

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.21

PROCEDURE: TRESPASSER OR INTRUDER

BACKGROUND

In order to maintain a safe and orderly school environment it is essential to a system in place where anyone entering the school building must register and identify why they are in the building. Any trespassers or intruders need to be managed in the following manner.

PROCEDURES

1. If a person on school property is suspected of posing a threat, notify the school office immediately providing a description and location of the subject. Attempt to obtain an identification of the subject. Staff should attempt to voluntarily escort the person to the office.
2. The Principal or designate shall determine whether the person is a legitimate visitor or poses a threat to the school safety.
3. If the intruder is determined not to be a serious threat, alert staff and students to the intruder's location by asking them to remain out of the specific area. Ask intruder to leave school premises and warn RCMP are en route.
4. If intruder refuses to leave, teachers in contact with the intruder are to take all steps to ensure their own safety and that of the students. Do not engage in violent confrontation. The school office will call Emergency Services: 9-1-1. Keep subject in view until law enforcement arrives.
5. If intruder is determined to be a serious threat, the school office will initiate school security (lock down) procedures.
6. If appropriate, maintain direct observation of the intruder to monitor developments until arrival of RCMP.
7. When incident is resolved all staff and students will be informed.
8. The Principal will inform the Director/designate.

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