

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 537	
Effective	
Revision Date	

KEY CONTROL AND SECURITY

PURPOSE

This administrative procedure sets out system expectations for maintaining the safety and security of buildings and property.

PROCEDURES

1. Protection from Theft and/or Vandalism

1.1. The Moose Factory Island District School Area Board operates buildings containing equipment, furniture, and supplies which require protection from theft and/or vandalism. The Board seeks to ensure the security of buildings and contents by means of a key control system as outlined in this procedure.

2. The Key Control System

2.1. A key control system will be established for each Board facility. The Maintenance Supervisor shall be responsible for coordinating all aspects of key control and supervising this administrative procedure.

2.2. A record of all master keys and duplicates shall be maintained and kept in the Maintenance Office.

2.3. The Maintenance Supervisor shall be responsible for the issuing of master keys. School master keys will be issued to the principal. The Maintenance Supervisor will issue master keys for the school and other Board buildings.

2.4. Master keys shall not be duplicated without the consent of the Maintenance Supervisor. The loss or theft of a master key must be reported immediately to the Maintenance Supervisor who will make arrangements for the replacement of the key or take other appropriate action.

2.5. The Maintenance Supervisor will be responsible for issuing classroom keys to teaching staff.

2.6. The principal may issue an entrance key to a teacher where the principal is of the opinion that the key is required in order to permit the teacher to carry out his/her normal teaching duties.

- 2.7. The principal or Maintenance Supervisor may issue entrance keys to outside groups or individuals provided such groups or individuals have been granted permission to use Ministik School facilities, and provided no Board staff is available to secure the building. These keys must be issued for a limited time and in the case of a group, it must be issued to the individual responsible for that group, who will not provide the key to any other person.
- 2.8. All keys issued by the principal or Maintenance Supervisor shall be recorded on Form ADMIN 537-01 Key Record.
- 2.9. All keys issued to staff members must be collected by the principal at the end of the school year or at the time of the teacher's resignation.
- 2.10.
All board staff, regardless of position, will be required to sign out entrance keys to the school with the Maintenance Supervisor, using Form ADMIN 537-02 Key Sign-Out Sheet. A clause will be inserted on the sign-out sheet providing for a deduction from salary of an amount of \$250.00 to cover the cost of replacing entrance locks on the school.
- 2.11.
The principal, vice-principal, school secretaries, business administrator, and maintenance/custodians will sign out and be issued master keys to the school on a permanent basis while in the employ of the Board.
- 2.12.
Other staff will be allowed to sign out keys on an "as needed basis" only.
- 2.13.
All staff members who have keys on a school year basis must turn in their keys on the last day of school.
- 2.14.
The Maintenance Supervisor will have control of the keys in the school. All school keys are the ultimate responsibility of the Maintenance Supervisor.
- 2.15.
In the event of staff keys being stolen from their place of residence, the cost of replacing those keys would be waived provided that verification of the event is received from the police.

Legal References:

Education Act, section 170 (1) 8: Duties of Boards: Protect Property

Education Act, section 265 Duties of Principal: Care of Property

Education Act, section 286 Duties of Supervisory Officers: Supervise Buildings and Property

Ontario Regulation 474/00 Access to School Premises

Trespass to Property Act

Board References:

Board Policy GOV-20 Access to School Premises

Administrative Procedure 534 Damage to School Property

Administrative Procedure 540 Use of School Facilities by Outside Groups

Form ADMIN 537-01 Key Record

Form ADMIN 537-02 Key Sign-Out Sheet