



4506 CAMPUS SECURITY POLICY

Policy Type: Administrative
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 01 2024
Revisions:

1. PURPOSE & RATIONALE

Langley Christian School places a priority on cultivating an environment of grace, safety and trust for everyone we welcome on campus. Rooted in Christian values, this is designed to uphold the dignity and well-being of every individual within our community. Through proactive measures and vigilant monitoring, we aim to create a secure atmosphere where students, faculty, and staff can thrive academically, spiritually, and personally. By integrating thoughtful security practices, we demonstrate our commitment to stewardship and care for the facilities we have been gifted with, reflecting the love and compassion that are central to our Christian identity.

2. POLICIES

- (a) Access Control: LCS administration will maintain strict access control measures, including ID checks and secure entry points, to regulate campus entry and enhance overall security.
- (b) Data Protection and Privacy: Adhere to strict guidelines for the collection, storage, and use of surveillance data, ensuring compliance with relevant privacy laws and safeguarding individuals' rights.
- (c) Proactive Surveillance: LCS will implement regular patrols as necessary, and utilize surveillance cameras strategically to monitor high-traffic areas and vulnerable points across campus.
- (d) Collaboration with law enforcement: LCS administration will establish and maintain protocols for collaboration with local law enforcement agencies to facilitate swift and coordinated responses to security incidents, leveraging external expertise and resources when necessary
- (e) Community Engagement and Education: LCS administration will foster a culture of security awareness through ongoing education and communication initiatives, empowering members of the community to actively contribute to campus safety.

3. SECURITY CAMERAS AND VIDEO SURVEILLANCE

- (a) LCS will install or maintain and operate a video surveillance system on the school property including but not limited to video cameras which transmit and record images of activities on the property.
- (b) The Video system operates 24 hours a day, 7 days per week.
- (c) The video files are stored for a period of up to 4 weeks from the date of recording, which may be extended for those files required for policy enforcement and/or law enforcement and/or bylaw enforcement purposes.
- (d) LCS shall collect information through the use of the video surveillance system, including but not limited to personal information of persons who pass over the property. Such personal information may include but is not limited to video and still photographic images.
- (e) Langley Christian School shall use the personal information collected by the video surveillance system for the purposes set out in this policy and will be subject to the Privacy Policy, as may be amended or replaced, from time to time.
- (f) The purpose of the Video Surveillance System is to create a safe and secure environment for staff and students of Langley Christian School.
- (g) The Video Surveillance System records information regarding the use of exterior access points to certain buildings as well as information regarding the use of several interior areas.
 - 3.g.1. The Video Surveillance System monitors and records the movement of individuals in these areas.
 - 3.g.2. The recordings from this system may be used for the purpose of investigating thefts, security incidents, emergency situations and serious infractions of school rules. In such cases, the personal information of individuals necessary for the investigation may be shared with law enforcement agencies and emergency workers upon Langley Christian receiving a proper written request for the information.
 - 3.g.3. Parents and caregivers, or staff members and students, will only have access to see video surveillance footage in cases where it is deemed reasonably necessary in order to provide evidence of a policy or regulation infraction. Copies of footage may not be distributed.
- (h) At the time of this policy, the areas of the property that are presently under video surveillance are:
 - 3.h.1. Elementary School
 - Key entrances
 - Interior hallways
 - Multipurpose room
 - Gymnasium
 - Exterior access points
 - 3.h.2. Middle School
 - Key entrances
 - Interior hallways
 - Gymnasium

- Exterior access points

3.h.3. High School

- Key entrances
 - Interior hallways
 - Gymnasium
 - Exterior access points
- (i) Langley Christian School may change the locations under surveillance or add locations, as long as they are doing so for the purposes described in this policy.
- (j) In installing and/or maintaining the Video Surveillance System, LCS makes no representations or guarantees that any of the systems will be fully operational at all times. LCS is not responsible or liable to any staff, student, society member, occupant or visitor in any capacity (including a failure to maintain, repair, replace, locate or monitor any of the systems, whether arising from negligence or otherwise) for personal security or personal property in any area monitored by any of the systems.
- (k) The fact that areas are under video surveillance may be disclosed on signage in the areas under surveillance.

4. SECURITY, ALARMS & KEYS

- (a) LCS administration will maintain a monitored alarm system that is regularly reviewed.
- (b) LCS administration will maintain a list of active employees and volunteers who have keys and alarm codes. Volunteers may only remain on the list for a maximum of 6 months.
- (c) Employees who have been terminated or resigned must turn in their keys within 14 days of their last day of employment.
- (d) Rental contract holders may not share alarm codes or keys with anyone not specifically named in the Rental Agreement and authorized by LCS administration.
- (e) Only authorized employees of LCS may obtain codes and access to the alarm system. Non-employees may only be granted access if necessary to carry out volunteer activities in service to the school and its students.
- (f) Employees or rental agreement holders who provide alarm codes and keys to unauthorized persons are in violation of this policy, which may be interpreted by LCS administration as a breach of contract or agreement.

RELATED POLICIES:

- 4501 Employee Facilities Use Policy
- 4502 External Rentals Policy
- 4507 Gyms & Athletics Facilities Rental Policy

