

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	FACILITIES & GROUNDS	
Policy Name	SECURITY POLICY <i>Management Guideline Applies</i>	410
Board Approved:	June 22, 2021 October 27, 2015 February 17, 2010 Sept 15, 2000	Reviewed: June 7, 2021 October 5, 2015 November 23, 2009 December 6, 2005
		Review Prior To: December 2026

RATIONALE

The Superior-Greenstone District School Board operates numerous multiple facilities that containing ing equipment, furniture and supplies of significant value. In order to protectTo safeguard these buildings and contents assets, the Board maintains a comprehensive security policy supported by clear and set of procedures is necessary.

POLICY

It is the policy of Superior-Greenstone District School Board that all property, buildings and contents arebe protected and secured against made secure from theft, break-ins, disappearanceloss, fire and vandalism.

1. Guidelines
 - 1.1 The security for each school building and the contents therein is the responsibility of the Principal, Vice Principal or Manager responsible for their facility; The Principal, Vice-Principal or Site Supervisor responsible for each facility shall ensure the security of the building and its contents.
 - 1.2 The security for each building and contents therein, without a Principal, Vice-Principal or Manager is the responsibility of the Superintendent of Business or designate; Where no Principal, Vice-Principal, or Site Supervisor is assigned, the Superintendent of Business or designate shall assume responsibility for the security of the building and contents.
 - 1.3 All Superior-Greenstone District School Board buildings facilities shall be keyed under a Grand Master Key System. The exterior doors of each building shall, where practical, operate separate to the school/building master key, but under a Grand Master Key System;
 - 1.4 References to Locks and Keys may also mean: electronic controlled locks utilizing electronic identification access cards, proximity sensors, biomechanical readers, and code passwords or numbers; References to "locks and keys" include electronic or digital access systems such as card readers, proximity sensors, biometric readers, or coded access devices.
 - 1.5 Key control will be maintained at all times;
 - 1.6 The issuance of Grand Master Keys shall be under the control of the Manager of Plant Services or designate; The Manager of Facilities & Transportation, or designate, shall control the issuance of Grand Master Keys.

- 1.7 The issuance of individual school/building keys to school staff shall be the responsibility of the Principal/Manager, Vice-Principal or Site Supervisor. ~~School/building-Master~~ keys shall not be issued to students, volunteers, or persons who are not employees of the Board;
- 1.8 ~~Notwithstanding the previous sentence, school/building keys may be released to an acceptable supervising member of a Board approved Joint Use Agreement where the terms of said agreement specifically permit. Keys may also be released to emergency response personnel including security, police, fire department and contractors by the Principal, Vice-Principal or Managers, or designate as deemed appropriate to the well-being of the staff and facilities involved; Exceptions may be made for authorized supervising members of organizations operating under an approved Joint Use Agreement, where such agreements explicitly allow key access. Keys may also be released to emergency response personnel, including police, fire, security, or contractors, as deemed appropriate by the Principal, Vice-Principal, or Site Supervisor~~
- 1.9 Intrusion alarms will be installed in appropriate areas of each building facility to reduce the opportunity for break-in, theft and vandalism. ~~The S~~ecurity monitoring provider shall automatically notify the police in the event of an intrusion;
- 1.10 Each building facility shall ~~have one or more areas~~ designated secure areas for storage of valuable, moveable, equipment ~~which shall come~~ within the ~~surveillance coverage of the~~ intrusion alarm systems;
- 1.11 ~~Each building shall maintain a perpetual inventory of all moveable items (furniture and equipment, tools) with an individual or "set" value, as defined in Management Guidelines;~~
- ~~1.12~~ 1.11 Furniture, equipment, and cabinet keys shall be controlled and distributed by the Principal, Vice-Principal or Manager-Site Supervisor at each given building;
- ~~1.13~~ 1.13 ~~A system for controlling the borrowing or loaning of moveable items to community, staff and students will be maintained in accordance to the board's Policy 407 Borrowing or Equipment and Policy 408 Leaning of Equipment;~~
- ~~1.14~~ 1.12 Money shall be secured nightly in a vault or suitable safe, or deposited daily in a bank account;
- ~~1.15~~ 1.13 Filling cabinets containing personal/confidential information (including OSR cards) shall be locked when not supervised;
- ~~1.16~~ 1.14 Building specifications shall provide for design and construction to meet appropriate security standards;
- ~~1.17~~ 1.15 ~~Current buildings will be upgraded to meet the standards of this policy;~~
- ~~1.18~~ 1.16 ~~Robberies, break-ins, fires, and major acts of vandalism shall be reported to the Police, Fire Department (as necessary), Manager of Plant ServicesFacilities & Transportation, Superintendent(s) of Business and Superintendent of Education;~~
- ~~1.19~~ 1.17 ~~Unauthorized persons on premises will be handled in accordance with the board's 402 Unauthorized Vehicles on Board Property;~~

1.201.18 The board is not responsible for the loss of, or damage to, personal property of staff and students;

1.211.19 Unexplained disappearance of equipment or other contents in schools will be the responsibility of the school to replace from school budgets;

1.221.20 All board buildings shall contain the warning that the building is protected by intrusion alarms;

1.23 ~~All keys recalled at the end of each school year must be checked against issuance records. Term staff must return keys prior to the end of their term. Staff requiring keys over the summer break, are subject to the approval of the Principal, Vice Principal, Manager. Where staff in a given school/building works on a 12 month basis the requirements of this clause may be waived, subject to the approval of the Principal, Vice Principal, Manager and Manager of Plant Services;~~

1.241.21 ~~Anyone receiving a key to Board facilities shall keep it safe and secure and does not have the authority to copy, lend, or otherwise give the key to any other person; Individuals receiving keys are responsible for keeping them safe and must not duplicate, lend, or transfer them to others.~~

1.251.22 ~~Any person who does not return a key issued to them when requested by the Board may be held responsible for all costs associated with re-keying the area(s) accessed by the key to re-establish the security of the area. Any person who fails to return a key when requested may be held financially responsible for costs associated with re-keying affected areas.~~

1.26 ~~Lockout procedure: where any device is locked out for maintenance, repair, or other safety related purposes, only the person placing said lock(s), or the Manager of Plant Services, may remove said lock(s). The SGDSB Lockout Tag-out procedure MUST be followed when dealing with locks placed for that purpose. Keying of locks for Lockout Tag-out shall be on a system independent of building master keys.~~

1.23 ~~Lockout Procedure: When equipment is locked out for maintenance, repair, or safety purposes, only the person who placed the lock(s) or the Manager of Facilities & Transportation may remove them. The SGDSB Lockout Tag-out Procedure must be followed, and locks used for that purpose shall operate on a system independent of building master keys.~~

REFERENCES

Policy 402	Unauthorized Vehicles on Board Property
Policy 407	Borrowing of Equipment
Policy 408	Loaning of Equipment
Policy 501	Visitors to School
Policy 410	Security Policy - Management Guideline

