



## **SCHOOL BUILDING SECURITY**

**Approved by  
Sk'elep School BoG**

**May 5, 2004**

## SK'ELEP SCHOOL OF EXCELLENCE POLICY

**Reference Topic: Security**  
**Reference No: Disk 1**

**Effective Date: May 5, 2004**

### **School Building Security**

#### **Policy Statement/Goals**

The Sk'elep School Board places as a high priority on the protection and security of School property. The Board recognizes the need to have measures and procedures in place to prevent unauthorized access to the School grounds and buildings. The Board's goal is to have an adequate key control and security system which will limit access to the School to authorized personnel only.

#### **Regulations**

1. The Principal shall be responsible for the issuing of all School access keys to staff members, and the Principal will ensure that an effective and accurate record keeping and tracking system for issuing keys to staff members is in place.
2. The Principal will ensure that the security system within the School is operational at all times (unless the system is being repaired).
3. All staff members will be briefed and trained on how to use the "access code" security system in the School.
4. The KIB Security/Maintenance Department will not enter the building unless there is an emergency. Each KIB Security Department staff member will be issued an access code for emergency entry purposes.
5. One outside master key will be issued to the Kamloops Indian Band Security/Maintenance Department Supervisor. This key will be used for the purpose of responding to an emergency within the School building or responding to an unauthorized entry.
6. If an incident occurs that requires a response from the KIB Security Department, the staff member on duty at the time of the incident will prepare an incident report that will be given to the Security Department Supervisor and the Principal within twenty-four (24) hours.