

POLICY

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| SECTION: | SCHOOL OPERATIONS | POLICY: | G-10 |
| TOPIC: | USE OF IDENTIFICATION BADGES BY NON-SCHOOL BASED STAFF AND NON-SCHOOL BOARD PERSONNEL | PAGE: | 1 of 1 |
| | | DATE: | May 2011 |
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The District School Board of Niagara wishes to ensure a safe environment in its schools for students, staff and members of the community. The provision and use of identification badges to non-school based staff and non-School Board personnel is one method to be used in support of this goal. During normal daytime hours of operation, all visitors shall report to the school office.

The badges are intended to be a means by which visitors, approved to be in a school building, can be readily identified. Those without official status (i.e., without a badge) would also be readily identifiable and their purpose for being on school property could be questioned.

The ITS Department, supported by the Media Services, shall be responsible for the provision and co-ordination of the use of Identification Badges.

1. The use of Identification Badges is generally intended to apply during the normal daytime hours of operation of the school in the District School Board of Niagara.
2. All central service employees (Education Centre, School Support Services, Service Centres, Relief Caretakers) who have occasion to visit various school buildings as a requirement of their jobs, shall be issued Photo Identification Badges.
3. Employees of identified contract companies who provide services to the Board on a regular ongoing basis (e.g. security intrusion system employees, selected maintenance contractors) who have occasion to visit various school buildings as a requirement of their contracted responsibilities, shall be issued Contractor Photo Identification Badges.
4. Bus, van, taxi drivers and courier service employees shall be issued Numbered Identification Badges by their companies identifying them as employees of specific companies engaged to provide services on behalf of the District School Board of Niagara.
5. All personnel who have been issued either a Photo Identification or Numbered Identification Badge shall be required to wear those badges prominently at all times when in District School Board of Niagara schools.

References

Policy G-4: Trespass
 Policy G-2: Safe Schools
 Administrative Procedure 3-1: Safe Schools
 Administrative Procedure 3-5: Trespass
 DSBN/Niagara Regional Police Service Protocol