



Windsor-Essex Catholic District School Board

Section: **Buildings/Plants/Grounds**

Policy: **Keys to Schools**

B:04

POLICY

The Windsor-Essex Catholic District School Board shall maintain an environment that is safe and secure for all members of the school community. The Principal and the Facilities Services Department shall be responsible for the safeguarding, distribution and record keeping of all keys to schools.

PROCEDURES

1. The Principal may issue keys to members of the school staff and shall maintain a record of all persons to whom keys are given.
2. The Facilities Services Department staff may issue keys to employees, external contractors and approved rental groups if required. Records, which include name, phone number, date of issue and return, shall be maintained for all persons to whom keys are given.
3. All exterior keys will be of a non-reproducible type and keyed to a common master system based on Grand Master and Pass keys.

Approved by the Board: April 25, 2000
Reviewed by the Board: June 2005
Related Policy: A:03 Community Use of Schools
Related Board Committee:
Policy Review Date: 2010