

Maintenance Policy

Introduction

Child Side School is committed to maintaining the school buildings and grounds on a day to day basis to ensure they are safe, clean, tidy while making adjustments to the buildings and grounds to accommodate the needs of the current school community. Capital improvements to the buildings and grounds will be made as circumstances and opportunity arise.

Scope and Application

This policy describes the processes and defines the responsibilities for managing on-going maintenance at Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- Standards for Non-Government Schools (2018)
- Work Health and Safety Act 2020
- Work Health and Safety Regulations 2022

Related Policies

- Critical and Emergency Incidents and Crisis Management Policy
- Code of Conduct Policy
- General Duty of Care Policy
- Work Health and Safety Policy
- Employee Injury Management Policy
- Use of Kitchens Procedure
- Risk Management Policy

Related Documents

- Annual Maintenance Plan
- Long Term Building, Learning Environment Upgrade and Maintenance Plan
- Maintenance Log Sheet

Policy Statement

An annual maintenance plan is devised outlining maintenance jobs that need to be attended to on a daily basis such as cleaning buildings, seasonally such as cleaning split system filters through to jobs that need attending to on an annual basis such as electrical testing and tagging.

A Long Term Building, Learning Environment Upgrade and Maintenance Plan is devised and is reviewed and updated by the Governing council annually. This plan contains longer term jobs such as replacing floor coverings, inspecting guttering, varnishing decking, building projects, outdoor learning environment projects etc.

All maintenance jobs are recorded in the maintenance file on a maintenance log sheet. It is the school administrator's job to update this file.

Funds are allocated to grounds and building maintenance through the annual budgeting process. Funding is also sourced through the Capital Grants Association, the P&F, Low Interest Loans and other Grants.

Maintenance jobs are carried out through:

- contracting outside experts
- Newton Moore Education Support Centre property care work crew completing work skills program
- Internal work skills programs with YAC children
- Voluntarily through parent body (eg gardening)

Regular safety audits are also carried out throughout the school by the Office Administration Assistant and any safety issues are identified, rectified, replaced or fixed.

School staff also carry out regular (beginning of every year and term, at various staff dialogue sessions and school development days) environmental audits as part of the National Quality Standard process looking at the environment from an educational perspective (Reggio perspective as the environment being the third educator) as well as from a safety perspective.

Appendices (these are all separate documents)

Appendix 1	Annual Maintenance Plan
Appendix 2	Long Term Building, Learning Environment Upgrade and Maintenance Plan
Appendix 3	Maintenance Log Sheet

Version Management

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