



24.0 - Control of Visitor Access

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CONTROL OF VISITOR ACCESS

PURPOSE:

Access control is a planned and purposeful means to monitor the school environment and both buildings and grounds, for school safety and violence prevention purposes. The main purpose of access monitoring is preventive; that is, to reduce the likelihood of incidents or problems.

Every school faces unique challenges, but they all share a basic responsibility for ensuring the safety and security of the students, the faculty and the staff. The balance that must be struck in incorporating access control is maintaining an open user-friendly environment while establishing a safe and secure facility at all times; including when school is in session, when limited faculty and staff are present, and when the school facilities are unoccupied.

LEGISLATIVE REQUIREMENTS:

January of 2011 the Minister of Education initiated the new protocol for school principals and child care centers regarding control of visitor access in schools. The protocol established the minimum requirements for controlling visitor access in schools. The requirement for controlling visitor access in schools can also be found in the Safe Schools Charter, the Child Care Safety Charter and the Public Schools Act.

PROCEDURE:

The following are accepted security practices that provide a guideline for minimum standards that all schools should work towards. All schools are required to control visitor access in their buildings. A copy of the access control plan must be posted in a conspicuous location in the school and child care facility. Parents must be educated about access control strategies and the importance of them following the rules at the start of the school year.

Controlling visitor access during school hours:

- ☐ During school hours all staff will be required to wear their Pembina Trails ID while on school property.
- ☐ All visitors and volunteers must report to the school office upon arrival. Visitors and volunteers who remain in the building must sign in at the office indicating date and time of arrival and sign out at departure.
- ☐ Volunteers will be required to wear a volunteer identification tag and visitors will be required to wear visitor tags.
- ☐ The school receptionist will contact staff in the area the visitor will be attending. Visitors will be escorted to their desired location by a staff member.
- ☐ All exterior doors at the school will remain securely locked with the exception of the front doors to the school. Signage has been placed on all locked doors directing visitors to the main entrance door as well as posted inside the school to direct all visitors to the office.

- The following exits will be used for recess and lunch breaks :
 - Indicate which doors will be used.
 - Remember to reduce the number of doors used and keep the number to a controllable amount, 2-3 where possible.
 - Reducing the number of doors used reduces the number of staff required for monitoring.
- Allen keys will be placed in the following secured locations (indicate your secure location here). Staff responsible for monitoring recess and lunch breaks will use the Allen keys to open the exits. Staff assigned to open the doors will also be responsible for monitor the doors during the breaks. Only known students and volunteers will be allowed to enter exterior doors other than the main entrance.
- The following staff members will be responsible for inspecting exterior doors to verify that the doors are closed and secured properly: (place your staff members here).
- The parking lot entrance door will be unlocked at ____a.m./p.m. and locked at ____a.m./p.m. to allow staff to gain entrance to the school. Once locked remaining staff/visitors will be required to use the main entrance.
- If your school has swipe card access: (Insert school name) School has installed proximity scanner at the staff parking lot entrance. All staff have been given scan cards/key fobs and will be required to use them to gain access to the school.
- If your school has surveillance cameras: Surveillance cameras have been installed at the following locations to monitor entrance points, (insert locations here). The receiver monitor has been placed in the school office and will be monitored by the secretary/principal.

Suspicious Persons:

- All school staff (including support personnel and custodial staff) will be trained, at the beginning of the school year, on how to greet suspicious people in the building.
 - All staff are required to approach suspicious people to:
 - enquire why they are in the school;
 - ask if they can assist them; and
 - notify the office of their presence.
- If the person refuses to leave, the principal will be notified and local law enforcement will be summoned.

Student Pick-Up/Abduction:

- Unknown or suspicious adults who are picking up sick students:
 - Will be asked who they are and whom they are picking up.
 - Must show identification which is recorded in the attendance book along with the time they picked the child up.
 - If the adult is not a parent, the name of the adult picking the child up must be provided prior to pick up by the parents and they must present identification before the student will be released to them.
 - If you are not familiar with the person picking up a child: ask for some identification, relationship to the child, reason for taking the child, etc. (obtain as much information as possible). If possible:
 - Check the child's file for any restraining order.
 - Advise "the remover" that it is division policy to phone the legal parent/guardian for verification and do so.

- If any problem (or suspicions), inform the principal (or designate).
 - In a critical situation the principal will be alerted.
- Should abduction take place, the principal (or designate) will:
 - Inform the legal guardian/parent and Superintendent of the situation
 - If unable to contact the legal guardian/parent, the principal will call 911 (identify self and inform operator that a child has been abducted from the school).

Controlling Visitor Access After Hours:

- Deliveries at the school will be accepted during the hours of (8 a.m. – 4 p.m.).
- During evening hours all fire doors and gated areas will be closed and locked to limit access in the school. All staff working after hours are required to lock the classroom doors to prevent access of other permit holders or individuals.
- Permit holders:
 - All permit holders will be required to use only the main floor of the school. All other floors are off-limits to anyone other than school/custodial staff.
 - For evening and weekend permits - doors will be opened no more than 30 minutes prior to any event and locked 30 minutes after the event starts (where possible).
 - Permit holders are required to supervise the entrance doors at all times while in the school.
 - Any suspicious or unknown individuals wandering around the school will be questioned by teaching/custodial staff. If the person refuses to leave, local law enforcement will be summoned.

Schools with Child Care Centers:

- **(insert school name)** school and **(insert the child care center name)** will jointly review their lockdown procedures every September.
- In the event of a threat to children and staff **during school hours**, the following communication plan will be used: **(insert your communication plan)**.
- PA system will be used by both the school and day care to notify each other of a lockdown situation.
- Two-way radios will be used by both the school and day care to notify each other of a lockdown situation.
- The school will use the PA system to communicate with the day care and the day care will use the phone to communicate a lockdown with the school
- In the event of a threat to children and staff **after school hours**, the following communication plan will be used: **(insert your communication plan)**.
- Threat in the day care: the daycare will contact the evening custodian via his cell phone. The custodian would notify any staff and permits in the school via the PA system. (Note: evening staff would have to be instructed on how to use the PA system)
- Threat in the school: the evening custodian will contact the day care via telephone and the permits via the PA system.
- **The communication plan will** be posted in the school staff room, main office, custodial office and child care center.