



SAFE WELCOME PROGRAM

Responsibility:	<i>Superintendent, Human Resource Services Manager, Health, Safety & Security</i>
Legal References:	<i>Education Act; Safe Schools Act.</i>
Related References:	<i>Board Policy 4010 – Video Surveillance in Schools; Guidelines for Implementing the Safe Welcome Program; Safe Welcome Program – Q & A.</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. Preamble

- 1.1 The following procedure outlines expectations related to the Safe Welcome Program in the Waterloo Region District School Board. This program relates to the Ministry expectation that all doors of elementary schools in Ontario be locked.

2. Expectations

- 2.1 All exterior doors (main building and portables) of elementary schools will be locked.
- 2.2 Visitors (parents, community members, external vendors, etc.) to elementary schools will be required to use the intercom system to gain entry to the school.
- 2.3 Only school staff and child care staff are permitted to use the Safe Welcome system to permit visitors into the building.

3. Responsibilities of Principals

- 3.1 Principals will ensure that all staff are provided with card access to allow entry to the building.
- 3.2 Principals will communicate the expectations relating to the Safe Welcome Program to all staff and students. The communication plan should:
 - 3.2.1 Include the responsibilities of office staff;
 - 3.2.2 Comply with legislative and Collective Agreement responsibilities;
 - 3.2.3 Ensure students are educated to not open doors to visitors.
- 3.3 The principal will communicate the expectations relating to the Safe Welcome Program to the parent community.
- 3.4 In schools where portables are used, the principal will ensure each classroom in a portable will be provided with two access cards that will be used by students to access the school. These access cards will be programmed to only permit access during school hours.
- 3.5 The principal will work in collaboration with Extended Day program staff and Child Care staff to ensure they are able to use the Safe Welcome system appropriately.

4. Responsibilities of Staff

- 4.1 Staff will ensure they carry their swipe card with them at all times.
- 4.2 Staff will follow school procedures, as outlined in the Safe Welcome program (e.g., since all visitors must gain entrance to the school using the intercom system, staff should not open other doors for visitors).