



ADMINISTRATIVE PROCEDURE – 604-1

Access to Board Premises

Area: Operations
Policy Reference: Superintendent of Business, Finance and Facilities Services
Approved: October 22, 2001
Revised: October 3, 2016; February 2, 2024

1. Purpose

The purpose of this administrative procedure is to support administrators or designates with established guidelines related to their jurisdiction to uphold the requirements of section 305 of the Education Act and amended Regulation 471/07, s.2 (February 1, 2008) with respect to Access to Board Premises.

2. Definitions

Nil

3. Procedures

3.1 Access to Board Premises

3.1.1 Durham Catholic District School Board (the “Board”) premises includes the school/administrative buildings, portables, yard, parking lot, playing fields, bus drop-off and pick-up areas.

3.1.2 Persons permitted on Board premises include a student enrolled as a pupil at a Board school, a parent or legal guardian/caregiver of the enrolled pupil, a person employed or retained by the Board, a person who is otherwise on the premises for a lawful purpose, a person who is invited to attend an event, a class or a meeting on Board premises that is permitted to be on the premises for that purpose, and a person who is invited on to Board premises for a specific purpose by the Director or designate. The persons listed in this definition do not have access to all areas of the Board premises attended.

3.1.3 Persons not permitted to remain on Board premises include persons whose presence is detrimental to the safety or well-being of a person on the premises

in the judgement of the Director or designate and persons who by Board Policy are required to report his or her presence on the premises in a specified manner and that person fails to do so.

3.2 Access to School Sites

- 3.2.1 During the school day, parents/guardians/caregivers, visitors and volunteers are to access the building at the main entrance through one clearly marked door. In all elementary schools, access to the school is only to be granted through the Safe Welcome video surveillance system.
- 3.2.2 Upon entering the school, all parents/guardians/caregivers, visitors and volunteers are to report immediately to the main office. Directions to the main office should be clearly displayed.
- 3.2.3 All parents/guardians/caregivers, visitors and volunteers, who have permission to gain entry to the school beyond the office are to sign the visitors' logbook, that is kept in the main office, indicating the purpose and location of their visit. They are to sign-out using the visitors' logbook at the completion of their visit.
- 3.2.4 All parents/guardians/caregivers, visitors and volunteers are to wear clearly marked visitor badges for the duration of their visit to the school.
- 3.2.5 All school staff and Board staff are to access the school through the main entrance of the school or through FOB access entry doors. All Board staff are to report to the office at the beginning of their visit and sign-in to the visitors' logbook. All Board staff are to wear their ID badges.
- 3.2.6 The school yard is not accessible to parents/guardians/caregivers, visitors and volunteers without the permission of the school Principal.
- 3.2.7 The Principal determines the safest routine for student pick-up and drop-off in accordance with Access to Board Premises Policy (PO604).
- 3.2.8 Staff are only to permit access to school premises as approved by the Principal or designate and in compliance with all relevant Board policies and procedures.
- 3.2.9 Staff are to cooperate with the Principal or designate in monitoring and controlling access to school premises. Staff are to report to the Principal any contravention to policies and administrative procedures related to access to school premises.

3.3 Contravention to Sections 3.1 and 3.2

- 3.3.1 Where a contravention to a policy or administrative procedure with respect to access to board premises is brought to the attention of administration, the Principal or designate shall investigate the circumstances of the contravention,

and if it is a first occurrence, remind the individual(s) involved of relevant Board policies and expectations. This reminder may be followed up in writing.

3.3.2 For repeated incidents and where safety is a concern, the Principal, or designate, should consider the following escalating course of action for additional occurrences after a warning has been given or if the contravention is so egregious it requires an escalation on the first occurrence. The following is a possible escalating course of action for each grouping:

- a) Students of the school: Contact parents, issue suspension, involve police.
- b) Staff: Inform Family of Schools Superintendent, escalating forms of discipline based on the infraction.
- c) Parents/Guardians/Caregivers, Adults, or Students from another school: Issue a verbal warning, issue a Trespass to Property letter, involve Durham Regional Police Service through the school liaison officer.
- d) Volunteers: Issue a warning, revoke volunteer status, issue a Trespass to Property letter, involve Durham Regional Police Service through the school liaison officer.
- e) Community Use of Schools Groups: Issue a warning through Community Use of Schools staff, revoking Community Use of Schools permit.
- f) Visitors: Issue a warning, deny access, issue a Trespass to Property letter, involve Durham Regional Police Service through the school liaison officer.

3.4 Access to Administrative Buildings

3.4.1 During business hours, visitors are to access the buildings at the main entrances. Upon entering, all visitors are to check in with the receptionist and/or sign the visitors' logbook located at main reception or Operations Maintenance and Administrative Centre (OMAC)/652 entrances. They are to sign-out using the visitors' logbook at the completion of their visit.

3.4.2 All Board staff will access the buildings through FOB access entry doors.

3.4.3 Board staff who spot unauthorized visitors should inquire as to their purpose of attending the building, assist them in locating the correct department and/or refer them to reception.

3.5 Safety Practices

3.5.1 All Board premises will be equipped with locks in accordance with a grand master, master and sub-master locking system and where applicable, Board will implement an electronic key/FOB access system.

3.5.2 The Board shall limit and control the issuance, distribution and accountability of grand master, master and sub-master keys and electronic keys/FOBs for Board premises. A Key/FOB Agreement (AF604-1A) shall be completed by all employees when issued a Board Key/FOB.

- 3.5.3 The Board has the right to lock Board premises when the premises are not being used for a purpose authorized by the Board.
- 3.5.4 If a staff member loses their FOB or key, they must alert the administrator or designate immediately, who in turn will immediately inform Facilities Services.
- 3.5.6 In emergency situations, these procedures may vary at the direction of the emergency responder and/or the Director or site designate.
- 3.5.7 The safety of the building(s) and its occupants is the responsibility of all staff.

4. Sources

- 4.1 [Education Act, Section 305 and Regulation 471/07, s.2](#)

5. Appendices

- 5.1 Appendix 1 – Key/Fob Agreement (AF604-1A)

6. Related Policies and Administrative Procedures

- 6.1 [Access to Board Premises Policy \(PO604\)](#)
- 6.2 [Community Use of Schools Policy \(PO412\)](#)
- 6.3 [Community Use of Schools Administrative Procedure \(AP412-1\)](#)
- 6.4 [Workplace Harassment and Workplace Sexual Harassment Policy \(PO320\)](#)
- 6.5 [Workplace Harassment and Workplace Sexual Harassment Administrative Procedure \(AP320-1\)](#)
- 6.6 [Workplace Violence Policy \(PO324\)](#)
- 6.7 [Workplace Violence Prevention – General Administrative Procedure \(AP324-1\)](#)
- 6.8 [Workplace Violence Prevention – Students Administrative Procedure \(AP324-2\)](#)
- 6.9 [Volunteers in Schools Policy \(PO413\)](#)
- 6.10 [Lockdown and Hold and Secure Administrative Procedure \(AP414-11\)](#)

Appendix 1



Key/FOB Agreement

To ensure the safety of all staff and students, please note:

1. These are restricted keys/FOBs and are the property of the Durham Catholic District School Board. They are not subject to loan or transfer to any third party, must not be duplicated in any manner, and must be returned when requested.
2. Each person receiving keys/FOBs accept responsibility for the security of this system.
3. Any lost keys/FOBs must be reported immediately to the Facilities Services department. A fee of \$10 will be required to replace the lost FOB, while a fee of \$50 will be required to replace the lost key.
4. When entering a board site using a FOB/key, please remember not to allow unknown people in the building.

Key Check Out

Date:

Name:

School/Department:

Phone Number:

Position:

Supervisor:

Email Address:

Key Issued:

Location and Room Number:

Employee Signature:

Key Return

Date:

Key Stamp:

Employee Signature: