



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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**Section: Business and Administrative Services**

**Regulation Code: BA-6.4.1**

**• Property and Facilities Services**

**Policy Code Reference: BA-6.4**

**Regulation: SECURITY**

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. BA-6.4, Security. Reference to protection of people and property in Policy BA-6.4, Security, extends to protection of service animals.

#### **1. Access**

##### **1.1 Photo Identification Cards**

- 1.1.1 Cards will be issued to all permanent and long-term occasional staff, trustees, and regular contractors, on the commencement of employment.
- 1.1.2 Cards for staff based at the Education Centre will also provide access through secure doors within the Education Centre.
- 1.1.3 Cards must be worn at all times by Board personnel when accessing any facility, school or property of Kawartha Pine Ridge District School Board.

##### **1.2 Identification Cards for Visitors and Temporary Staff**

- 1.2.1 A generic “Visitor” identification card will be provided to all visitors at any facility, school or property of Kawartha Pine Ridge District School Board, and must be worn at all times while visiting.
- 1.2.2 All visitors must sign in and out of all Board facilities, receiving a visitor identification card on admission, and returning same on exit.
- 1.2.3 A generic “Staff” identification card will be provided and must be worn by all casual and temporary staff within any facility, school, or property of Kawartha Pine Ridge District School Board.

##### **1.3 Recovery**

It is the responsibility of an employee’s immediate supervisor to recover identification cards immediately upon an employee’s termination of employment.

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### 2. Locks and Keys

#### 2.1 Lock Systems

2.1.1 A plan of building security shall provide for all schools to have exterior doors used for access equipped with an approved lock system.

2.1.2 All schools are to have interior doors equipped with an approved lock system as deemed suitable by the principal and the appropriate staff.

#### 2.2 Issuance of keys to exterior doors should be restricted to:

2.2.1 principals;

2.2.2 vice-principals;

2.2.3 head custodians; and

2.2.4 supervisors of childcare centres and before and after school programs located within our schools as required.

2.3 In addition to the above, ten keys for secondary and five keys for elementary are available at the school office to be signed out to staff who may have a specific need to enter the school during non-school hours. Keys are to be returned to the office as soon as the requirement is fulfilled.

2.4 Staff members leaving the Board's employ shall surrender all keys to Board property in their possession.

2.5 School principals shall maintain an up-to-date list of all staff who are in possession of school keys.

2.6 The making or purchase of duplicate keys by school personnel is prohibited.

### 3. Security Logs

In addition to wearing Visitor cards, casual staff and visitors must sign in and out of facilities. Visitor cards will be returned upon leaving. Staff with photo identification cards visiting facilities other than their work site will sign in and out of facilities. Visitors and staff will indicate the purpose of their visit when signing the Security Log. The exception will be the Education Centre where staff with photo ID will display the card to the receptionist and be admitted. Sign in will not be required.

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### **4. Electronic Detection Devices**

Consideration will be given to the installation of electronic detection devices wherever feasible and a system of security checks may be implemented as required.

### **5. School Staff Lists**

Local police forces shall be annually provided with updated lists of schools in their jurisdiction showing the name and telephone number of the principal and head custodian to facilitate the handling of any cases of property violation.

### **6. Break-and-Enter or Vandalism**

All incidents of break-and-enter or vandalism shall be immediately reported to the appropriate local police authority.

### **7. Property Loss or Damage**

All cases of property loss or vandalism are to be reported without delay by the principal to the appropriate risk and insurance staff at the Education Centre.

### **8. Identification of Capital Equipment**

School principals and departmental managers will ensure that all items of capital equipment in their schools are marked appropriately for ease of identification by police authorities.

### **9. Safe-keeping of Money**

School principals shall attempt to reduce the hazard of burglary and damage by ensuring that moneys are kept in the safe or in locked cabinets or drawers at all times.

### **10. Fencing**

It shall be the responsibility of the Superintendent responsible for Facilities Services, or designate, to make recommendations for the construction of fencing.

### **11. Preventive and Response Procedures**

School principals shall use Board Policy No. ES-1.1, Safe, Caring and Restorative Schools and related guidelines when implementing preventive and response procedures.

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### Communication

12. School principals are encouraged to promote communication and public relation links with the local community through the school council. These associations may provide casual surveillance assistance with respect to protecting the property of the Board.

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Established: June 14, 2000

Revised/Reviewed:

October 29, 2009  
February 27, 2014  
January 25, 2016  
January 20, 2020