


Windsor-Essex Catholic District School Board



Section: Facilities Services –
Buildings/Plants/Grounds

POLICY B:04
Keys to Schools/Buildings

NUMBER:	B:04
EFFECTIVE:	April 25, 2000
AMENDED:	Sept. 26, 2017
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2021-2022

1.0 OBJECTIVE:

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

2.0 DEFINITIONS:

2.1 A “key” for the purpose of this policy is any key, swipe card or fob required to access a school building or a room within a school building or any Board properties.

3.0 GUIDING PRINCIPLES:

3.1 The Windsor-Essex Catholic District School Board is committed to providing a safe learning and working environment for all students and staff.

4.0 SPECIFIC DIRECTIVES:

4.1 Administration will develop procedures for the safeguarding, distribution and record keeping of all keys.

5.0 RESPONSIBILITY:

5.1 The Facilities Services Department and school Principals shall be responsible for ensuring compliance with this policy and supporting procedures.

6.0 REVIEW AND EVALUATION:

6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.

6.2 This policy will be reviewed in the 2021-2022 policy review cycle.

7.0 REFERENCES:

Education Act R.S.O 1990, c.E.2, s. 302 (4) and 305
 A: 03 Community Use of Schools
 Procedure A: 03 Community Use of Schools