

# ACCESS TO DIVISION FACILITIES

## Background

The Division believes it is important and necessary to control access to divisional facilities in order to protect divisional property, and the safety of students, employees and third parties. As such, access to divisional properties will be on an as needed basis.

## Procedures

1. The Principal is responsible for the security of the school and for ensuring that the school is accessed in accordance with this administrative procedure.
2. The Coordinator of Facilities or designate is responsible for the security of all non-school facilities and for ensuring that they are accessed in accordance with this administrative procedure.
3. The design of the keying system is to provide employees access to the facility based on their roles and responsibilities. As such, access to the facility will not be the same for every employee.
4. Access will be divided into the categories identified in appendix A
5. Keys for internal access will only be issued on an “as needed” basis. The issuing of keys should be limited to the fewest possible.
6. All fobs and keys shall be obtained through the Facilities Secretary upon authorization of the Principal or Supervisor.
7. The Principal or Supervisor shall maintain a current record of all keys and fobs issued. The following is the link to this document.
8. Upon the resignation or termination of an employee it is the responsibility of the Principal or Supervisor to collect the fob and key (if applicable) from the former employee.
9. Stolen or lost fobs and keys shall be reported immediately to the Principal or Supervisor and in turn the Principal or Supervisor will have the responsibility to communicate this to the Coordinator of Facilities or designate.
10. If the roles and responsibilities of an employee change such that required access to the facility changes this should be communicated by the Principal or Supervisor to the Coordinator of Facilities or designate so the change occurs in a timely manner.
11. All additional fobs or keys for each school or facility shall be located in a suitably locked cabinet.

12. All keys pertaining to schools or non-school facilities shall be numbered and stamped with "DO NOT COPY".
13. No keys shall be duplicated or cut without the authorization of the Coordinator of Facilities or designate.
14. At the discretion of the Principal, a fob and key may be issued to a community group that is currently housed in the school based on the same principle of access "as needed".
15. The Coordinator of Facilities or designate will issue fobs and keys to contractors who need access to the school or non-school facility. If access to a school is provided to contractors the Coordinator of Facilities or designate will inform the Principal of who was provided access as well as the purpose and timeframe.
16. Access to divisional facilities comes with the responsibility to ensure the facility is safe and secure at all times.
17. Employees with authorization and who choose to access a facility in the evening, weekend or summer must consider maintenance or custodial work that is ongoing at the site and ensure they follow any posted instructions.
18. Employees with authorization and who choose to access a facility in the evening, weekend or summer must follow the administrative procedure 408 - Working Alone

Reference: Relevant Legislation & Guidelines

Adopted: February 2021

Reviewed/Revised:

## **APPENDIX A**

### **ESTABLISHED CATEGORIES FOR FACILITY ACCESS**

1. Fobs to gain access into the facility
  - a. Operational Days - School Day - 7:45am - 3:45pm
  - b. Operational Days - Early Access - 6:30am - 3:45pm
  - c. Operational Days - 24 hours
  - d. School Year (including weekends) - 24 hours
  - e. Calendar Year (no weekends) - Work Day - 7:45am - 4:45pm
  - f. Calendar Year (no weekends) - 24 hours
  - g. Calendar Year (including weekends) - 24 hours