



DURHAM DISTRICT SCHOOL BOARD

400 Taunton Road East, Whitby, Ontario L1R 2K6 Tel: (905) 666-5500

C.F.-13/14-017
SEC-13/14-016
ELEM-13/14-015

MEMO TO: GRPAdmSupers, GRPAdmOfficers, GRPPriAllElem, GRPPriAllSeco,
GRPVPriAllElem, GRPVPriAllSeco

FROM: John Bowyer, Superintendent of Education, Whitby Schools/Safety & Security

RE: Safe Welcome Program

DATE: March 24, 2014

The Safe Welcome Program was initiated in 2005-06. At that time, the Ministry provided funding to elementary schools to install access device systems including, security cameras and buzzers. Schools eligible to receive this funding were those where the front door could not be seen from the office of the school. Schools were required to have locked doors as a condition of the funding.

On December 20, 2012, the Ontario government announced it was providing renewed funding to elementary schools across the province to support a locked-door policy while students are in class. The Ministry re-opened the Safe Welcome Program to allow elementary schools that currently do not have the necessary devices required to lock their front door during the school day to access funds to purchase and install equipment and devices.

Durham District School Board is committed to safety in schools. The Safe Welcome Program works in conjunction with policies, regulations and procedures and central file memos including:

- Police/School Board Protocol (Regulation 3041),
- Safety and Security (Policy, Regulation and Procedure 4255),

- Code of Conduct, and Discipline for Students (Policy, Regulation and Procedure 5500),
- Positive School Climate (Policy, Regulation and Procedure 5148)
- Video Surveillance Systems (Procedure 4251)
- Central File Memo 13/14-003: Expectations for Safe and Secure Schools; and
- Central File Memo 13/14-004, School Climate Survey and Safety Audit.

As a result of the Safe Welcome Program, the doors of all elementary schools will be locked 10 minutes after the morning entry bell and will be unlocked at dismissal time. During the lunch hour, school doors may be unlocked.

As a safety feature, each office will have an override switch so that doors may be locked with one touch from the office.

Schools will develop practices that meet the needs of their individual facility and the requirements of the legislation. Schools with daycare centres need to work with these partners to ensure the protocol works for both partners.

Broad based communication of expectations/practices should be available to staff, students, parents and community partners.

Staff members, volunteers and visitors in the school should wear identification badges.

Schools should have a process in place to distribute and collect (upon exit from the school) keys, fobs and identification badges for staff, including occasional and supply staff.

The practices derived from the Safe Welcome Program should be reviewed by the Safe and Accepting Schools Teams on a yearly basis.

John Bowyer
Superintendent of Education
Whitby Schools/Safety & Security