

Lord Selkirk School Division recognizes the importance of security for all facilities through the care and control of all keys and access cards.

1. Full-time, part-time and term employees all receive photo access cards upon hiring which will allow access to the locations they are working.
2. The school principal shall be responsible for the keys within their school, with signatures required for each key distributed.
3. Keys shall be collected and returned to the principal at the end of the school year, the start of a leave of absence, or leave of employment. Access cards should be returned at the start of a leave or when leaving employment with the division.
4. Master keys shall be given only to employees who require complete access to all facilities in the building. The distribution of master keys shall be signed for by the employees with a record of the names maintained at the school.
5. All keys shall be recorded in the Key Record Database in CIMS.
6. Admittance to the school other than during regular school hours shall be with the authorization of the principal.
7. The keying system shall be kept by the Manager of Maintenance.
8. Master and entrance keys shall not be duplicated without the consent of the Manager of Maintenance.
9. Records of lost, stolen, and broken keys shall be kept with the school for interior locks. Incidents relating to master keys shall be reported to Senior Administration.
10. Lost or broken photo access cards should be reported to Human Resources immediately.

Failure to follow this Procedure is a serious breach of security.

Cross Reference:			
Board Informed: April 2016	Procedure Review Date: September 2023	Procedure Revision Date:	Page 1 of 1