

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section FACILITIES & GROUNDS

Policy Name BUILDING, GROUNDS and EQUIPMENT SECURITY

404

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POLICY

It is the policy of The Superior-Greenstone District School Board that all property, buildings and contents be protected and made secure from theft, break-in, disappearance, fire and vandalism.

PROCEDURES

1.0 Building Security: Schools

The security for each school building and its contents is the responsibility of the Principal.

2.0 Building Security: Other

The security for each building and its contents that is not under the administration of a Principal, is the responsibility of the Manager of Plant Services.

3.0 Intrusion Alarms

Intrusion alarms, and/or other protective systems, will be installed, when appropriate, to reduce the opportunity for break-in, theft and vandalism.

4.0 Perpetual Inventory

The Manager of Plant and each Principal shall be responsible to maintain a perpetual inventory of all moveable items within the buildings under their responsibility.

5.0 Loaning Equipment

A log system for controlling the loan of moveable items to staff, students or the community will be maintained.

6.0 Provident Numbers

All moveable equipment valued above \$1,000 shall be identified by the use of an assigned Operation Provident Number in accordance with OPP recommended procedures, or through another method of identification as approved by the Manager of Plant Services.

7.0 Handling Money

Monies shall be secured nightly, or deposited daily in a bank account.

8.0 Securing Records

Filing cabinets containing personal/confidential information, including OSR records, shall be locked when not supervised.

9.0 Reporting Incidents

Robberies, break-ins, fires and major damage through vandalism or otherwise shall be reported to the appropriate Board Official and to local police.

The designated Board Official will proceed to provide notification to the Board's insurer, when appropriate.

10.0 Persons Apprehended

Persons apprehended as a result of activities as outlined above will, at the very least, be expected to make restitution. The Police will determine if charges are to be laid.

11.0 Non-Board-Owned Items

The Board is not responsible for the loss of or damage to personal property of staff or students while on Board-owned property.

12.0 Warning Notices

All Board facilities will prominently display the warning that all equipment is marked and traceable.