



**POLICY SECTION:** BUILDINGS/PLANTS/GROUPS

**SUB-SECTION:** BUILDINGS

**POLICY NAME:** EMPLOYEE PHOTO IDENTIFICATION  
(ID) CARDS

**POLICY NO:** B.B.06

<b>Date Approved:</b>	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b>
<b>Cross References:</b> BBO5 Access Control		
<b>Appendix:</b> Appendix A: Operational Procedures		

**Purpose:**

The Toronto Catholic District School Board (TCDSB) is committed to ensuring a safe environment for students, employees and visitors at its facilities. The issuance and use of photo ID cards by all employees is one part of a risk mitigation strategy to ensure the safety of the TCDSB community. The wearing of a visible photo ID is intended to ensure that employees of the Board can be distinguished from proper visitors, other authorized occupants of TCDSB facilities and adults who may not have proper reason to be in a TCDSB facility.

**Scope and Responsibility:**

This policy extends to all schools and facilities of the TCDSB and all employees that access them. The Superintendents of Facilities and Human Resources are jointly responsible for implementation of this policy. The School Principal shall have the responsibility of administering and maintaining this policy within the school at the local level.

**Alignment with MYSP:**

Strengthening Public Confidence



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**Policy:**

The TCDSB shall ensure the issuance, distribution and accountability of employee photo ID cards to all existing and future TCDSB staff to decrease security risk in the school and employment environment.

**Regulations:**

1. TCDSB employees must wear their photo ID card in a visible manner at all times while on TCDSB premises in an employment capacity.
2. Employees may be permitted to remove their photo ID card when performing certain duties where the presence of the card will increase physical risk to the employee. If unsure, the employee should discuss the applicability of this exemption with their direct supervisor before performing the duty in question.
3. TCDSB employees are expected to treat their photo ID cards the same as all other Board issued property and are responsible for the security of the card.
4. TCDSB photo ID cards may be combined with access control cards to serve the dual risk mitigation purpose of photo identification and controlled access to various parts of a facility.
5. Operational guidelines shall be developed and practiced in order to ensure the implementation and maintenance of the Policy. Initial establishment and subsequent amendments to the guidelines shall be authorized by the Director or his/her designate.



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### **Evaluation and Metrics:**

1. On an annual basis, the Superintendents of Facilities and Human Resources shall jointly provide the Director of Education with an assessment of the Board's compliance with the Employee Photo Identification Card policy. Should the Director deem the level of compliance to be insufficient then immediate remedial actions shall be taken and the Board of Trustees shall be notified through a formal report to the next available Committee or Board meeting.