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| Manual: BV Operational Policies | Section: Facilities |
| Approver: Arthur Mathews | Original Date: August 26, 2004 |
| Date Last Approved: January 4, 2018 | Next Review Date: January 4, 2019 |

# POLICY STATEMENT

Broadview Village has an ongoing objective of ensuring the safety and security of residents/participants and employees while in the workplace.

It is the policy of Broadview Village that the security of the Agency building(s) and its fixed and moveable assets is the responsibility of all staff. However, the ultimate responsibility lies with the Executive Director or designate.

Any staff member who has evidence that the security of the Agency has been breached in any way must submit a written report.

# PROCEDURE

1. The Enrichment Program is protected by an alarm system. The Day Program Director, full- time BVEP staff and the Executive Director have been issued the security codes and are authorized to arm and disarm the facility.
2. Master keys have been issued for each site and only the staff who have received them are authorized to give other personnel admission to the facility. The Executive Director has a copy of the keys.
3. The procedure for opening Main House during work days is carried out by the Manager of Operations – Residential Services or designate. The Main House office hours are Monday to Friday 8:00 am to 4:00 pm.

Safety and security of residents/participants, staff and property is maintained at each site/house by:

## Access

* + 1. Visitors, including family members, for resident(s) are advised to call in advance to arrange a time with a staff to visit the site. Visits are to take place in the common areas of each site. Access to a resident’s room is on an approved basis only and staff must confirm that it is appropriate to do so. If access to the resident’s room is not appropriate, it could

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be arranged for another time. If a situation arises that staff deem ‘concerning’ the staff may request visitors to leave.

* + 1. Each family is to provide a written list to management of names of other family or friends that may visit with their respective son/daughter out in the community or at the site. Any visitor that is not on an approved list is to be denied access.
		2. Administration will advise respective site staff prior to service contractors accessing the house. Staff may deny access if they have not been informed.

## Buildings

* + 1. The outside doors of each house are to be locked at all times. The manager will be responsible for monitoring the distribution and collection of house keys.
		2. The house will be inspected nightly to ensure the safety of all occupants and the property. Staff persons on duty will complete the Nightly Checklist.
		3. All Staff will be instructed in fire safety responsibilities and emergency procedures before they commence their first regular shift. These procedures will be reviewed annually by the employee together with the supervisor.
		4. The Executive Director and/or designate will ensure the security of the administration building.

## Secure Storage

* + 1. Resident case records including medical information are kept in a locked file in the administration building.
		2. Medication is kept locked at each site.
		3. Staff are responsible for their personal belongings.
		4. Accounting and balancing of all monies under lock and key will be done at least on a monthly basis.
		5. Keys for secure storage are kept with the appropriate staff and are not to be duplicated.