

Administrative Procedure 551

BREAK-INS

Background

The Division is committed to the safety and security of its schools for the benefit of its students and staff, and carrying out its mandate to be responsible stewards of public resources.

Procedures

1. The Principal, in consultation with the School Community Council, teaching staff, janitorial/maintenance staff, the local police and with the support of the Superintendent of Education and Superintendent of Facilities, shall develop a procedure to be used in case of a school break-in.
2. The aforementioned procedure is to include, but is not to be limited to the following key points:
 - 2.1 Strategies for securing the school by all employees (doors, windows, alarm systems, vaults, computers, etc.);
 - 2.2 Steps to be taken should a break-in be discovered (i.e. notification of Principal, police, staff, School Community Council);
 - 2.3 Strategies to help rather than confound police investigation;
 - 2.4 Report to Superintendent of Education and Superintendent of Facilities with details;
 - 2.5 Assessment of damage/loss;
 - 2.6 Post-investigation securing of building;
 - 2.7 Post-incident recommendations.
3. The procedure is to become part of the staff information package and is to be treated confidentially.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act