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Title: **SAFE WELCOME PROGRAM**  
Adopted: November 4, 2014  
Reviewed:  
Revised: November 2016, January 2019  
Authority: Trespass to Property Act:  
Education Act  
Reg. 474

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## **POLICY**

It is the policy of the Bloorview School Authority that the school doors shall be unlocked only at those times during the school day when it is necessary that they remain open to support student arrival or departure on buses.

The Bloorview School Authority retains the right to lock the school premises when such premises are not being utilized for purposes authorized by the board.

## **BACKGROUND**

1. Due to on-going concerns in society regarding security, safe welcome policies in school are necessary.

## **GUIDELINES**

2. The Safe Welcome Program is designed to support students and staff members having a focused learning and working environment.
3. For the purpose of this policy the term “doors” refers to the main school entrance, not those internal within the building. The primary components of the front door security system include the camera, call button, barrier-free door openers (inside and out), and without restriction during periods of time when the doors are not locked and immediately following a lock deactivation from inside the school.
4. Elementary school doors, will be locked and remain locked until the end of the school day, thereby moderating access..
5. All visitors must enter the school through the school entrance and report to the main office.

6. Visitors must sign in and sign out of the school. An appropriate record of these signatures shall be maintained in the main office
7. Equipment such as, but not limited to, an intercom system, video camera surveillance and remote lock releases, will be used to allow visitors access to the school through the front door.
8. The school doors shall be unlocked from 8:30 – 9:05 each morning to support student arrivals on buses and from 3:15 - 3:45 pm in the afternoon to support school departures. The doors will then remain locked until the following school day.
9. The programming of the door system is supported by Holland Bloorview Kids Rehabilitation Hospital through the manager of Building Services Facility Management.
10. Should the need arise to change the program to support entry and dismissal procedures or any special event, the Principal will contact the manager of Building Services Facility Management to communicate the change.
11. An individual is not allowed to remain on school premises if, in the judgement of the principal or designate, the individual's presence is considered detrimental to the safety or well being of another individual or the Bloorview School Authority community.
12. To access Holland Bloorview Kids Rehabilitation Hospital security support, concerned individuals need to initiate the Code White procedure.
13. The principal or designate shall exercise the rights of the BSA as an occupier under the provisions of the Trespass to Property Act, the Education Act and Regulation 474, with respect to an individual determined to be in noncompliance with provision of policy.

## **RESPONSIBILITIES**

14. School Office Staff Members shall:
  - Welcome visitors to the school;
  - Provide access to the building in accordance with school-level protocols;
  - Refer questionable entrance requests to the principal or designate when needed; and
  - Notify the principal or designate of any equipment malfunction

15. Teachers shall:

- Reinforce this policy with students;
- Ensure students understand and follow the school-level protocol for entering the main school building
- When engaged in off-site outdoor activities, re-enter the building in accordance with the school-level protocols.

16. All staff members, parents/guardians, volunteers and community members shall:

- Be aware of, understand and follow this policy and school-level protocols;
- Not prop open or unlock external doors as an entry or re-entry method for any reason, unless assigned by the principal;
- Never allow unauthorized entry into the building;
- Exercise vigilance and notify the principal or designate of any unauthorized person attempting to enter or in the building; and
- Notify the principal or designate of any equipment malfunction.

17. Holland Bloorview Facility staff members shall:

- Unlock front doors at the pre-determined time before school starts according to the school-level protocol;
- Provide authorized access to the school building after school office hours, as required;
- Notify and work with the principal or designate to correct any equipment malfunction.