



3100: Access to Schools by Outside Agencies (A/P)

Approved: 26 03 03

BACKGROUND

Many outside agencies, business and Ministries wish to access school settings to access information or feedback from students, families or staff. It is important to set expectations for how outside agencies may access school property, students, and staff within the District. Its purpose is to ensure that any such access is safe, upholds the values of the District and the Board of Education, is culturally responsive, adheres to legal and privacy requirements, respects the rights of student, staff and families, and protects instructional time.

GUIDING PRINCIPLES

1. **Safety First:** The safety, wellbeing, and privacy of students and staff take precedence over any external request for access.
2. **Educational Integrity:** Access must support, or at minimum does not disrupt, instructional programs and school operations. Further, this is a unionized work environment, access must comply with, where appropriate, collective agreements.
3. **Equity & Inclusion:** Access must align with District commitments to equity, anti-racism, and Indigenous rights, including recognition of Indigenous jurisdiction where applicable.
4. **Consent & Transparency:** Families and students must be informed and consent obtained (where applicable) before engaging students in services that are voluntary or not mandated by law.
5. **Privacy Compliance:** Personal information will be shared only in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*.
6. **Collaboration:** Where appropriate, the District will collaborate with community agencies to support student wellbeing while ensuring that access is controlled and purposeful.

DEFINITIONS

Outside Agency: Any individual, group, service provider, business, government entity, or community organization that is not an employee or elected official of the district. Examples include health services, law enforcement, social service agencies, post-secondary institutions, contractors, vendors, and community groups.

Authorized School Access: Pre-approved entry to school property for defined purposes under District Policies and Administrative Procedures or contracted services with school district departments.

Emergency Access: Immediate access required by police, fire, ambulance, or other designated responders in urgent situations where safety is at risk. *Please see School Emergency Management Plan.*

PROCEDURE

This procedure applies to all schools, programs, alternative sites, district facilities, and any location where district-led learning occurs.



1. General Requirements

All outside agencies must obtain authorization prior to entering school property, except during emergencies. All visitors must:

- report to the school office upon arrival
- sign in and wear district-issued identification;
- comply with staff directions, at all times

2. Emergency Access

Emergency responders may enter school property immediately without prior approval.

3. Authorized Access

Outside agencies may access schools only when:

- the access is approved by the principal or a designated District administrator;
- the purpose aligns with legitimate educational, safety, health, or operational needs; and
- all required documentation, screening, and privacy agreements are in place.

A: Examples of Permitted Access

1. **Health services** providing school-based or collaborative support (e.g., public health nurses, Nursing Support Services)
2. **Social service agencies** meeting with students following established notification/consent processes (MCFD, Usma)
3. **Indigenous service providers**, Elders, or cultural knowledge keepers invited to support curriculum or Indigenous Education programming
4. **Post-secondary recruiters** as part of career education plans
5. **Contractors or vendors** performing approved work or delivering authorized programs
6. **Researchers** approved under the 3102: Research and Other Projects in Schools (AP) Application Process. <https://media.sd70.bc.ca/media/Default/medialib/3102-research-and-other-projects-in-schools.93df723086.pdf>

B: Restricted Access

1. **Interagency and Visiting Professionals** - [3101-interagency-and-visiting-professional-protocol.a8ec903085.pdf](https://media.sd70.bc.ca/media/Default/medialib/3101-interagency-and-visiting-professional-protocol.a8ec903085.pdf)

The following require district-level approval by Superintendent or designate, and may be denied if misaligned with district goals and/or collective agreement language:

- Service providers offering paid services to child/youth in the form of private therapies
- Commercial organizations seeking promotional or marketing access
- Agencies requesting access to students without clear benefit or without required consent
- Groups whose values, messaging, or activities conflict with BC public education commitments to non-discrimination, inclusion, and safety



4. Roles & Responsibilities

Board of Education

- Establishes policy governing access.
- Ensures alignment with provincial legislation and district values.

Superintendent (or Delegate)

- Develops administrative procedures to operationalize the policy.
- Approves district-level restricted access agreements, MOUs, and long-term partnerships.

Principals & Vice-Principals

- Authorize or deny school-level visits.
- Ensure staff are notified of scheduled external visitors.
- Ensure privacy, consent, and safety requirements are met.
- Maintain school visitor logs.

Outside Agencies

- Comply with all district expectations, safety rules, and privacy requirements.
- Report to the school office upon arrival.
- Wear identification while on site.
- Access only the areas and individuals authorized

5. Request & Approval

All outside agencies must:

- Submit a request to the Principal or District Office (as applicable).
- Clearly state the purpose, individuals involved and expected duration.
- Complete any required screening (e.g., criminal record check).
- Sign confidentiality or information-sharing agreements when required.

6. Student & Family Notification / Consent

For non-emergency and non-mandated interactions:

- **Parent/guardian consent** is required for students under 19.
- **Student consent** is required where appropriate for youth 19 or older, or mature minors according to provincial guidelines.
- Schools will provide clear information about the purpose and nature of the interaction.

7. Indigenous Engagement

When access is related to Indigenous students, cultural services, or programming:

- The District will consult with local First Nations as appropriate.
- Schools will involve the Indigenous Education department.
- Elders and Knowledge Keepers will be welcomed through culturally respectful protocols.



8. Privacy & Information Sharing

All exchanges of student or staff information must comply with **FIPPA** and relevant provincial laws.

- External agencies must not collect, record, or store personal information without lawful authority and informed consent.

9. Supervision & Safety Expectations

- Visitors are supervised as required based on purpose and risk level.
- Access to classrooms during instructional time is limited and must not disrupt learning.
- Any concerns arising during a visit must be reported immediately to the Principal.

10. Consequences for Non-Compliance

The District may revoke access at any time. Serious breaches may result in:

- immediate removal from district property;
- termination of agreements;
- reporting to appropriate authorities.

RESOURCES AND REFERENCES

Pacific Rim School District Policy XXX: Access to Schools by Outside Agencies
Pacific Rim School District AP 3102 – Research and Other Projects in Schools
Pacific Rim School District AP 3101 – Interagency and Visiting Professionals Protocol
Pacific Rim School District AP 3110 – School Volunteers
Pacific Rim School District AP XXX - Criminal Record Review