Date of Revision: November 7, 2013 AM - 40

**Elementary Safe Welcome Program (excerpt)**

**Background**

In the interest of safety and to support a welcoming learning environment for our students and staff, the Grand Erie District School Board will implement Safe Welcome Program – locked door policy for all Grand Erie District School Board Elementary schools.

**SYSTEM OVERVIEW:**

1. All perimeter doors will be locked and a new security access device will be in place at school

main entrance doors.

2. The school main entrance will be equipped with a Video / Intercom access system. This system will allow school staff to identify visitors. It will provide additional building safety measures for our students, staff and school community.

3. The access system allows for the visual identification of any visitors requesting entrance into the school prior to their approved access.

4. All perimeter doors are to be locked and secured during the school hours. (e.g., 15 minutes

before and until 15 minutes after final bell time).

5. The Video / Intercom access system has a 2-way audio/video communication system from the main door to the main office, complete with an electric door release.

**EXTERIOR DOOR SCHEDULE:**

1. **Main Entrance Doors:**

a) May remain unlocked until 15 minutes before and 15 minutes after regular school hours.

b) To be locked during school hours.

c) Doors may remain unlocked during dismissal time school hours. (to be determined by school

administration).

d) If Daycare or before & after school operations are part of the school building, main entrance

doors are to be locked until Daycare or before & after school program dismissal time. Actual

time schedule to be determined in consultation with school administration, before and after

school /or daycare operators.

e) Will have a staff member to meet emergency response staff at the school entrance and direct

them to the emergency location.

1. **Recess, Lunch and Nutrition Breaks:**

a) All perimeter doors to be locked and secured at all times.

b) A best practice to have students visit washrooms prior to proceeding outside.

c) Principal, in consultation with teachers, to determine best method of students who are

outside gaining entrance into school.

1. **School Programs: After hours language classes, YMCA classes, etc.:**

It is recognized that some activities will occur both within and outside the hours of an

instructional day. During these times, it is up to the principal to determine the status of the locks.

These events may include, but are not limited to:

a) After school Book Fairs that are open to the public.

b) Concerts.

c) Daytime and evening Parent-Teacher interviews.

d) Rentals.