



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO STUDENTS IN SCHOOLS

POLICY NO: S.S.04

| Date Approved: | Date of Next Review: | Dates of Amendments: |
|-----------------------|-----------------------------|--------------------------------------|
| June 2007 | October, 2023 | January 29, 2015 October 18, 2018 |

Cross References:

O. Reg 474/00 Access to School Premises

O. Reg 521/01 Collection of Personal Information Education Act, Section 53
Education Act Part XIII, Behaviour, Discipline and Safety

PPM 149 Protocol for Partnerships with External Agencies for Provision of
Services by Regulated Health Professionals, Regulated Social Service
Professionals, and Paraprofessionals

H.M 25 Involvement in Municipal, Provincial and Federal Elections

[Toronto Police/School Board Protocol](#)

S.S. 14 Trespass

B.R. 05 Permits

S.M. 04 Fundraising in Schools

S.S 09 Code of Conduct

TCDSB Volunteer Manual

Institute for Catholic Education *Guidelines for Partnership in Catholic Education*
Protocol for Clergy and Laity Visiting the Archdiocese of Toronto

CASL (Canadian Anti-Spam Legislation)

Appendix A:

Protocol Governing Access to Students in Schools

Appendix B:

All Candidates Meeting In Schools Guidelines



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Purpose:

This policy affirms the need for students, teachers, staff and parents to feel safe in their school community. The purpose of this policy is to outline the steps to be followed where an individual or organization requests access to schools or other Board premises.

Scope and Responsibility:

This Policy applies to all visitors, organizations, or other individuals accessing or seeking access to Toronto Catholic District School Board schools or other TCDSB premises. The Director of Education, supported by the Superintendent of Safe Schools and school Principals, is responsible for this policy

Alignment with MYSP:

- Fostering Student Achievement and Well-Being
- Living Our Catholic Values
- Strengthening Public Confidence
- Inspired and Motivated Employees

Policy:

The Toronto Catholic District School Board encourages visits to the schools and other Board premises, from those with a statutory right of access and from those whose presence will be of benefit to the pupils and/or staff.

Access to school premises both during and after school hours shall also be governed by the Board Permit Policy B.R.05 and procedures.



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Regulations:

1. The Board recognizes that the following persons are permitted to be on school premises pursuant to the Education Act and Ontario Regulation 474/00, Access to School Premises:
 - a. A person enrolled as a pupil;
 - b. A parent or guardian of such pupil;
 - c. A person employed or retained by Board;
 - d. A person who is otherwise on the premises for a lawful purpose;
 - e. A person who is invited to attend an event, a class or a meeting on school premises, provided the person is on the premises for that purpose;
 - f. A person who is invited onto school premises for a particular purpose by the Principal, a Vice-Principal or another person authorized by the Board policy provided the person is on the premise for that purpose;
 - g. A trustee of the Board;
 - h. A Member of the Provincial Legislature for the school in his/her constituency; or
 - i. A member of the clergy for the Archdiocese of Toronto who has pastoral charge of the area in which the school is situated.

2. Where permitted by law, the following persons who may seek to have access to or to interview pupils enrolled in Board schools, other than school staff and Board consultants, are include:
 - a. Custodial parents, guardians and their identified delegates;
 - b. Non-custodial parents;



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- c. Police;
- d. Public Health Nurses;
- e. Canada Border Services Agents
- f. Children's Aid Societies;
- g. Others, as deemed appropriate and as approved by the Principal.

Before permitting access, it is the responsibility of the Principal to ascertain the aforementioned category into which the person seeking such access may fall, and to apply these Regulations and related Protocols/Guidelines accordingly.

3. Given the obligation of the Board, the Principal, the teachers, and other staff, to safeguard the welfare of the students. The Principal must be satisfied that the visitor is the person who he/she purports to be and that, if required by law, the vulnerable sector criminal background check in accordance with O. Reg 521/01 has been done provided to the Principal and appropriate TCDSB department(s). Unless the visitor is known to the Principal, proper identification should, with sensitivity and discretion, be insisted upon. This may be accomplished, among other ways by:
 - a. Personal identification of the visitor by someone in the school;
 - b. Production of a driver's licence; and
 - c. Verification of information given by the visitor against information contained in school records.
4. Visitors not known to the administration of the school shall be requested to produce proper identification and to follow locally established school access procedures, including reporting to the office upon arrival. Such persons will be requested to sign the Visitor's Book, stating name, address and reason for the visit. Visitors known to the administration



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shall also follow locally established school access procedures, including reporting to the office upon arrival. Such persons will be requested to sign the Visitor's Book.

5. Those individuals who are permitted on school premises in accordance with regulation 1 are not entitled to have access to all areas of the school premises. The Principal shall determine access to pupils in a classroom.
6. A pupil subject to suspension or expulsion is denied access to the school and to all school-related activities or events.
7. In accordance with O. Reg. 474/00, where a Principal, Vice-Principal, or another individual with delegated authority concludes that a person's continuing presence on school premises is detrimental to the safety or well-being of anyone on school premises, that person is not permitted to remain on school premises.
8. The Director, the appropriate supervisory officer, the Principal or a teacher following consultation with the Principal, may invite visitors to make instructional or other presentations to and for the benefit of the pupils or the staff of the school. Presentations must be in harmony with the teachings of the Catholic Church, the Ontario Catholic School Graduate Expectations and with the Mission and Vision Statement and Multi-Year Strategic Plan of the TCDSB. For this reason, appropriate staff is required to scrutinize the aims, objectives and methods of those invited to make presentations in the school. Protocol Governing Access to Students in Schools is found in Appendix A.



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1. The Principal, where appropriate, may permit a custodial parent or guardian to visit with one or more of his/her children at the school. Any such visits should be undertaken with the aim of minimizing disruption to the child's school day and routine.
2. The Board permits access to students by the Toronto Police Service in accordance with the [Toronto Police/School Board Protocol](#).
3. The Canada Border Services Agency (the "CBSA") is not a signatory to the Police/School Board Protocol, but has advised the Toronto Catholic District School Board that it will respect the Protocol.
4. CBSA officers will only enter a school for reasons of national security or serious criminality. These exceptional circumstances will require approval from a senior CBSA official.
5. The Regulations of this policy apply to a student who is a ward of the Crown or a children's aid society. Children's aid societies have a legal obligation to afford protection to children in need thereof, and for this purpose, have the power to apprehend such children. Staff should consult the specific policies and protocols (including the [Toronto Police/School Board Protocol](#)) of the Board related to these matters.
6. Outside of the writ period, the Governing Party shall have the ability to hold announcements in our schools related to Education and Early Childhood policies. Requests for access shall be made through the Director of Education prior to the event.
7. During a writ period of a federal or provincial election, no political party may make public announcements or have access to TCDSB school sites for



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political purposes other than to participate in all Candidates meetings. A Trustee currently in office may have access to TCDSB schools for the purpose of carrying out his or her duties as an elected Trustee.

8. The Board continues to encourage political awareness during election campaigns by means of "all-candidate meetings" for students. These may be organized during the school day with the permission of the Principal and Superintendent. Such meetings are to be conducted under the *All Candidate Meeting Guidelines*. (See Appendix B).
9. The school Principal will promptly inform the local school trustee, prior to the visit, of notable invited visitors, including elected officials, to the school in accordance with policy S. 02, School Events Communications and Invitee Protocols.
10. Any communications, including communications pertaining to community events, approved for distribution by the Principal must be consistent with the mission and vision of the Toronto Catholic District School Board and the teachings of the Catholic Church.
11. In situations where access to schools is for the purpose of fundraising, all fundraising shall be in accordance with Board Policy S. M. 04, Fund Raising in Schools and consistent with Canadian Anti-Spam Legislation ("CASL").
12. External health or social service agencies, professionals or paraprofessionals are required to follow the TCDSB Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals and Paraprofessionals.



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13. Individuals and organizations who wish to work with schools on a Board-wide basis are to be referred to the Partnership Development Department.
14. A Principal may engage volunteers in the school to assist with school activities:
 - a. Volunteers will perform such duties as assigned by the Principal.
 - b. All volunteers who will be assisting students on a regular and continuous basis, including on an overnight excursion, submit a current vulnerable sector criminal background check before the commencement of the volunteer assignment.
 - c. All volunteers will comply with the TCDSB Volunteer Manual.
 - d. Parent volunteers are not permitted to work in the classroom of their own child on a regular basis, subject to the discretion of the Principal.
 - e. The cost of the background check is at the volunteer's expense, although Principals have the discretion to assume the costs when deemed appropriate. The local Parent Catholic School Council may also choose to fund the cost.
 - f. Volunteer coaches must abide by the Ontario Physical Education (OPHEA) Safety Guidelines for the particular athletic activity and Board policies.

Evaluation & Metrics:

1. Anonymous school climate surveys conducted annually with students.
Parent voice survey conducted regularly.