Control of Keys and Security Codes Regulation

3430-10 | Control of Keys and Security Codes Regulation

Date Approved:
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Building security is necessary to protect the students and employees of the district, as well as to protect the assets in the building and the building itself. An important part of building security is the control of keys, fobs and security codes. Keys, fobs and security codes are made available to employees based on operational and educational needs.

Under no circumstances shall an employee share their key, fob or security code.

Issuing of Keys, Fobs and Security Codes:

1. Appropriate master keys, fobs and security codes are issued to:
    1. Senior Board Office staff
    2. Principals & Vice-Principals
    3. Custodians
    4. Maintenance staff
2. The school principal, or department director or manager, is responsible for the issuance and safeguarding of school keys and fobs.
3. The school principal, or department director or manager, is responsible for providing security codes.
4. Teachers requiring access to schools during the summer may make arrangements with the Director of Operations, or delegate.

Lost Keys and Fobs:

1. Any lost key or fob must be reported immediately to the school principal, or department director or manager, and the Director of Operations.
2. A written report of the circumstances related to the loss of the key or fob must be submitted to the Secretary-Treasurer as soon as possible following the initial report.

Return of Keys and Fobs:

1. All keys and fobs must be returned to the school principal at the end of the school year in June.
2. During summer vacation the principal may retain the keys and fobs in a secure location at the school or forward for safekeeping to the Secretary-Treasurer.

3. Any employee leaving the employ of the Board will return their keys and fobs prior to their departure.

Reporting and Documentation:

1. The Director of Operations is responsible for maintaining a list of all master keys and fobs issued.
2. The Director of Operations is responsible for maintaining a list of all contractor keys and fobs issued.
3. The school principal, or department director or manager, is responsible for maintaining a list of all outdoor and indoor keys and fobs issued.
4. The school principal will report to the Secretary-Treasurer any keys or fobs not returned at the end of the school year.
5. The school principal, or department director or manager, will report to the Secretary-Treasurer any keys or fobs not returned by an employee leaving the employ of the Board.

Changes to Keys, Fobs and Locks:

1. Any changes to the keying of locks require the approval of the Director of Operations.
2. Additional keys and fobs can only be made by the Director of Operations.