



## Safe Entry Program Administrative Procedure 8.76

8.0 Safe Schools

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### **Board Governance Policy Cross Reference:**

**Legal Reference:** *The Workplace Health and Safety Act, The Public Schools Act*

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**Date Adopted: June 2026**

**Date Amended:**

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### POLICY

It is the policy of Evergreen School Division 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.

### BACKGROUND

Due to ongoing concerns in society regarding security, safe entry policies in school are necessary.

### GUIDELINES

1. The Safe Entry Program is designed to support students and staff members having a focused learning and working environment.
2. For the purpose of this policy the term “doors” refers to all entrance doors, not those internal within the building.
3. Doors are electronically controlled from the school office, supplemented by an intercom and camera. The video camera displays the individual’s image on a screen in the office allowing staff to know who is entering the building and impedes trespassers from entering the premises. The door can be unlocked by office personnel without having to leave the front desk. If there is a security threat indoors, a lockdown is initiated, and interior classroom and office doors are locked to isolate occupants from the threat.

### Procedures:

1. All schools shall utilize the video doorbell camera system to control building access.
2. Schools shall establish door-locking schedules for exterior perimeter doors and determine responsibility duration open for.

3. All exterior doors, including the front entrance doors, will be locked, and opened only for student and visitor access during designated school entry times.
4. Students will enter and exit the school using their designated doors.
5. Students who arrive after doors are locked, as well as parents/caregivers and visitors, will be welcomed into the office through the front door after ringing the doorbell/video monitored intercom entry system.
6. Staff will address the person through the video-monitored intercom entry system to determine if entry is permitted. Staff will ask applicable information including name, child's name, purpose of visit and request sign in at the office. Staff may also ask for photo identification if they are uncertain or do not recognize a person.
7. All visitors must sign in and out of the school at the main office, follow the visitor protocol and wear visible identification. Visiting division staff will wear ID badges and all schools will have visitor badges.
8. Principals shall remind students and staff, for safety reasons, not to open any locked doors for individuals attempting to enter the school. When doors are locked, all individuals must approach the front door and follow the above procedure.
9. Doors shall not be left propped open, and staff should notify Administration if a door is unlocked or opened without schedule.
10. For after-hours or community use, only one (1) designated door shall be unlocked.
11. Schools shall contact Operations if adjustments, repairs or maintenance to doors or the video-monitored intercom entry system is required.
12. Principals shall update site-specific emergency procedures at the start of each school year and when any changes to the procedure occur. Principals will review with staff at least once yearly.
13. Staff shall report any suspicious behaviour and unfamiliar persons to the school.