



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **POLICY – 604**

### **Access to Board Premises**

Area: Operations  
Source: Superintendent of Facilities Services

Approved: October 22, 2001 (604); January 5, 1998 (403)  
Revised: May 12, 2014; October 3, 2016 (604); October 26, 2009; November 9, 2015 (403); May 8, 2023

#### **1. Introduction**

The Durham Catholic District School Board (the “Board”) recognizes that access to school premises is an important component that supports the home, school and parish partnership that exists in all of our elementary and secondary schools. In supporting safe and healthy schools it is essential that school staff controls access to its sites. This responsibility will be carried out in the context of Gospel values in respect to the dignity and worth of students, staff, parents/guardians/caregivers and visitors.

#### **2. Definitions**

Nil

#### **3. Purpose**

The purpose of this Policy and its attendant administrative procedure Access to Board Premises (AP604-1) is to provide a framework for administrators related to their jurisdiction to uphold the requirements of section 305 of the Education Act and amended Regulation 471/07, sec.2 (February 1, 2008) with respect to Access to Board Premises.

#### **4. Application / Scope**

This policy applies to all elementary and secondary schools, Adult and Continuing Education school sites and administrative buildings within the jurisdiction of the Board and all persons entering these premises. The Board is committed to providing a safe learning and working environment.

## **5. Principles**

### **5.1 The Board of Trustees:**

- 5.1.1 recognizes its duty to protect and secure all its properties as mandated under the Education Act, Section 170 (1) Duties of Boards.
- 5.1.2 acknowledges its responsibility to develop a policy and related administrative procedure to provide guidelines with respect to access to school premises.
- 5.1.3 recognizes the authority of the Principal or designate with regards to monitoring and controlling access to their respective schools.
- 5.1.4 recognizes the need for school staff to assist the Principal in monitoring and controlling access to school premises.

## **6. Requirements**

- 6.1 The Director has issued administrative procedure 604-1 Access to Board Premises to support this policy and may amend, expand and/or augment this administrative procedure as the need may arise.
- 6.2 Every Principal or designate, with input from staff, shall develop a school framework outlining access to school premises for students, staff, parents/guardians/caregivers, Trustees, volunteers and all visitors. The framework shall be consistent with the Board and Ministry safe school policies, administrative procedures, Acts and regulations.
- 6.3 The Principal or designate, with the cooperation of staff, shall monitor and control access to school premises.
- 6.4 The Director, or designate, shall address contravention of this policy as prescribed by relevant Board procedure.

## **7. Sources**

- 7.1 [Education Act, Section 305](#)
- 7.2 [Regulation 471/07, Access to School Premises](#)

## **8. Related Policies and Administrative Procedures**

- 8.1 [Workplace Harassment and Workplace Sexual Harassment Policy \(PO320\)](#)
- 8.2 [Workplace Harassment and Workplace Sexual Harassment Administrative Procedure \(AP320-1\)](#)
- 8.3 [Workplace Violence Policy \(PO324\)](#)
- 8.4 [Workplace Violence Prevention – General Administrative Procedure \(AP324-1\)](#)
- 8.5 [Community Use of Schools Policy \(PO412\)](#)
- 8.6 [Community Use of Schools Administrative Procedure \(AP412-1\)](#)

- 8.7 [Volunteers in Schools Policy \(PO413\)](#)
- 8.8 [Emergency Preparedness Policy \(PO414\)](#)
- 8.9 [Access to School Premises Administrative Procedure \(AP604-1\)](#)
- 8.10 [Code of Conduct Policy \(PO610\)](#)
- 8.11 [Code of Conduct Administrative Procedure \(AP610-1\)](#)