SECURITY IN SCHOOLS & ADMINISTRATIVE BUILDINGS

Scope

This policy applies to all schools and property owned by the Cape Breton-Victoria Regional School Board. Security includes protection against violence, abuse, or other inappropriate contact within our schools and administrative buildings.

Purpose

To protect students and staff from abuse or other undesirable contact.

Policy Statement

It is the policy of the Cape Breton-Victoria Regional School Board to maintain adequate security, to the extent reasonably practical, for all students and staff.

This document outlines the methods to be employed to provide an atmosphere in which students, staff, or other users of buildings can feel secure within our buildings.

Cross Reference

Emergency Response Policy CAPER -Checklists of Administrative Procedures for Emergency Response

Authorization

This policy has been authorized by the Board under motions number 2013-06-30.

Responsibility

It is the responsibility of the Director of Programs and Student Services, and the Director of Operational Services to ensure that this policy and administrative procedures within the schools are implemented.
Implementation

The Coordinator of School Services and the Coordinator of Facilities Management will implement the policy and administrative procedures.

Procedures

1. IDENTIFICATION

   All authorized users of buildings need to be easily identifiable within the building. As such:
   a) All staff and Board Members shall wear, in a visible location, a photo ID indicating their name and position.
   b) All visitors to the schools/school board administrative buildings must sign in and shall be provided with a visitor badge which will have the school/building name and will be sequentially numbered.
   c) All volunteers to the schools/school board administrative buildings must sign in and shall be provided with a volunteer badge which will have the school/building name and will be sequentially numbered.
   d) All grounds monitoring staff shall wear a clearly visible safety vest and shall be supplied with a communications device.

2. ACCESS CONTROL

   a) All doors to the school shall be locked following the start of classes.
   b) During the morning hours, prior to the start of classes, schools shall designate a single point of entry. In larger schools, two points of entry may be designated with the approval of the Director.
   c) Following lock-down of the entry doors, access shall be provided via a buzzer system. Prior to opening the door to allow someone into the school, the person must clearly be visible either by direct observation or via a video camera.
   d) All visiting staff (i.e., Central Office, itinerant, technology, maintenance staff, etc.) and visitors are required to go directly to the administrative office when entering the school. Procedures are to be in place in each school to respond to a person not following this protocol. (*See Emergency Response Policy - CAPER*)
e) All exterior doors are to be provided with a monitoring device to detect when doors are ajar. Procedures are to be in place in each school to respond to a door that is ajar. *(See Emergency Response Policy - CAPER)*

f) Where necessary, points of entry are to be provided with a video camera to monitor persons entering the building.

g) Where alternative staff entrances are in existence, they will be provided with electronic locks programmed for entrance during specific hours if requested.

h) All security systems are to be of suitable size to enable sufficient codes to provide individual codes for all users.

3. AFTER HOUR USE

a) Where schools are used after normal hours for either school activities or for rentals, there shall be a designated responsible person. This person shall ensure control over entry into the building and shall wear an ID badge.

b) Instructions shall be provided as to which areas of the school are acceptable for use. After hours users are not to travel in areas other than those designated.

c) All activities in schools are to be finished and the school vacated when the cleaning staff complete their shift unless other arrangements have been made with the custodial staff.

**Signage**

The following signage shall be posted at all schools:

1. A “No Loitering/No Trespassing” sign

2. A notice indicating the presence of video monitoring.

3. Signage at each door indicating which door to use for access and indication the requirement to report to the school administration office.

**Emergency Response**

Each school shall have emergency response procedures in place to respond to a serious incident in the school, on the grounds, or close to school property. *(See Emergency Response - CAPER)*
Associated Forms

Policy Review

This policy will be reviewed by the Director of Operations Services within three years from the authorization date.

Distribution

Board Members
All Policy Manual Holders
CBVRSB Website