

Toronto District School Board

Operational Procedure PR550

Title: **SAFEGUARDING SCHOOL ASSETS**

Adopted: June 25, 2002

Revised: March 29, 2004, **October 3, 2012**

Reviewed: April 3, 2013

Authorization: Director's Council

1.0 OBJECTIVE

To provide a checklist to safeguard TDSB assets when not in use.

2.0 RESPONSIBILITY

Chief Financial Officer, Business Services

3.0 DEFINITION

A checklist provides preventative steps to be taken by schools and offices to deter or minimize losses due to vandalism or theft

4.0 PROCEDURES

- 4.1. This reference list was prepared by Business Services and Safe School Advisors in an effort to safeguard our assets. Please share it with appropriate staff
 - (a) Ensure key control policy is followed by staff PR663: Access Control for Facilities and Equipment
 - (b) Ensure all windows are closed, locked, secure and working properly
 - (c) Close all blinds and curtains
 - (d) Check all exterior doors and windows to ensure they are secure when locked
 - (e) Construction during the summer – list all equipment moved and secure it in a locked room (Have a Safe School Advisor assist with security when planning renovations)
 - (f) Create a 'safe locked room' to store equipment or ensure the surveillance system is operational at all times

- (g) Ensure caretaker signs all contractors in/out (use a log)
- (h) Ensure morality lighting is operating as designed
- (i) During any cleaning activity in a classroom that requires removal of computers or related technology, place equipment in another locked classroom
- (j) Review security procedure with Childcare Centres and other permit holders
- (k) Ensure all portable computers and related technology is placed in a secure area
- (l) Move computers as far away from windows as possible
- (m) Place a list of all technological equipment, with serial numbers in a common place in each room to assist investigators should a theft take place
- (n) Ensure emergency phone numbers are posted in key areas of the school
- (o) Be especially vigilant re computers, (Laptops, iPads, eReaders, etc),TVs and VCRs, Camcorders, CD players
- (p) If school has cameras ensure someone is responsible for keeping them operational at all times
- (q) Ensure all funds are deposited in the bank or credit union prior to school closing
- (r) Ensure all deliveries are controlled by the caretaker
- (s) Ensure caretaker has parking lot violators removed by security
- (t) Ensure equipment assignment agreement is complete for all loan equipment and the caretaker can provide the list in the event of a theft report
- (u) Take special precautions where sight lines are poor or non existent
- (v) Advise your Safe Schools Office of any special requests
- (w) Review history of thefts at school and respond accordingly
- (x) Limit access to the school during all school breaks

4.2. Reporting

- (a) Report all thefts immediately to Safe Schools, Security and Risk Management
- (b) Report Break & Enters, attempts or major thefts immediately to Police, Security, Safe Schools and Risk Management

- (c) Report intruders or suspicious person(s) immediately to Safe Schools, Security or Police

Staff is reminded to show the same care if they are safeguarding student property.

4.3. Securing School Equipment

With the increased number of portable devices/equipment in schools, there is an increased risk of theft. In order to protect these valuable assets it is important to take proactive steps to minimize the risk and severity of losses. Staff should ensure that all Board equipment is secured when not in use.

The following are a few strategies that should be implemented to reduce the risk of theft and vandalism.

- Use of cables to secure equipment;
- When not in use all portable equipment should be properly stored in a secure location with controlled access with power and network connectivity, so as to provide updates and ready the equipment for usage next time;
- Ensure an audit trail of access to the controlled secure location for verification; limit the number of keys in circulation to this area;
- Sign-in and sign-out procedure for equipment from electronic storage area;
- Maintain a current inventory list of all electronic equipment, including serial numbers;
- Check all exterior doors and windows to ensure that they are secure when locked;
- Ensure security systems are activated;
- Keep valuable equipment away from windows after hours;
- If this equipment is used for activities resulting in local storage of private/ confidential information, loss of equipment will have to be reported to the Board's Privacy Commissioner for remediation.

4.4. Safe Schools Contacts

The Safe Schools Contacts are located on the TDSB intranet, drop down menu, Caring and Safe Schools link.