediately to the local police or RCMP;
 - ii) Ensure the security of the building;
 - iii) Notify the Learning Superintendent and Facilities; and
 - iv) Submit a service request to Facilities as soon as possible.
 - b) Staff members that discover a break-in or vandalism requiring immediate attention will immediately notify the principal or designate.
 - c) A School Incident Report form will be filled out by the principal within three (3) school days and kept on file at the school.
 - d) All break-ins and theft of Division-owned equipment will be reported to the local police or RCMP
- 2) Detection, Locking Systems, Keys and Security Codes
 - a) Detection and Intrusion systems shall be maintained and/or upgraded as required.
 - b) Facilities will act as a liaison between the security service provider and the school administrator or designate.
 - c) The principal will inform Facilities when any concerns arise with maintenance or optimum protection of the Division-owned property.
 - d) Locking systems shall be designed to provide a maximum degree of security.

- e) Keys are not to be duplicated. The principal shall submit a request for additional keys to Facilities when deemed necessary.
- f) Issuing of security codes are the responsibility of the principal or department manager.
- g) Under no circumstances shall a security code be given out to a non-Division person other than those contracted to do work for the Division.
- h) Key distribution shall be controlled by the school principal or department manager or designate.
- i) Under no circumstances shall keys be given out to a non-Division person other than those contracted to do work for the Division.
- j) The person responsible for key distribution shall be accountable for determining and maintaining a record of keys and their distribution. For schools, this will be the principal or designate. For other facilities, this will be the manager or designate. Two inventories of keys shall be maintained. One showing assignment of keys to specific staff members. The second showing keys returned after use.
- k) The individuals responsible for key distribution shall verify at the beginning of each school year that all keys are accounted for in accordance with their records. Exterior keys may be reassigned to those personnel who require them after normal caretaking hours during the summer recess.
- l) All staff members and contractors shall return keys issued to them before reassignment or termination.
- m) Lost or missing keys shall be immediately reported to the school administrator or manager in charge of key distribution.
- n) Building security and its importance must be emphasized to staff members and contractors by the individuals responsible for key and code distribution.

3) Safe and Secure Protocol

It is the responsibility of the principal to ensure the security of the school, as well as the safety of individuals using the facility. The Saskatoon and Area Community Threat Assessment and Support Protocol provides more information. The safety and security of schools is dependent on the responsible management of:

- a) Access to schools
- b) School keys
- c) Alarm codes
- d) Awareness of threats

4) 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 Coordinator of Schools and Learning (Emergency Planning).

5) 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.

6) 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.

7) 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 (www.saskprivacyschools.com).
- c) *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP)* will be followed.

References:

[Privacy and Access in Saskatchewan Schools \(www.saskschoolsprivacy.com\)](http://www.saskschoolsprivacy.com)

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

[School Incident Report Form](#)

[Student Violence Threat Risk Assessment](#)

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