

Procedure Title	Access to Board Premises		
Date of Issue	June 8, 2016	Related Policy	BP 2101-D
Revision Dates	February 14, 2018; November 20, 2018; January 30, 2019; March 4, 2020; September 14, 2021; January 10, 2024	Related Forms	AF 3815
Review Date		Originator	Administrative Council
References			
Education Act; Ontario Regulation 474/00; Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); Trespass to Property Act; Ontario College of Teacher Act, Reg. 437/97; Ethical Standards for the Teaching Profession; AP 6822-D "Code of Conduct"; AP 3801-D "Occupational Health and Safety Program"; AP 5901-D "Community Use of Schools"; AP 6820-D "Suspensions and Expulsions"; AP 7523-D "Workplace Violence"; AF 7526 "Safety Alert – Notification of Potential Risk of Injury"			

1.0 RATIONALE

- 1.1 Bluewater District School Board (BWDSB) is committed to ensuring all students, parents, visitors, and employees are healthy and safe in their school and workplace, while endeavoring to maintain a welcoming environment for all. Knowing when visitors are in the building is an important component of building security and safety.
- 1.2 Bluewater District School Board defines the following as a 'visitor', and recognizes that these persons are permitted to be on school premises, subject to any lawful restriction:
 - i. a parent or guardian of a student within a BWDSB school;
 - ii. a person employed or retained by the board who does not regularly work in or from the facility, including trustees, occasional, itinerant and maintenance staff;
 - iii. a person who is regularly employed in a facility but is accessing the site after hours;
 - iv. a volunteer;
 - v. a person who is otherwise on the premises for a lawful purpose (e.g., service provider/contractor);
 - vi. a person who is invited to attend an event, a class or a meeting on board premises provided the person is on the premises for a particular purpose;
 - vii. a person who is invited onto board premises for a particular purpose by the supervisor provided the person is on the premises for that purpose.
- 1.3 Authority to be on board premises does not entitle a person to have access to all areas of the premises.
- 1.4 A person will be considered to be trespassing when they are not acting under a right or authority conferred by law and who:
 - i. without the express permission of the occupier, the proof of which rests on the defendant:
 - a) enters on premises when entry is prohibited under the Trespass to Property Act, or
 - b) engages in an activity on premises when the activity is prohibited under this Trespass to Property Act; or
 - c) does not leave the premises immediately after they are directed to do so by the occupier of the premises, or a person authorized by the occupier

- 1.5 The supervisor (i.e., a person who has charge of a workplace or has authority over a worker of each board facility shall:
- i. establish and implement a practice to ensure volunteers and visitors are easily identified; and
 - ii. administer this procedure.

2.0 PROCEDURE

- 2.1 Where practical, access to board facilities shall be controlled through the locking of all doors, other than that of the designated entrance. When doors are locked, consideration must be given to emergency access by emergency services. Signs must be posted on locked doors indicating where and how to gain access to the school building.

2.2 Signage

The supervisor of each facility shall ensure that appropriate entrances to the building are clearly posted with board-approved signs, requesting that visitors report to the office/front desk (where applicable). These signs will outline BWDSB's commitment to providing a safe and respectful work and learning environment. Laminated signs will be provided by the Health and Safety department. A sample sign (for schools) is included on page four of this procedure.

2.3 Visitor Log and Identification

The BWDSB Education Centre uses an electronic visitor management system (iLobby) to identify visitors. Please refer to section 3.4 for processes specific to that location. The following section applies to all other BWDSB locations.

- i. Administrative form AF 3815 "Visitor Log" shall be kept and maintained in each board facility, along with a copy of this procedure.
 - a) As part of the board's requirements under the Occupational Health and Safety Act (to provide information to a worker related to a risk of workplace violence from a person with a history of violent behaviour), each board facility maintains confidential 'safety alert' forms (AF 7526 "Safety Alert – Notification of Potential Risk of Injury") regarding individuals whose behaviour presents a risk of injury to self and/or others. All workers (e.g., visiting staff/contractors/volunteers etc.) are asked to enquire with the school office/facility contact regarding 'safety alerts' that may be applicable to them while they are on board premises. Additional information regarding 'safety alerts' can be found in administrative procedure AP 7523-D "Workplace Violence".
- ii. On departing the school/facility, visitors should leave via office or sign-out area of the building and return their visitor badge. The logbook should be regularly monitored to ensure compliance with the procedure.
 - a) **During Business Hours**
 1. A visitors' book for sign-in purposes (AF 3815 "Visitor's Log") shall be maintained in a conspicuous area in the main office or reception area of the board facility.
 2. All visitors are required to sign-in and wear either a board-issued photo identification badge or visitor badge provided by the applicable board facility.
 - b) **Before and After Business Hours**
 1. A visitors' book for sign-in purposes shall be maintained in a conspicuous area near the alarm keypad (see administrative form AF 3815 "Visitor Log")
 2. All visitors are required to sign-in upon entry into the building, and sign-out prior to leaving the building.
- iii. **The following persons will not be required to sign the visitor log, or wear an identification/visitor badge, as outlined in section 3.3:**

- a) Community Education permit holders when accessing board facilities pursuant to an approved permit as per AP 5901-D "Community Use of Schools";
- b) Visitors attending a public performance or event (Those organising such events should take reasonable steps, through the use of monitors, ushers and signage, to try and prevent accidental access to unauthorised areas of the BWDSB site);
- c) Long term temporary employees who regularly work at that site;
- d) Courier, delivery services, catering etc. while performing work duties;
- e) Parent/guardian dropping off/picking up child in an "Extended Day" or "Before and After School Program".

2.4 Bluewater District School Board (BWDSB) Education Centre Access Procedures (iLobby)

i. During Business Hours

- a) The education centre utilizes an electronic visitor management system (iLobby) for all visitors, meeting guests, caterers, and courier/delivery services during regular business hours. This system replaces the visitor sign-in/out logbook (AF 3815 "Visitor Log"). While in the building, visitors will be required to wear the photo ID badge that is printed by the electronic visitor management system (when they log-in).
 - If a visitor is part of a large group of visitors (e.g., meeting), a separate register may be utilized (e.g., attendance list in session).
- b) Access to the education centre building will be through the front and side entrances. Entrances to the Bluewater District School Board Education Centre will be locked at all times.
- c) Education centre employees and school administrators will be provided with photo ID access cards to gain access to the building and will not be required to use the electronic visitor management system.
- d) Board employees (whose home site is not the education centre) and visitors will be required to sign-in via the electronic visitor management system, which will connect them with their education centre host. While in the building, it is requested that these individuals wear the photo ID badge that is printed by the electronic visitor management system (when they log-in).

ii. Before and After Business Hours

- a) A logbook for before and after-hours sign-in/out purposes shall be maintained in a conspicuous area near the front doors (see administrative form AF 3815 "Visitor Log").
 - Education centre employees should familiarize themselves with the security procedures included in the BWDSB Education Centre Handbook.
- b) Education centre employees accessing the education centre outside of custodial hours will use their photo ID access to card to gain initial access to the building, follow alarm deactivation/activation procedures, and will also be required to sign-in in the log-book upon entry into the building, and sign-out of the log-book prior to leaving the building.

2.5 Unauthorized Access

- i. A person is not permitted to be on board premises if there is an existing court order (e.g., custody order) or Trespass Order in which they are named. Additionally, a student who has been suspended or expelled from a school (or all schools), in accordance with AP 6820-D "Suspensions and Expulsions", shall be denied access to school premises unless with express consent of the administrator.
- ii. A person is not allowed to remain on board premises if, in the judgement of the supervisor or other person authorized by the board, their presence is considered detrimental to the safety and/or well-being of a person(s) on the premises (Bluewater District School Board trespass notice templates (board-wide and school-specific) are available in the Administrators' Handbook).
- iii. If an employee is aware of an unauthorized visitor, or a visitor who is not wearing an identification badge, the employee, if comfortable doing so, should politely ask the individual to report to the office and sign-in. At the education centre, the employee would ask the visitor to sign-in via the electronic visitor management system.
- iv. Employees shall inform the supervisor of the presence of an unauthorized visitor as soon as possible.

-
- v. The supervisor, or designate, shall exercise the rights of the board as an occupier under the provisions of the Trespass to Property Act, and all other applicable acts and legislation with respect to an individual determined to be in non-compliance with the provisions of this procedure and board policies.
- vi. Any person whose presence is judged by the supervisor, or designate, to be detrimental (potentially or actually) to the safety or well-being of anyone in the board facility, or who negatively affects the delivery of instruction of the operation of a school, will not be permitted to enter and/or remain on board premises. The supervisor, or designate, will direct the individual to leave the premises.
- a) If the trespasser refuses to leave, the police will be called to enforce the law.
- vii. In all situations, the issuance of a Trespass Letter is not taken lightly. The administrator/supervisor (or designate), in consultation with their superintendent, and after a investigation of the situation, may issue a Trespass Letter to any person who, in the administrators/supervisors judgement, is detrimental to the physical or mental well-being of the students or employees in the building (a sample Trespass Letter is available in the Administrators' Handbook).
- viii. Trespass Letters will be retained by the school in accordance with the Bluewater District School Board Classification and Retention Schedule. Copies of each letter will be provided to the area superintendent of education and the local police department.
- ix. If required, in accordance with AP 7523-D "Workplace Violence", the administrator/supervisor will complete AF 7526 "Safety Alert – Notification of Potential Risk of Injury" for the trespassed individual.
- x. Failure of person to comply with this procedure, subsequent to receiving a verbal or written warning by a building supervisor, may result in charges under the Trespass to Property Act, or the Access to School Premises Regulation (474/00).
- xi. **Annual Review**
- a) Each Trespass Letter will be reviewed annually from the date of issuance (unless it is determined that the severity of the incident(s) require a longer timeline), to determine if the circumstances that necessitated the letter still exist.
- i. If it is determined that the Trespass Letter will be rescinded, a meeting should occur between the administrator/supervisor and the individual to whom the Trespass Letter applies, to review expectations related to their renewed access to board property. A new letter will be issued, confirming that the previous Trespass Letter has been rescinded (see a sample Rescind Trespass Letter in the Administrators' Handbook).
- ii. If it is determined that the Trespass Letter remains in place (until the next annual review), no further action is required by the administrator/supervisor.
- xii. **Appeal Process**
- a) An individual who wishes to appeal their Trespass Letter will submit a written notice of appeal, to the administrator/supervisor who is responsible for the location(s) that their Trespass Letter applies to, providing reasons why the Trespass Letter should be rescinded.
- b) The administrator/supervisor, in consultation with their superintendent, will review the appeal to determine if the circumstances that necessitated the letter still exist. A response will be provided to the trespasser within 14 days of receipt of the notice of appeal.
- i. If it is determined that the Trespass Letter will be rescinded, a meeting should occur between the administrator/supervisor and the individual to whom the Trespass Letter applies, to review expectations related to their renewed access to board property. A new letter will be issued, confirming that the previous Trespass Letter has been rescinded (see a sample Rescind Trespass Letter in the Administrators' Handbook).

- ii. If it is determined that the Trespass Letter remains in place, the administrator/supervisor will inform the trespasser of their decision and rationale.
 1. If the appeal has been denied, the trespasser may appeal this decision directly to the director of education, whose decision will be final.



Bluewater District School Board

351 1st Avenue North – PO Box 190
Chesley ON N0G 1L0
Telephone: (519) 363-2014 Fax: (519) 370-2909
www.bwdsb.on.ca

WELCOME TO OUR SCHOOL!

Visitors are asked to please sign in at the main office.

As outlined in the Ontario Occupational Health and Safety Act, Bluewater District School Board is committed to providing a safe and respectful work and learning environment that does not tolerate the use of profanity, verbal and physical abuse, or threatening behaviour towards its staff, students, and other members of the school community.

Thank you for playing a vital role in ensuring a positive and productive school culture that respects the dignity of all!