

**Policy Adopted:** April 2002  
**Revision Date:** February 2026  
**Responsibility:** Superintendent of Education - Safe Schools

## 1. Objective

The purpose of this policy is to regulate access to Halton District School Board (HDSB) premises in accordance with the *Education Act*, Ontario Regulation 474/00 and the *Trespass to Property Act*.

## 2. Policy Statement

- 2.1. All individuals on HDSB premises must conduct themselves in a respectful, safe, and lawful manner. The HDSB may limit, restrict, or deny access to any person whose presence is detrimental to the safety or well-being of others, or the effective operation of the school.
- 2.2. The Board authorizes the Director of Education to designate school administrators, designated HDSB employees and other agents to exercise rights as occupiers under the provisions of the *Trespass to Property Act* and pursuant to the *Education Act*, and Ontario Regulation 474/00 on all HDSB premises.
- 2.3. School administrators or designates are responsible for enforcing this policy and may require any unauthorized individual to leave the premises.
- 2.4. Access decisions will be applied consistently and communicated clearly.
- 2.5. Use of HDSB premises by the community and for the purpose of rentals, shall be in alignment with the *Community Use of Schools/Rentals Administrative Procedure*.

## 3. Scope

- 3.1. This policy applies to all individuals accessing or using HDSB premises, including schools, learning sites, administrative buildings, and outdoor areas owned, operated, or supervised by the HDSB.

- 3.2. This policy applies at any time, including during instructional time, extracurricular activities, community use of schools, and any other periods when premises are occupied by the authority of the HDSB.

## 4. Guiding Principles

- 4.1. The HDSB is committed to providing safe learning and working environments that preserve the integrity of the instructional/working day for students/staff and are consistent with the commitments of the HDSB's Multi-Year Strategic Plan.
- 4.2. A safe school environment relies on the shared responsibility of staff, students, families, and community members. Individuals are expected to follow all established sign-in procedures, identification requirements, and directions from school administrators.

## Related Board Policies and Governance Procedures

HDSB Code of Conduct

## Related Board Administrative Procedures

Access to School Premises Administrative Procedure

Community Use of Schools/Rentals Administrative Procedure

## Related Legislation and Industry Documents

Education Act - Sections 212(1), 265(m), 305

Ontario Regulation 474/00: Access to School Premises

Safe Schools Act, S.O. 2000

Trespass to Property Act, R.S.O., 1990

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**Policy Due for Review: February 2030**

## Revision History

- February 2026 (M26-008) - Comprehensive
  - Clarified wording, updated references and template, and minor changes to dates.
- June 2021