

<b>Access to School Premises</b>	
Adopted: June 19, 2001	Last Reviewed/Revised: October 18, 2022
Next Scheduled Review: 2025-2026	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-30 Access to School Premises</a> <a href="#">I-30 Video Surveillance</a> <a href="#">VI-83 Video Surveillance Procedure</a> <a href="#">I-33 Classroom Observations by External Third Party Professionals</a> <a href="#">VI-48 Protocol with External Agencies For The Provision Of Services By Regulated Health Professionals, Social Service Professionals, And Paraprofessionals (PPM 149)</a> <a href="#">I-36 Trustee Code of Conduct</a> <a href="#">II-37 Volunteers in Catholic Schools</a> <a href="#">V-01 Use of School Grounds and Community Use of School Facilities</a> <a href="#">VI-64 Community Use of School Facilities</a> <a href="#">VI-49 Use of School Facilities Election Day</a> <a href="#">VI-41 School Visits by Union Presidents/Union Representatives</a> <a href="#">II-39 Progressive Discipline and Safety In Schools</a>	

## Purpose

To provide a safe workplace and learning environment which governs access to school premises as well as the security of school facilities and their contents.

## Application and Scope

This policy applies to all persons accessing school premises under the jurisdiction of the Halton Catholic District School Board (HCDSB).

## References

[Constitution Act, 1982](#)

[Creating safe and accepting schools: addressing inappropriate behaviour](#)

[Education Statutes and Regulations of Ontario](#)

[Ontario's Education Equity Action Plan](#)

[Ontario Human Rights Code](#)

[Safe Schools Act](#)

[Trespass to Property Act](#)

## Principles

- The Halton Catholic District School Board endorses and promotes an access to school premises policy which is consistent with the values, traditions and distinctiveness of Catholic schools.
- The Halton Catholic District School Board authorizes school administrators and staff members to exercise rights as occupiers under the provisions of the *Trespass to Property Act*.

## Requirements

- Access to school premises during the school day and for school-authorized activities shall be in accordance with the *Education Act*. Any action taken to implement the requirements of this policy, including the application of consequences and/or direction to:
  - HCDSB students and
  - visitors to the school grounds or property
- Shall be consistent with the *Education Act* Requirements of Policy II-39 Progressive Discipline and Safety in Schools, and the *Trespass to Property Act*.
- The Principal is responsible to ensure the implementation and management of this policy at the school level.
- Access to school premises during non-school hours shall be governed by the appropriate provisions of this policy and Policy V-01 Use of School Grounds and Community Use of School Facilities.
- The Halton Catholic District School Board recognizes that the following persons are permitted to be on school premises:
  - A person enrolled as a student in the school;
  - A parent/ guardian of such a student;
  - A person employed or retained by the HCDSB;
  - A person who is otherwise on the premises for a lawful purpose (e.g., delivering mail, voting);
  - A person who is invited to attend an event, a class or a meeting on school premises provided the person is on the premises for that purpose;
  - A person who is invited onto school premises for a particular purpose by the Principal, Vice-Principal or another person authorized by HCDSB policy provided the person is on the premises for that purpose; and
  - Trustees.



- Persons authorized to be on school premises are not entitled to have access to all areas of the school premises unless access has been approved by the school Principal and the Principal/ designate accompanies that person.
- Upon arrival, any person entering the school premises must identify themselves at the main office by signing the school visitor log and attaching the visitor's badge on their person in an appropriate and visible location.
- Visitors to the school may be recorded by video surveillance.
- The Halton Catholic District School Board has the right to lock the school premises when they are not being used for a purpose authorized by the HCDSB.
- The Halton Catholic District School Board instructs the Principal of each school to limit open points of access to only those doors required to provide for the comfort and safety of students, staff and visitors and the authorized business of the school. All other doors must remain locked to access from outside the buildings.
- In the event of an emergency, the Halton Catholic District School Board has the right to restrict access in and out of the school. (e.g., Hold & Secure, Shelter in Place, Lockdown)
- An authorized person is not allowed to remain on or return to the school premises, if, in the judgment of the Principal, their presence is considered detrimental to the safety or well-being of any person on the premises.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_

*Chair of the Board*