



Audit Condition #10

Controlled Access System

Recommended Board Policy **OSBIE Human Element Loss Prevention (H.E.L.P.) Program**

Arson losses accounted for over 50% of OSBIE's property losses since 1991 - more than \$12 million. One of the major factors associated with arson losses is the lack of security - unauthorized "visitors" being able to freely move around all parts of the premises. Since school buildings traditionally have many entrance points, the issue of a controlled access system becomes more important in reducing all forms of criminal activity.

The following recommendations are made to provide guidelines to school boards in developing a Controlled Access System. An audit of board policy which shows it meets these recommendations as a minimum will contribute towards the HELP risk management credit.

1. Board-wide policy requiring all school premises to have a sign-in/sign-out policy for all visitors. If possible, "Visitor" badges should be issued.
2. Visible evidence of compliance at all school premises.