

# POLICIES AND PROCEDURES

## POLICY: Unauthorized Access to Board Facilities, Schools and Sites

**Date Approved:** January 4, 2005

**Last Reviewed:** 2024-2025

**Dates of Amendment:** March 30, 2015; May 13, 2025

**Cross Reference:** [Building Security: Control Systems](#); [Community Use of School Facilities](#); [Safe, Accepting and Inclusive Schools Code of Conduct – Trespassing/Access to School Property](#); [School and Board Parking Facilities: Construction, Monitoring, Authorized Use, Rental](#); [Theft and Vandalism](#); [Visitors to Schools](#); [Guest Speakers in Schools](#)

### **POLICY:**

1. No person shall enter or remain on Board or Catholic School premises unless they are permitted to be there on that day or at that time.
2. During regular school or work hours, all visitors to a Catholic School or Board building who are not staff or enrolled pupils at that building shall report their presence to the School Principal or office reception area immediately upon arrival in the building or on the Board site.
3. Persons failing to comply with #2 above shall be considered to be trespassing on private property and shall be dealt with in accordance with the *Trespass to Property Act*.

### **ADMINISTRATIVE PROCEDURES:**

1. The School Principal and Office Building Manager have the authority to authorize the admission of persons to Board schools/facilities. The following persons generally will be permitted to be on Board or school premises and shall follow the sign-in/sign-out procedures and protocols stipulated at the schools:
  - a. A person enrolled as a pupil in the school;
  - b. A parent or guardian of such a pupil;
  - c. A person employed or retained by the Board who is on the premises to perform the duties assigned by the Board;
  - d. A person who is generally invited by a staff member to attend an event, [a class, or a meeting on school premises for that purpose](#);

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- e. A person whose presence is authorized by the Principal;
  - f. A person who is otherwise on the premises for a lawful purpose, such as a person registered for a Continuing Education program, a person attending an a meeting or an event for which the premises have been contracted, a person making a lawful delivery, a person attending a Catholic School Council meeting, a person making a legitimate enquiry of the school, or a person using school grounds in a manner for which they were intended, for that purpose only; and
  - g. A member of the Board, a member of the Ontario Legislative Assembly (MPP) in whose constituency the school is located, or a member of the Roman Catholic clergy in the area where the member has pastoral charge.
2. The permission granted in #1 above applies only for the purpose and place described and does not entitle access to all areas of the school/Board premises.
  3. No person will be permitted to remain on school/Board premises if, in the judgment of an Authorized Person (the Principal/Designate), the person's presence is potentially detrimental to the safety or well-being of a person or property on the premises or interferes with the conduct of school activities.
  4. Under the authority of the Principal, the following persons are empowered to act as Authorized Persons:
    - a. Supervisory Officers;
    - b. Principals/Principal Designates/Managers;
    - c. Vice-Principals;
    - d. Teachers;
    - e. Plant Supervisors/Office Managers;
    - f. Caretakers; and
    - g. Any person in authority in the circumstances.
  5. Subject to budget and in accordance with the Regional Safe Schools Committee, the Planning and Facilities Department, in consultation with the School Principal/Office Manager and the Police Department, will post signage at school/Board sites to support this policy.
  6. Unauthorized activities and persons will be reported to the Police Department for enforcement.
  7. School Principals will implement related administrative procedures and recommendations described

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in the Planning and Facilities Department document entitled “*School Security – A Shared Responsibility*”.