

Access to School Premises	
Adopted: April 16, 2013	Last Reviewed/Revised: October 3, 2022
Next Scheduled Review: 2025-2026	
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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 procedure applies to all persons accessing school premises under the jurisdiction of the Halton Catholic District School Board (HCDSB).

References

The Halton Catholic District School Board recognizes that control of access to school premises under its jurisdiction shall be in accordance with the provisions of the:

- [Education Act](#)
- [Safe Schools Act](#)
- [Ontario's Education Equity Action Plan](#)

- [Creating safe and accepting schools: addressing inappropriate behaviour](#)
- [Trespass to Property Act](#)
- [Section 93 of the Constitution Act, 1982](#)
- [Section 19 of the Ontario Human Rights Code](#)

Principles

- The Halton Catholic District School Board endorses and promotes *Policy II-35 Access to School Premises*, 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

- The Principal is responsible to ensure the implementation and management of *Policy II-35 Access to School Premises* at the school level.
- Access to school premises during non-school hours shall be governed by the appropriate provisions of *Policy II-35 Access to School Premises* and *Policy V-01 Use of School-Grounds and Community Use of School Facilities*.
- Elementary school Principals shall keep locked all exterior doors to ensure safety of students, staff and visitors and the authorized business of the school. Secondary school Principals shall open only those doors that are required for the normal conduct of the school, limiting access to unauthorized visitors.
- 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
 - 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.
- 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.
- Staff will report immediately to the Principal the loss of an access card and/or school keys.
- All staff and visitors shall wear their appropriate identity badges in a manner which exposes these badges to clear view.
- Teachers shall unlock their own classrooms or teaching areas upon arrival at school and shall lock up upon their departure or when not in use.
- When teachers leave their classrooms or teaching areas at the end of the day, they shall ensure that all windows are closed and locked, and lights are switched off. All mobile computers and audio-visual equipment should be securely locked in a storage area. All mobile computers and audio-visual equipment should be securely locked in a storage area. If possible, it is recommended that rooms with doors and windows exposed to the exterior not be used for storage areas.
- Community Use of Schools – custodians will be responsible to unlock upon arrival and lock the space at the end of the event.

School Key Registry Guidelines

- The key registry and any extra keys must be kept in a secure and safe location (i.e. key cabinet). Facility Management Services is to be advised of the location of the key registry and any extra keys.
- The key registry should be reviewed at least twice per year: at the beginning of the school year and at the end of the school year.
- Every time a key is issued or returned, the key registry must be updated/completed.
- All keys are to be returned to the Principal/designate at the end of each school year. Any discrepancies are to be reported to the Facility Management Services.
- Principals are responsible for issuing keys to their staff.
- The Principal is responsible for maintaining control of all keys at the school. Any lost/misplaced keys shall be immediately reported to the Principal.
- School interior master keys shall be held only by the Principal and Vice-Principal(s), Custodial Staff and School Secretary. The Commissionaire(s), in Secondary Schools may have access to a master key, at the discretion of the Principal. No other staff member should have a master key.
- Facility Management Services will be responsible for issuing keys to the Custodial staff, applicable IT staff through the Senior Manager, IT Services, and the Interoffice Courier Service Provider.



- Exterior door keys shall be issued by Facility Management Services only to the following staff members:
 - Senior Staff
 - Principal
 - Vice-Principal(s)
 - Custodial Staff
- Principals are to advise staff that keys are not to be duplicated, under any circumstances. Facility Management Services will provide keys on written request (e.g. via email) from the Principal.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board

School: _____

Principal: _____

SCHOOL KEY REGISTRY

ROOM NAME	ROOM #	KEY #	KEY ISSUED TO (PLEASE PRINT)	ISSUE DATE	SIGNATURE	RETURN DATE	SIGNATURE