



801.9AP Issuing of Keys

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CROSS REFERENCE:

- [801.9AP Exhibit 1 BTPS Property Declaration Form](#)
- [503BP Community Use of School Facilities](#)

DEFINITION:

Any devices used to access divisional property are referred to in this procedure as “keys”.

PROCEDURES:

1. All employees have a responsibility in maintaining the security of BTPS property.
2. Staff members are responsible for their keys at all times.
3. Access to buildings and equipment will be provided to staff only in areas appropriate to their role and duties.
 - 3.1 Distribution of keys to staff members shall be controlled by the Principal (at the school level) and Director of Facilities or designate (at the central office level – includes school principals).
 - 3.2 The Principal and Director of Facilities or designate will maintain signed property declaration forms showing keys issued to their staff.
 - 3.3 At the school level, all keys must be given to the Principal at the time of termination of a contract, or upon the Principal’s request.
 - 3.4 For principals and central services staff, all keys must be given to the Director of Facilities at the time of termination of a contract.
 - 3.5 In the event of a leave of more than ten (10) working days, the staff member shall return their keys to their immediate supervisor. This must be documented on the staff member’s property declaration form. The keys will be re-issued upon the staff member’s return to work.
 - 3.6 Property Declaration forms for school staff will be held at the school. Changes to the data on the forms will be the responsibility of the principal in conjunction with office staff and the staff member

involved. When a staff member leaves a school, the sign off at the bottom of the form will be completed by the employee/principal and it will be submitted to Central Services to be filed in the employee's personal file.

- 3.7 Property Declaration forms for principals and Central Services staff will be held at Central Services. Changes to the data on the form will be the responsibility of the individual in conjunction with Senior Administration. Information regarding the addition or deletion of items on this form will be updated as required. When a principal of central services staff member leaves their assigned school or BTPS, the sign off at the bottom of the form will be completed by the employee/senior administration and it will be filed in the employee's personal file.
4. Controls will be in place to govern access for community use of schools.
 - 4.1 Principals or designates will:
 - issue keys to responsible persons for the community use of schools, providing access only to the areas required;
 - will maintain a signed report of keys issued and returned;
 - ensure that users are aware and capable of keeping the building secure;
5. Duplicating of keys will be controlled by the Director of Facilities.
6. Any loss of keys shall be reported immediately to the Principal and Director of Facilities.
7. In the event that the keys are lost, the individual who is responsible for the keys will be held accountable for the cost incurred to replace the keys and/or re-key locks.