

# ROLLING RIVER SCHOOL DIVISION POLICY

## Building Access and Visitor Identification

ECAB/P

A priority of the Rolling River School Division is to promote a safe school environment. To meet this goal the Division will implement procedures to control access to divisional and school buildings.

- All school entrances will remain locked 24 hours a day. Exceptions to this must be requested by the School Principal and approved in writing by the Superintendent.
- Access to buildings and distribution of keys/fobs will be controlled as follows:

**The Division will require all visitors to schools and offices to:**

1. report to and sign in at the school office at the start and end of each visit
2. wear a Rolling River School Division Identification tag during his / her visit to the school.

The exception to this will be at large school events where public access may be approved by the School Principal without visitor identification tags.

The School Principal will be responsible to assign appropriate staff supervision for entry into the event.

- All Division buildings will have intrusion alarm and/or surveillance systems to protect against illegal entry and vandalism. (Policy ECA – Video Surveillance)
- The Division will maintain a Grand Master – Master and Individual key and fob system.
- The Maintenance Supervisor will control and approve the creation of building keys, fobs, and access codes.
- Access after normal working hours will be limited to employees whose work, as approved by the Building Supervisor, requires such access on a regular basis.
- The Division will maintain an inventory of all employees who are approved for after hours building access.

**Grand Master keys/fobs** will open all doors of any School Division building and will be issued to:

Maintenance Supervisor  
Superintendent  
Information Technology Supervisor  
Computer Technicians  
Secretary-Treasurer  
Maintenance Workers  
Director of Instruction, Curriculum, and Technology  
Director of Student, Clinical, and Pre-Kindergarten Services

**Master keys/fobs** will open all interior and exterior doors in a specific school and will be issued to:

Principal  
Custodian and Cleaners

Vice-Principal  
School Secretary

**To support a safe school environment**, a school key or fob may be provided to the local law enforcement agency.

**Outside door keys/fobs** will open the main entrance exterior door and may be issued to employees who the Building Supervisor deems will require regular access to the building after normal working hours.

**Inside room door keys/fobs** will open specific office / classroom doors and may be issued to an employee who the Building Supervisor deems will regular require access to a specific room / office after normal working hours.

# ROLLING RIVER SCHOOL DIVISION POLICY

## Building Access and Visitor Identification - Continued

ECAB/P

**Gas tank and Bus Compound keys/fobs** will open the Division School Bus Compound and fuel tanks and may be issued to School Bus Drivers, transportation and maintenance employees who the Transportation Supervisor deems will require access to the compound / fuel tanks after normal working hours.

**Cross Reference: Policy ECAC – Video Surveillance**

### **Index Regulation**

**Date Adopted:** April 22, 2004

**Date Revised:** September 9, 2004

**Date Revised:** October 6, 2005

**Date Reaffirmed:** October 22, 2008

**Date Reaffirmed:** November 7, 2012

**Date Revised:** January 17, 2018

**Date Revised:** June 19, 2019

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Building Access and Visitor Identification

ECAB/R

### **Building access will be controlled by the following procedures:**

Responsibility for the control and issuing keys and access codes will be as follows:

1. The Maintenance Supervisor will be responsible to control creation and issuance of keys to Building Supervisors.

Building Supervisors are defined as follows:

School	School Principal
Maintenance Building	Maintenance Supervisor
Division Office	Secretary-Treasurer
Transportation Garage	Transportation Supervisor

2. The Maintenance Supervisor will maintain an accurate and current inventory of all exterior and interior keys issued to Building Supervisors.
3. Building Supervisors will be responsible to:
  - control issuing keys/fobs to employees whose work reasonably may require access after normal working hours
  - complete and maintain a Building Access Release Form for all employees who are issued a key/fob and access code
  - maintain an accurate and current inventory, (Building Access: Access Code – Key Inventory form), of all exterior and interior keys and access codes issued to employees
4. Building Supervisors may maintain one extra master key that may be issued to an employee on an occasional basis as required. Appropriate records documenting the release of this key and the Building Access Release Form must be completed prior to any occasional issuance of this key.
5. Building Supervisors must complete an inventory of the distribution of all building keys on the last and first day of the school year and have the Building Access Release Form completed, renewed, or removed as applicable.
6. Building Supervisors may restrict employee access to buildings after normal working hours and/or during school breaks, (summer, Christmas and Spring breaks), as necessary for cleaning and building maintenance activities. Building Supervisors will advise affected staff, Division Office and the Maintenance Supervisor of any times of restricted access.
7. Lost keys/fobs and any discrepancies regarding locks, keys and fobs in the Division must be reported to the Maintenance Supervisor.

### **Visitor Identification and School Access will be controlled by the following procedures:**

1. Schools and Offices will post signage at all entrances to the school requiring visitors to report to main office.

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Building Access and Visitor Identification - Continued

ECAB/R

2. Schools will require all visitors, including volunteers to sign in upon arrival and sign out upon departure from the school on the Rolling River School Division "VISITOR SIGN IN LOG".
3. Schools will issue a VISITOR / VOLUNTEER Identification Tag to all visitors/ volunteers to the School or Office. Once issued, identification tags are required to be worn at all times while in the school / office. Identification tags are to be returned to the main office when the visitor signs out the end of each visit.
4. During normal working hours, if a visitor is entering restricted areas of a school building, and uses a two-way radio for communication, it is the responsibility of the employee left with the two-way radio to ensure he/she is available at all times to answer a call.
5. Anyone entering restricted areas of the building or working alone after hours is required to follow safety procedures related to working in restricted areas and to meet the requirements as per the Working Alone Policy GBDE.

### Index Policy

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# Rolling River School Division Building Access Release Form

School / Building: \_\_\_\_\_

Keys Issued:    General Master    Master    Exterior Door    Fob  
 Interior door (specify room(s)) \_\_\_\_\_

Access Code Issued: \_\_\_\_\_

I, the undersigned, acknowledge receipt of the keys/fob designated above. I agree to maintain possession of the keys at all times and do guarantee that I will not loan, transfer, give possession, misuse or alter the key(s). I further guarantee that I will not cause, allow or contribute to the reproduction or creation of any copies of the key(s).

I understand and agree that:

1. I will return the key(s)/fob to the Building Supervisor at the termination of my employment or assignment to this building.
2. I will return the key(s)/fob or renew this agreement with the Building Supervisor annually at the end of each school year.
3. The loss of the key(s)/fob or a violation of this agreement may render me responsible for the expenses of the cost to re-key any area(s) affected.
4. In the event that I do not return the key(s) as requested or required and if I have not made payment as per section (3) above, I hereby authorize the Rolling River School Division to deduct the cost to re-key any area(s) affected from my pay.
5. A violation of this agreement may subject me to disciplinary action by the Division.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Agreement Terminated and Keys Returned:

Date: \_\_\_\_\_

Building Supervisor Printed Name: \_\_\_\_\_

Building Supervisor Signature: \_\_\_\_\_



