

NAG 4

PROPERTY

According to legislation on financial and property matters, each Board is required to...

- i) allocate funds to reflect the school's priorities as stated in the charter
- ii) monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 reviewed 2020 and the Education and Training Act 2020.
- iii) comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

ARIA PRIMARY SCHOOL

Policy Statement: PROPERTY MANAGEMENT

Nag 4: Property

Maintenance of school property, plant and equipment is vital to achieve an environment that is safe, attractive and conducive to student learning.

Purpose

1. To provide a safe working and learning environment.
2. To comply with Ministry of Education Property Management Guidelines.

Guidelines

1. The roles of the Board members with responsibility for Property Management are clearly defined.
2. The annual budget must provide for ongoing maintenance to existing property, plant and equipment.
3. A 10-Year Property Plan is prepared, then reviewed and updated annually.
4. An annual statement outlining maintenance requirements and cyclical maintenance will be prepared and costed into the budget.
5. The school complies with all legal requirements for health and safety, refer to Health and Safety Folder.
6. The school's written procedures are actively practised and reviewed for compliance, as stated under National Administration Guideline 2 – Self Review.

Reviewed: July 2021
Next Review Date: July 2024

ARIA SCHOOL

Policy Statement: Use of School Grounds Outside School Hours

NAG 4 Property

Rationale:

The school is part of the community and as such should be accessible.

Purpose:

1. To provide guidelines for the use of school grounds and facilities, outside school hours
2. To set guidelines for responsibility for damage occurring outside school hours.
3. To clarify responsibility if personal accidents occur on school grounds outside school hours

Guidelines:

1. ***Pool***
 - Community members will, for small payment, acquire a key to the swimming pool.
 - Safe use of the pool, once a key is obtained, is the direct responsibility of those using it.
 - The Board and Principal accept no responsibility for personal accidents when the community uses the pool, but expect to be informed as soon as possible if an accident does occur.
 - The Board and/or Principal will be informed of any damage done to the facilities associated with the pool.
 - The Board will inform the authorities of any deliberate vandalism.

2. ***Grounds***
 - Safe use of all equipment, outside school hours, is the direct responsibility of those using it.
 - Supervision is the responsibility of parents/caregivers.
 - The Board and Principal accept no responsibility for personal accidents occurring on school property outside school hours.
 - All damage must be reported as soon as possible to the Board or Principal.
 - The Principal and/or Board reserves the right to ban from the school grounds anyone who in their opinion is disregarding commonsense safety or who vandalises the school.
 - If the perpetrator of vandalism is known the Board retains the right to ask for money compensation to repair or replace the damage.
 - Should deliberate vandalism occur the relevant authorities should be notified.

Conclusion

Our school and its facilities are set up for the use of children. Under the Health and Safety Act all equipment is maintained for safety, and students, during school time, are supervised in the playground. Safe and sensible use of the school grounds out of school hours should be a priority for the community and people using it.

Reviewed: July 2021

Next Review: July 2024

Procedure: MANAGING HAZARDS

Nag 4: Property Management

1. Employees will be familiarized with the Health and Safety Folder.
2. Advise employees of hazards in their work and how to avoid or deal with these hazards.
3. Provide employees with information on the safe storage and handling of chemicals.
4. Record and investigate all injuries in the workplace.
5. Provide an effective emergency evacuation procedure to cope with all likely emergencies and practice it.
6. Carry out regular inspections to identify potential health hazards and take all reasonable steps to remove or reduce them.
7. Provide sufficient training in the use of equipment or machinery.
8. An accident register will be maintained detailing accidents to both staff and students.
9. The Principal will report to the Board any accident involving serious injury, which occurs in the school, or during an off-site school activity.

NB

FOR HAZARDS CHECKLISTS / INCIDENT REGISTER / PLAYGROUND
MAINTENANCE CHECKLIST, SEE NAG 5 – HEALTH & SAFETY

Reviewed: July 2021
Next review: July 2024

Procedure: KEY REGISTER

Nag 4: Property Management

1. All school keys are to be numbered and allocated to people on the recommendation / agreement of the Principal and Board.
2. Numbered keys correspond to the names of people allocated them, and this information is written into the Key Register.
3. The Key Register is kept in the school office and checked at least annually.
4. Keys are collected from staff leaving and marked off the register.
5. Keys must not be given to people who are not identified in the register without the permission of the Board.
6. All key holders must be aware of the need for security procedures to safeguard school property.

Reviewed: July 2021
Next Review: July 2024

2021 SCHOOL KEY NUMBERS

GREEN

1. Tool Shed
2. Skyline Shed Rollerdoor Padlock
3. Goldpine Shed (P.E.)
4. Playcentre (includes shed keys)
5. Cleaners Cupboard

ORANGE

6. Fuse Box Cupboard
7. Spare School Key
8. Cashbox
9. Office Keys
10. First Aid Cabinet

PINK

11. Aria hall (No. 6)
12. Swimming Pool & UV System (red tag)
13. St Helens Domain (front door key - purple tag) & Squash Club
14. Key for Padlock to get under school
15. Super Bins

YELLOW

16. Stationery Store Room
17. PE Gear Box & Sandpit Box
18. Resource Room
19. Technology Room & Server
20. Archives

WHO HAS KEYS TO THE SCHOOL 2021...

Pam Voyce - Principal

Ana Wiseman - Room 2 Teacher

Sarah Bassett - Room 3 Teacher

Nicola Alcock - Office Manager

Shahnee Johnston - Teacher Aide

Carol Tilyard - Cleaner

Donald MacRae - Caretaker

Catherine Terry - BOT Chairperson

Carolyn Webster - Gardner (Red Tag)

REGULAR MAINTENANCE PROGRAMME

<u>REGULAR CHECKS</u>	<u>WHEN</u>	<u>DELEGATION</u>
<ul style="list-style-type: none"> • Check (when school is finished) that all building are well secured. This entails a physical check of all windows and external doors to ensure that they are securely locked. 	Daily	Principal or last person to leave school (refer to list outside office)
<ul style="list-style-type: none"> • Check that lights, heaters and computers are switched off. 	Daily	Principal or last person to leave school (refer to list outside office)
<ul style="list-style-type: none"> • Check that all rubbish has been disposed of (classrooms and playground). 	Daily	Cleaner/Senior Student
<ul style="list-style-type: none"> • Check that taps and drinking fountains are not leaking, replace washers on taps that are found leaking. 	Weekly	Principal Property Manager
<ul style="list-style-type: none"> • Ensure that all lighting in rooms is operating. Change any light bulbs that require changing or contact Property Personnel. 	Weekly	Principal
<ul style="list-style-type: none"> • Treating tank water 	End of all holiday periods	Board Chair

Lock-up Checklist

- Shut and lock corridor end door by room 3.
- Teacher Resource Room - lights/windows.
- Room 1, 2 and 3 outside doors & windows closed, curtains drawn & heat pumps off/turned down.
- All computers off.
- Art Room - windows closed and heat pump turned off.
- Library lights and computer turned off, heat pump turned down, doors closed.
- Staffroom door locked and curtains drawn.
- Kitchen - stove off.
- Office locked - computer, heat pump off.
- Check classroom windows and doors are locked.
- Lock main entrance door.

Thank-you

Procedure: PERSONAL BELONGINGS AT SCHOOL

Nag 4: Property Management

The school policies, rules and procedures apply at all times. This covers people and their property.

All non-essential items (e.g. toys and sports gear) are the responsibility of the student who brings them to school.

Personal belongings are not covered by the school's insurance policy. Teachers and parents need to ensure that their private insurance covers any personal items taken to school. Teachers using own belongings in the classroom do so at their own risk.

When inappropriate use of personal property takes place, the staff need to use discretion to modify behaviour...

- If the item does not belong to the student, it must be returned to the rightful owner.
- Any items used in any inappropriate way are retained and held in the school office until the end of school. The item is then returned to its owner.
- Constant offenders are dealt with according to the Behaviour Management Policy.

LOST PROPERTY...

1. Lost property will be collected and held in a designated area, which is accessible to parents and students during school hours.
2. Lost property will be displayed at least once per term for classes to view and claims to be made.
3. At the end of each term, unclaimed clothing will be washed and donated to charity.

This procedure, or part of, will be printed in the school newsletter as need arises e.g. when skateboards, card collections etc become fashionable.

Reviewed: July 2021

Next Review: July 2024

Procedure: SCHOOL CLEANING

Nag 4: Property Management

1. Cleaner to be employed on a regular basis as per employment contract
2. Hours reviewed when necessary.
3. Staff and children to leave rooms and corridors in a tidy state with chairs on desks, except on Fridays.
4. Cleaner to be provided with a list of duties and job description. (Annual Appraisal is completed).
5. Contract to be renewed and signed at the start of each school year.

Reviewed: July 2021

Next Review: July 2024

ARIA PRIMARY SCHOOL

PROCEDURE

Procedure: LAWNMOWING/GROUNDSMAN/GARDNER

Nag 4: Property Management

1. Groundsman/Gardener to be employed as per employment contract.
2. Hours reviewed when necessary.
3. Groundsman to be provided with a list of duties and job description.
4. Contract to be renewed and signed at the start of each school year.

Reviewed: July 2021

Next Review: July 2024