



Access to Buildings and Use of Keys

Background

KTCEA is committed to providing safe and caring learning environments and workplaces, and KTCEA is responsible for protecting the security of its buildings and assets.

Guidelines

KTCEA will implement systems and procedures to strictly govern who has access to KTCEA buildings and equipment, and at what times access or use is permitted.

#	Procedure	Roles & Responsibilities
1.	The Principal or Site Manager shall have possession of all keys, access cards, or other form of entry for a building or site, including all ancillary structures or storage sheds. The Principal or site manager shall: <ol style="list-style-type: none"> 1.1 keep a comprehensive record of the disbursement or issuance of all keys, cards and entry codes. 1.2 retrieve all keys or entry cards. 1.3 be the only person designated to produce a copy of a key or entry card. 1.4 be responsible for changing entry codes as needed. 	Site Managers, Principals
2.	The Site Manager or Principal will submit a request to the Operations and Maintenance Manager to rekey all or part of the building, and/or an ancillary building as required. The Site Manager or Principal will re-code a keyless entry system as required.	Operations and Maintenance Manager
3.	The Principal or Site Manager will provide an individual alarm access code to each staff member and ensure that any outside user groups or contractors receive a different access number. Once these individuals complete their respective duties in the school, their codes shall be removed from the system.	Principal, Site Manager
4.	The Principal or Site Manager will at least annually ensure that the alarm access code has been changed.	Principal, Operation and Maintenance Manager
5.	The Principal or designate will be present to provide access to a school for community use, a public event or other authorized non-school event or inspection.	Principal, designate

6.	The Operations and Maintenance Manager will have or be given a separate and unique alarm access code to enable entry for emergency purposes after school hours.	Operation and Maintenance Manager
7.	<p>The Principal will ensure that the school's exterior doors are closed and locked at all time except:</p> <ul style="list-style-type: none"> 7.1 at the beginning and end of the school day; 7.2 any time that students are supervised outside during recess or lunch; 7.3 or for community events. 	Principal

Definitions:

Not Applicable

References:

KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Operations and Maintenance (Handbook for School Facilities)

Operations and Maintenance Manual (A Guide for School Trustees/Administrators and Consultants)

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.