



Windsor-Essex Catholic District School Board

Section: Schools

**Policy: Trespassing**

**SC:11**

**POLICY**

1. The Windsor-Essex Catholic District School Board shall endeavour to provide a safe environment for students and staff.
2. The Board shall endeavour to regulate visitors to Board property and facilities in accordance with the Trespass to Property Act and other Board policies.
3. The Board shall authorize personnel to take the necessary preventative and reactive measures to safeguard persons and property from trespassers.

**REGULATIONS**

Trespass to Property Act  
Education Act, Section 265, (a), (m), (n)  
Occupational Health and Safety Act and the Regulations for Industrial Establishments

**PROCEDURES**

1. Signs shall be displayed at all entrances notifying visitors that they must report to the main office for authorization to visit. The signs shall be located and secured so that they cannot be removed.
2. Signs shall be displayed to prohibit unauthorized vehicles on the school grounds.
3. A visitor's book shall be maintained in each school and visitors shall be required to sign in upon entering the school.
4. Unauthorized visitors shall be questioned and, if permission to remain on the premises is not granted, they will be asked to leave.
5. In the event of non-compliance, the Trespass to Property Act may be invoked (i.e. the police may be called and/or a letter of trespass may be issued with a copy to the police.)
6. Prior to invoking the Trespass to Property Act, the appropriate Superintendent shall be consulted.

Approved by the Board: January 11, 2000  
Amended by the Board: March 29, 2005  
Related Board Policies: B:03 Vehicles on Board Property  
B:04 Keys for Schools  
Related Board Committee  
Policy Review Date: 2010