



Administrative Procedure 7070

Staff Access Cards/Keys

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Building Keys Cards Blank](#)

Legal/Regulatory Reference: [L] [SEP]

Date Adopted: October 2003

Date Amended: December 2017

The issues of building safety and security are important concerns. Ensuring security through access to Brandon School Division buildings after hours is one component of this concern. To this end, the number of outer door access cards/keys should be minimized as much as possible.

The School Leader and the Supervisor of Facilities shall retain full and complete control of school access cards/keys.

School access cards/keys shall be made available for staff in accordance with arrangements made with the School Leader/Supervisor of Facilities for work-related purposes.

The School Leader is authorized to provide an access card to each teacher and school custodian. Other staff members shall obtain a school access card on an as-required basis through arrangements made with the School Leader. The Supervisor of Facilities is responsible for provision and control of access cards/keys necessary for building maintenance.

Staff members provided with an access card/key on a full-time basis are accountable for the security of their card/key. Staff will be required to complete/sign a form outlining the conditions and acknowledging receipt of the access card/key. Such cards/keys must be returned to the School Leader upon transfer to another school or termination of employment with the Division. The School Leader will retain the signed/completed form on file.