

Purpose:

All students have a right to learn in a safe, caring and well-organized environment.

The purpose of this procedure is to assist schools to utilize visitors from the wider community, and to provide services directly to students or in support of students, appropriately, safely and in accordance with good management practice.

This document is intended to guide school-based sites to provide the best security to staff and students.

1. Definitions

Visitors

Visitors are all persons who are not students or employees of the local school. Visitors' services or activities must have a clear educational purpose, add value and relevance to student learning, and complement the whole school program.

Visitors include:

- Parents
- Employees of Pembina Hills Public Schools where this is not their primary work location
- Trustees
- Volunteers without picture ID tag (see AP 40-60 Volunteers)
- People who provide services directly to students or in support of students
- Vendors and delivery personnel

2. Identification of Visitors

To safe guard students, staff and property, school administration shall do the following:

- 2.1 Ensure **signs** and directional arrows are posted directing ALL visitors to report to the office to be welcomed, **sign in** during school hours and receive a **visitor ID tag** or wait in the designated "**Parent Waiting Area**".
 - a. Sample Sign: "Welcome Parents and Visitors. We're glad you are here. We do ask that everyone coming into the school either wait in the "**Parent Waiting Area**" or check in at the school office."
 - b. Sample Parent Message: If you're on an "I forgot" errand for your child, please leave the article in the office and we will see that it gets to the classroom. When teachers are instructing and students are learning, it is not appropriate for parents or visitors to "drop in" on a classroom in order to

*deliver messages, lunches, medications, etc. or to "ask a quick question."
Your complete cooperation with this policy is essential.*

- 2.2 Each visitor will receive a visitor tag. This tag is to be worn during their visit to the school and returned at the end of the visit. By signing in at the office, this will help keep staff informed of who is in the school in case of emergency (fire evacuation or lock down).
- 2.3 Any visitor causing a disturbance may be asked to leave the school premises by the School Principal.
- 2.4 Staff identifying a visitor in the school without a visitor tag should direct them to the office.
- 2.5 Staff identifying a visitor who is hostile or conducting illegal activities shall report the visitor to the office. The staff member shall keep the visitor under surveillance and get a description of the person.
- 2.6 Staff identifying a visitor in the school who is armed or there is reason to believe the visitor is armed shall contact the police immediately, then the office.
- 2.7 Identification tags can be ordered through ADLC (Identification Tag Order Form).
- 2.8 Schools must use breakaway lanyards.

3. Security

3.1 Security of the perimeter of the building

Schools will secure doors to help direct public to the front entrance or a preferred entrance by the office. Having locked exterior doors limits unauthorized persons from getting into the school. School administration should do the following:

- 3.1.1 Other than the main entrance or preferred entrance, keep all exterior doors locked.
- 3.1.2 Ensure doors are closed after scheduled breaks.
- 3.1.3 Do not allow students to open locked doors to let in unauthorized persons.
- 3.1.4 If Labs with large overhead doors are being left open during class time, be observant of persons entering area.
- 3.1.5 Exterior doors and windows should be closed at the end of the day.

3.2 Emergency Locking

Each school is equipped with an emergency locking button/switch for the doors equipped with electronic locks. When initiating a lock down this should be activated to secure those doors. Other doors or openings to the exterior shall be closed and locked. Staff would follow the lock down procedure appropriate to the situation.

After using the lock down switch, the only way to reset the switch is to use the key. The use of the lockdown switch also deactivates the door schedule; therefore, the school must contact the Facilities department to have the door schedule reactivated.

4. Security Systems

Each school has a security system installed. The security system is monitored by a third party monitoring company. Should the system detect motion within the building, it will automatically notify the monitoring company and they will dispatch a Facilities representative and or the RCMP to the location.

4.1 To avoid accidental alarms leaving the school:

- 4.1.1 Have a sign in sheet by the alarm panel.
- 4.1.2 After normal work hours, sign in on the sheet.
- 4.1.3 When setting the alarm check the sign in sheet to see if personnel are still in the building.
- 4.1.4 If unsure if other persons are in the building go check the area(s) of concern.
- 4.1.5 Once sure all other personnel are out of the building, staff need to sign out on the sheet, then arm the system.
- 4.1.6 The alarm system will give an exit count down, do not re-enter the building during this time. The devices within the building are not counting down and will trigger the alarm. Only the device at the security panel is delayed.

4.2 To avoid accidental alarms when entering the school:

- 4.2.1 When entering the school first thing in the morning or after hours, only use the door that has the security panel.
- 4.2.2 Check the alarm panel to see if it is armed.
- 4.2.3 Disarm the system. The only way to disarm the system is to put in your access code. Pushing silence or enter alone will not disarm the system.
- 4.2.4 Only the detection device at the security panel is delayed. If you use another entrance or walk past the security panel the other devices will trigger an alarm.
- 4.2.5 If staff need a refresher on arming and disarming the system, contact Facilities.

If you should accidentally set off the alarm, the monitoring company may call the school office.

Reference

[AP 40-60 Volunteers in Schools](#)