

## Policy:       **Asset Management**

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### **Policy Statement**

Assets must be reasonably protected, maintained and not exposed to unreasonable risk. The Principal is delegated day to day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a secure, safe, tidy and hygienic work and learning environment for students and staff. Accordingly, the Principal must ensure that a transparent financial system is in place and that financial delegations are adhered to.

### **Procedural Guidelines**

#### Staff and Community Use of School Property:

- The use must be in keeping with the special character of the school at all times.
- No alcohol, cigarettes, e-cigarettes, vaping or non-prescribed drugs are permitted on the school grounds or property.
- All conditions of the school's contents insurance must be met.
- Where appropriate, the user's own insurers should be contacted to safeguard equipment.
- Prior permission to use school property or equipment outside of school hours or to remove equipment from the site must be sought from the Principal in writing, in advance.
- Staff using equipment off-site must accept full responsibility for safety, repair and insurance against theft, loss and damage.
- Staff must be competent and qualified in the use of any school equipment borrowed for use off-site.

#### Property Management:

- Health and safety matters will be overseen by the Principal.
- The annual budget will provide for ongoing maintenance to existing plant, equipment and property.
- A 10-year long-term maintenance plan is provided and updated annually by the Principal, and the property/grounds support staff member.
- Any risks related to property will be reported to the Board by the Principal at Board meetings.

#### Insurance:

- Personal belongings of teachers need to be covered by their own All-Risks Policy. The school carries its own insurance. However, this will not include teachers' individual valuables. They must take every care of their own valuables (including money). Purses or valuables are not to be left lying around in the classroom or office.
- Laptops must not be left in vehicles. If a laptop is stolen from a staff member's car, they will be required to cover the cost of replacement from their own insurance.

#### Physical Education Shed:

The staff member in charge of the Physical Education shed is the Sports' Coordinator, who will issue a set of instructions regarding use of sports equipment.

#### Keys:

The Principal is responsible for the issuing of all keys and security codes. Utmost care must be taken with all keys. All staff are issued with a classroom key and administration area key.

This will open their classroom and the main office door. Weekends, early morning and after school the alarms are set and can only be disarmed with a code. All staff are issued with a code.

NB: Take care with the keys. If a key is lost it jeopardises security and may result in a complete change of locks, at great expense.

Lost Property:

Lost items should be reported to the school office; if theft is suspected, then a report should be made to the Principal.

Items found should be taken to the school office where lost property is kept.

Review schedule: Annually

| <b>ADOPTED BY BOARD OF TRUSTEES</b> |                                    |             |                            |
|-------------------------------------|------------------------------------|-------------|----------------------------|
| Date                                | 12 <sup>th</sup> September 2017    | Chairperson | <b>R Thornton (Acting)</b> |
| Reviewed                            | Date 31 <sup>st</sup> October 2017 | Chairperson | <b>R Thornton</b>          |
| Reviewed                            | Date 16 <sup>th</sup> October 2018 | Chairperson | <b>G Budler</b>            |
| Reviewed                            | Date 15 <sup>th</sup> October 2019 | Chairperson | <b>M Causley</b>           |
| Reviewed                            | Date 1 <sup>st</sup> December 2020 | Chairperson | <b>M Causley</b>           |