



Policy Manual – Building/Plant/Grounds

B.P.04 Key Control/Access to Buildings - PROCEDURES

ACCESS TO BUILDING

1. The Principal, in conjunction with the support of the school staff, is responsible to ensure the implementation and management of the policy at the school level.
2. Access to school premises during non-school hours shall be governed by the appropriate provision of this policy and other related operational policies/procedures of the Hamilton-Wentworth Catholic District School Board.
3. The Board recognizes that the following persons are permitted to be on school premises, subject to any lawful restriction:
 - a) A person enrolled as a pupil in the school;
 - b) A person enrolled or participating as a child in the Childcare Programs;
 - c) A parent, guardian of a child attending Childcare Programs;
 - d) A parent, guardian or person having daily care and control of a pupil under the age of 18 years.
 - e) A person employed or retained by the Board;
 - f) A person who is otherwise on the premises for a lawful purpose (e.g. making a delivery, voting or participating in the Childcare Programs);
 - g) A person who is invited by school official(s) to attend an event, a class or a meeting on the premises providing the person is on the premises for that purpose;
 - h) A person who is invited onto school premises for a particular purpose by the principal, vice-principal or other person authorized by Board policy provided the person is on the premises for that purpose and complies with any restrictions on their attendance; and,
 - i) A group may have access to school premises during non-school hours and shall be governed by the appropriate provisions of this policy and Facility Partnership Policy – B.F.01 and Community use of School Facilities Policy – B.R.01.
4. Persons authorized to be on school premises are not entitled to have access to all areas of the school premises and may only access areas of the school as permitted by the principal or his or her designate.
5. The Board has the right to lock the school premises when the premises are not being used for a purpose authorized by the Board.
6. An authorized person, identified in section 3 (a-i) is not permitted to remain on school premises if his or her presence is detrimental to the safety or well-being of a person on the premises, in the judgement of the principal, vice-principal, principal designate or another person authorized by the Board to make such a determination.

7. Any person entering the school premises, as the first order of business, must identify themselves at the main administration office by signing the school visitor log, declaring the nature of the visit and attach the visitor's badge issued by the office staff to a conspicuous, appropriate location on his/her outer most clothing. All Board itinerant personnel visiting schools must display the Board badge, including employees of the Hamilton Catholic Child Care Centres. Visitors accessing the school for childcare purposes must follow the Childcare protocol.
8. The principal, vice-principal or designate shall exercise the rights of the Board as an occupier under the provisions of the Trespass to Property Act, sections 212(1), 265(m) and 305 of the non-compliance with provisions of this policy.
9. Failure of an individual or individuals to comply with this policy, subsequent to receiving a verbal or written warning by a school official, may result in charges under the Trespass to Property Act or the Access to School Premises Regulation 474/00. Conviction of an offence may result in a fine of up to \$5,000.00.

PROCEDURES - FOB/KEY CONTROLS

1. Principals/Managers of schools/buildings responsible for the keys and fobs in their possession shall complete an "Acknowledgement of Receipt of Keys and Agreement" form and submit to the Plant Operations Facilities Technician in October of each year.
2. Fobs for the exterior access doors in school locations will be provided only to the following staff specific to their location:
 - Director of Education;
 - Superintendent of Education;
 - Principal, Vice-Principal, Managers;
 - Head Secretary;
 - Caretakers;
 - Supervisors of Child Care Programs; and,
 - Maintenance
3. An internal tracking system shall be implemented for the distribution of fobs.
4. Fob access for administrative buildings will be activated for all managers, supervisors, approved staff and senior administration working in the building.
5. Fob access for entry to all buildings shall be granted by the Controller of Plant.
6. Board approved personnel requesting physical lock changes or the need for additional keys shall complete Key/Lock change requisitions. Work orders for key/lock changes will only be issued upon approval of such a requisition. Key/Lock changes shall only be done with the consent of the Plant Department.
7. Surveillance cameras will be subject to Video/Electronic Surveillance Policy – B.M.06.