



Title: **SAFE WELCOME PROGRAM**
Adopted: November 4, 2014
Reviewed
Revised: November 1, 2016
Authority: Trespass to property Act: Education Act. Sec 212, 265, 305 (4) (5): Reg. 474 Sec 3

POLICY

It is the policy of the Bloorview School Authority that the school doors shall be unlocked only at those times during the school day when it is necessary that they remain open to support student arrival or departure on buses.

The Bloorview School Authority retains the right to lock the school premises when such premises are not being utilized for purposes authorized by the board.

BACKGROUND

1. In December 2012, the Ministry of Education announced funding to re-open and expand the Safe Welcome Program for all elementary schools across the province to access funds to lock their front doors and put necessary security access devices in place. Schools eligible to receive this funding were those where the front door could not be seen from the office of the School and those schools were required to have locked doors as a condition of the funding.

GUIDELINES

2. The Safe Welcome Program is designed to support students and staff members having a focused learning and working environment.
3. For the purpose of this policy the term “doors” refers to the main school entrance, not those internal within the building. The primary components of the front door security system include the camera, call button, barrier-free door openers (inside and out), and without restriction during periods of time when the doors are not locked and immediately following a lock deactivation from inside the school.
4. Elementary school doors, will be locked and remain locked until the end of the school day, thereby moderating access to schools..
5. All visitors must enter the school through the school entrance and report to the main office.

6. Visitors must sign in and sign out of the school. An appropriate record of these signatures shall be maintained in the main office
7. Equipment such as, but not limited to, an intercom system, video camera surveillance and remote lock releases, will be used to allow visitors access to the school through the front door.
8. The school doors shall be unlocked from 8:30 – 9:05 each morning to support student arrivals on busses and from 3:15-3:45 pm in the afternoon to support school departures. The doors will then remain locked until the following school day.
9. The programming of the system is supported by Holland Bloorview Kids Rehabilitation Hospital through the manager of Building Services Facility Management.
10. Should the need arise to change the program to support entry and dismissal procedures or any special event, the Principal will contact the manager of Building Services Facility Management to communicate the change.
11. An individual is not allowed to remain on school premises if, in the judgement of the principal or designate, the individual's presence is considered detrimental to the safety or well being of another individual.
12. The principal or designate shall exercise the rights of the BSA as an occupier under the provisions of the Trespass to Property Act, the Education Act s212, s265, s305(4)(5) and Regulation 474/00 (2007)s3, with respect to an individual determined to be in noncompliance with provision of policy.

1.0 RESPONSIBILITIES

School Office Staff Members shall:

- Welcome visitors to the school;
- Provide access to the building in accordance with school-level protocol;
- Refer questionable entrance requests to the principal or designate when needed; and
- Notify the principal or designate of any equipment malfunction

Teachers shall:

- Reinforce the *Safe Welcome Program: Elementary Schools* procedure with students;
- Ensure students understand and follow the school-level protocol for entering the main school building
- When using outdoor facilities, re-enter the building in accordance with the school-level protocol.

All staff members, parents/guardians, volunteers and community members shall:

- Be aware of, understand and follow the *Safe Welcome Program: Elementary Schools* procedure and school-level protocol;
- Not prop open or unlock external doors as an entry or re-entry method for any reason, unless assigned by the principal;
- Never allow unauthorized entry into the building;
- Exercise vigilance and notify the principal or designate of any unauthorized person attempting to enter or in the building; and
- Notify the principal or designate of any equipment malfunction.

Holland Bloorview Facility staff members shall:

- Unlock front doors at the pre-determined time before school starts according to the school-level protocol;
- Provide authorized access to the school building after school office hours, as required;
- Notify and work with the principal or designate to correct any equipment malfunction.