POLICY SECTION: **BUILDING, PLANT, GROUNDS**

SUB-SECTION: **BUILDINGS**

POLICY NAME: **ACCESS CONTROL**

POLICY NO: **B.B.05**

Date Approved: October 25, 1988	**Date of Next Review:**	**Dates of Amendments:**

Cross References:
S.S.04 Access to Students in Schools
B.B.01 Facilities Management Policy
B.B.06 Employee Photo Identification
Education Act, Section 53

Appendix: Facilities Management Operational Guidelines - Keys & Access Cards

Purpose:

The Toronto Catholic District School Board is committed to ensuring a safe environment for students, staff and occupants of all buildings. The Access Policy is intended to manage access to all properties owned or operated by Toronto Catholic District School Board, through the issuance, distribution and accountability of grand master and master keys, as well as building access cards.

Scope and Responsibility:

This policy extends to all schools and buildings of the TCDSB and all stakeholders that access them. The Superintendent of ~~Facilities~~ **Environmental Support Services** is 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:

Toronto Catholic District School Board (TCDSB) shall manage and control the issuance, distribution and accountability of keys and access cards to staff employed at one or more facilities owned or operated by TCDSB, as well as tenants and leaseholders in TCDSB facilities. All existing and future access points shall conform to this standard.

Regulations:

1. All grand master and master keys, as well as access cards that are issued to authorized employees must be signed for by the employee receiving the key and witnessed by an authorized senior staff person or authorized alternate / delegate.

2. ~~Standardization of access card information has been developed in consultation with Safe Schools, Facilities Services, and Health & Safety. All cards are designed to have name and photo image of the person to whom the card is being issued. There will be some instances where a photo is not applicable. (See Procedures)~~

3. Access level **for access cards is** determined by the employee's job classification within the organization. This information is provided by the Human Resources Department to the Superintendent of ~~Facilities~~ **Environmental Support Services** or designate.

4. Written authorization from the Human Resources department to the Superintendent of ~~Facilities~~ **Environmental Support Services** or designate, is required for issuance of an access card to the Catholic Education Centre building and the parking structure.

5. ~~Upon change of employment status or a change of position, with the Board, which would no longer require the employee to be an authorized key holder, employees shall relinquish said keys and card access to their immediate Supervisor or identified alternate approved senior staff person before any final or further payment to the employee is processed. The key and/or access card release form will be completed and returned to the Human Resources department. At a school location, the key and/or access card will be returned to the school Principal or Designate. At an Administrative Site, i.e. the Catholic Education Centre, the key or access card will be returned to the departmental Supervisor. (See Procedures)~~

6. ~~Upon termination of an employee, the key(s) and access card shall be collected immediately from the terminated staff person or persons by the senior management staff person in attendance at the termination meeting. (See Procedures)~~

7. ~~Secondary schools shall have a key distribution framework that will allow academic and support staff to have access to all classrooms utilized by their respective department(s) as well as identified common use spaces. (See Procedures)~~

8. ~~Elementary schools shall have a key distribution framework that will allow academic and support staff to have access to individual classrooms (pass key) utilized by themselves as well as identified common use spaces. (See Procedures)~~

9. ~~Tenants and/or Licensees operating in a TCDSB school, will be provided with a security access card at their sole cost which will be administered by the respective School Principal. Tenants and/or Licensees are required to pay a fee for each card to a maximum of two cards. There is an additional fee for replacement access cards. The operational hours on these access cards is Monday to Friday from 8am to 6pm, or as appropriate. (See Procedures)~~

   ~~** Exemption: the Board's Security contractor will be provided with the Board's Grand Master Keys to patrol and enter all school Board sites.~~

10. ~~Employees must report lost or stolen cards to their Supervisor within six to twelve hours. The employee's Supervisor will report this information to the Superintendent of Facilities or Designate in writing immediately via email. (See Procedures)~~

11. ~~Access cards that are damaged, obsolete or un-necessary cards must be returned to the Superintendent of Facilities Environmental Services or Designate by the school Principal or Designate. (See Procedures)~~

12. All employees of the Board must read the policy before the access card is issued and sign for receipt of both. All employees are expected to comply with this policy and its regulations

13. All ~~non-union~~ new hires will sign an Offer of Employment letter that identifies responsibilities of the employee with regards to Board property, including and not limited to, the Employee Security Access Card and Keys.

14. The Board requires all employees to treat their security access card and keys with the same respect as all other Board property issued.

15. Employees are prohibited from unauthorized possession or duplication of keys as well as disabling or re-programming of access cards. Employees are not permitted to circumvent locks, modify lock cylinders, tamper with door locks or latches to bypass security systems in place at TCDSB facilities.

16. These keys and access cards remain the property of the Board and shall not be duplicated or shared with others.

17. All new construction and retrofit projects shall conform to this standard.

Evaluation and Metrics:

1. **Environmental Support** ~~Facilities~~ Services will monitor the distribution and tracking of keys/access cards, in coordination with school administrator or designate.

2. Once a year the site administrator or designate shall validate the key holder list and access card listing, and provide this information to the Superintendent of ~~Facilities~~ **Environmental Support Services** or Designate.

3. ~~Human Resources will communicate staff changes to the Superintendent of Facilities or Designate to ensure keys and access cards are assigned in accordance with the Policy at the Catholic Education Centre. (See Procedures)~~