

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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

RATIONALE

Superior-Greenstone District School Board operates numerous facilities containing equipment, furniture and supplies of significant value. In order to protect these buildings and contents a comprehensive security policy and set of procedures is necessary.

POLICY

It is the policy of Superior-Greenstone District School Board that all property, buildings and contents be protected and made secure from theft, break-in, disappearance, 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;
- 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;
- 1.3 All Superior-Greenstone District School Board buildings 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;
- 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;
- 1.7 The issuance of individual school/building keys to school staff shall be the responsibility of the Principal/Manager. 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;

- 1.9 Intrusion alarms will be installed in appropriate areas of each building to reduce the opportunity for break-in, theft and vandalism. Security monitoring provider shall automatically notify the police in the event of an intrusion;
- 1.10 Each building shall have one or more areas designated for storage of valuable, moveable, equipment which shall come within the surveillance of intrusion alarms;
- 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 Furniture, equipment, and cabinet keys shall be controlled and distributed by the Principal, Vice-Principal or Manager at each given building;
- 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 Loaning of Equipment;
- 1.14 Money shall be secured nightly in a vault or suitable safe, or deposited daily in a bank account;
- 1.15 Filing cabinets containing personal/confidential information (including OSR cards) shall be locked when not supervised;
- 1.16 Building specifications shall provide for design and construction to meet appropriate security standards;
- 1.17 Current buildings will be upgraded to meet the standards of this policy;
- 1.18 Robberies, break-ins, fires, and major acts of vandalism shall be reported to the Police, Fire Department (as necessary), Manager of Plant Services, Superintendent(s) of Business and Superintendent of Education;
- 1.19 Unauthorized persons on premises will be handled in accordance with the board's 402 Unauthorized Vehicles on Board Property;
- 1.20 The board is not responsible for the loss of, or damage to, personal property of staff and students;
- 1.21 Unexplained disappearance of equipment or other contents in schools will be the responsibility of the school to replace from school budgets;
- 1.22 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;

- 1.24 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;
- 1.25 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.
- 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.

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

