

KEYS AND ACCESS SYSTEMS

Background

Careful control of keys and access systems are an important part of maintaining security over the Division's assets. The Secretary-Treasurer or designate, is responsible for maintaining the keys and access system.

Procedures

1. The Facility department will provide approved staff with card access to facilities with a card access system in place.
2. Most buildings are under a master key system. Where this is the case, it is important that proper security of master keys is maintained. For this purpose, only the following persons shall have possession of one (1) master key each:
 - 2.1 Principal,
 - 2.2 Vice-Principal,
 - 2.3 Caretaker,
 - 2.4 Facility Manager, and
 - 2.5 Approved facilities staff.
3. A master key will also be placed in the Division lock boxes located on the outside of each school to be used by authorized personnel.
4. It is illegal to have a master key cut without authorization of the Facility Manager.
 - 4.1 If a new master key is required, because the old one has become worn or lost, this must be done by the Facility Manager.
 - 4.2 If a master key or access card is lost, it must immediately be reported to the Facility Manager or designate.
5. The Principal is responsible for issuing keys, approving access cards, and maintaining a record of approvals for school staff.
 - 5.1 All school staff are required to turn their school keys or access card into the Principal when they are no longer employed at the school.
6. Division staff members are responsible for Division keys and/or access card.
 - 6.1 All staff are required to turn their keys or access card into their supervisor when they are no longer employed by the division.

7. If teachers or other staff plan to go to the school over the summer months, they shall first consult with the school custodian to ensure their attendance at the school does not interfere with the school cleaning plans of the custodian.
8. The transportation department will maintain a log system for keys of all PRSD owned vehicles and equipment.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2023

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225, 256 Education Act
Petty Trespass Act