



ADMIN PROCEDURES MANUAL  
**Administrative Procedure 345**

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**SAFE AND APPROPRIATE ACCESS TO STUDENTS,  
STAFF AND DISTRICT PROPERTY**

**Background**

The District supports and encourages parents and interested individuals and organizations to visit and participate in District facilities. The District recognizes the valuable contribution that individuals and local non-profit and for-profit organizations can make to the learning environment, and to other facility-based programming.

Concurrently, the District has a duty to provide a safe and effective learning and working environment. Therefore, in the interest of safety for students and employees, and the security of District facilities, individuals other than staff or students need to report to the Principal's office, or other specified area, on arrival at a District facility. It is the expectation of the District that each Principal in consultation with District staff shall institute additional procedures to ensure both a

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

- 1.1.2 Level Three: When individuals representing external agencies have on-site direct student contact during school hours to provide therapeutic and/or clinical interventions (e.g. Child and Youth Crisis Program, etc.) or interviews with students (MCFD Child Protection). This may also include a demonstration of a



