MANAGEMENT

FACILITIES

DEFINITION
- The term “facilities” refers to the site, buildings, equipment, fittings and furniture that comprise a learning environment.

RATIONALE
- All members of the school community (students, staff, parents/carers and visitors) have the right to work in a safe, secure and attractive learning environment.

BROAD GUIDELINES
- School Council has the responsibility to maintain and improve school facilities including monitoring, updating and implementing both short and long term plans.
- Well maintained building facilities, recreational areas and gardens are essential for the effective operation of the school.

IMPLEMENTATION
- A Master Plan will be developed and reviewed in consultation with the School Council, Principal and school community.
- The Principal, as Executive Officer of School Council, will be responsible for the employment of appropriate contractors including school cleaning contractors.
- The Principal will be responsible for the employment of an education support staff member responsible for maintenance who will assist in maintaining school grounds and buildings.
- All staff members have the responsibility to ensure that any potential hazards are entered into the EduSafe system.
- Ongoing monitoring of all buildings and grounds in the form of OH&S walkthroughs will occur twice a year.
- The Principal will report any incidence of vandalism or theft to the appropriate authorities.
- The Assets Register, which includes inventory of all buildings and equipment, will be regularly updated by the Business Manager as required by Audit processes.
- Appropriate Waste Management Services will be employed to ensure all rubbish can be removed safely.

RESOURCES
DEECD School Policy and Advisory Guide:

EduSafe:

REVIEW
This policy will be reviewed in accordance with the three year policy review cycle.