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.

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

Identification of Visitors

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

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.*

- 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).
- Any visitor causing a disturbance may be asked to leave the school premises by the School Principal.
- Staff identifying a visitor in the school without a visitor tag should direct them to the office.
- 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.
- 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.
- Schools must use breakaway lanyards.

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:

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

Reference

AP 40-60 Volunteers in Schools