

ACCESS TO BUILDINGS

Background

The District understands that there are times when, or people for whom, the school is the best place for staff to catch up on work in the evening or on non-operational days. This procedure describes the responsibilities associated with access to schools outside of operational hours and days.

The Principal is delegated the authority to issue school keys and codes to staff members. They, in turn, accept responsibility for the security of the school and for ensuring that it is used only for activities and purposes approved by the District.

The Director of Facilities and Operations is delegated the authority to issue keys and codes to all non-school buildings. They, in turn, accept responsibility for the security of non-school buildings.

Procedures

1. The Principal shall maintain a key and code inventory.
2. For purposes of security and maintenance, the Director of Facilities and Operations has the sole responsibility for having keys cut. The supply of master keys is to be kept to a minimum.
3. Locks may be changed only by the Director of Facilities and Operations and only after having received the concurrence of the Principal.
4. The Director of Facilities and Operations shall maintain a key and code inventory for non-school buildings.
5. The Director of Facilities maintains a list of keys and fobs handed out to contractors for use of working in school and non-school buildings
6. Staff may not access school facilities for personal use or gain during the instructional session or during school breaks.
7. Staff personal items of value shall not be stored at the school. Items left or stored on school sites or premises that are lost, stolen or damaged, are not the responsibility of the District.
8. On all days during the school year between the hours of 8:00 p.m. and 7:00 a.m. access to schools is not available to staff unless they have received a pre-authorized approval from the Principal (or designate) or when an approved school event is taking place on site.

- 8.1. The above provision shall be between the hours of 10:00 p.m. and 6:00 a.m. for New Westminster Secondary School.
9. The Facilities team generally require significant portions of Winter Break, Spring Break and Summer Break to conduct their work in an unfettered manner in preparation for the return of students after these breaks.
- 9.1. Staff shall avoid accessing school buildings during these times unless there are extenuating circumstances that require them to come into the building. Should this be the case, staff are required to seek approval from their school principal and email the facilities team 48 hours in advance of building access (maintenance@sd40.bc.ca).
- 9.2. No staff shall access school building in the last two weeks of July and first two weeks of August unless approved school programming is occurring at that site location (Summer School). If staff must access the school building permission must be sought as per 9.1 above.
- 9.3. In schools where keyless fobs are in use, staff access will be limited electronically during the winter, spring and summer breaks as noted above.
10. All schools are monitored twenty-four hours per day, 365 days per year through the fire and intrusion alarm systems.
- 10.1. Costs incurred for false alarms, due to the negligence of a staff member, will be passed on to the individual or the school for reimbursement.
- 10.2. Repeat false alarms of more than 3 times by a single individual staff member may result in limited access for this staff member during afterhours and non-school days.

*Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
National Building Code
National Fire Code*

SD No. 40 (New Westminster)

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)