

WAITUNA CREEK SCHOOL POLICIES AND PROCEDURES

NAG 4a - Asset Protection Policy

Assets of Waituna Creek School need to be protected, adequately maintained and not placed at risk. The board delegates the day to day responsibilities regarding the schools assets to the principal.

Therefore, the Principal will:

- Ensure that the schools physical resources are kept secure and accounted for
- Ensure that assets are insured.
- Not allow unauthorised personnel to handle funds or school property.
- Ensure that plant and equipment is not subject to improper wear and tear or insufficient maintenance or inappropriate use.
- Ensure the implementation of the 10 year property maintenance plan
- Protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.

This policy is supported by the following school procedures:

- School Security
- Computer Security
- Asset Register
- Property
- Resources
- Theft and Fraud Prevention

Date Policy reviewed:	Nov 2014	Date Policy to be reviewed:	Oct 2015
Signed BoT:		Signed Principal:	

School Security Procedure

The school's security system safeguards school assets against vandalism, burglary and fire. The system must be reviewed annually.

Teachers are security conscious at all times:

- Lock away valuable equipment such as laptops.
- Lock away personal valuables in desks or cupboards to help prevent theft.
- Store valuable items out of sight, especially at weekends.
- Be responsible for locking your own classroom and any other areas used after the caretaker or cleaners have been through.
- Report any loss of keys immediately.
- We encourage them to lock yourself in when at school on own.

Computer Security Procedure

The office computer can be only be accessed by people who have been authorised by the principal or board of trustees. No existing programs can be altered except with express authorisation from the principal or board of trustees.

Also see Internet Safety

Staff Laptops

Staff at this school are not required to contribute to the cost of their laptop.

The following guidelines apply to all staff laptops:

- Use the laptop for the purposes it was provided.
- Provide suitable care and security at all times.
- Regularly install updates.
- Report any technical problems immediately.
- Report any damage or loss to the school immediately. If the damage or loss results from your negligence, you may be asked to cover the excess or the cost of repair/replacement.
- Return the laptop to the school when you resign or leave, or when you will be away from the school for an extended period.

Staff will be held responsible for any user of their laptop accessing inappropriate or illegal materials.

The school is responsible for advising staff of the insurance policy conditions.

Asset Register Procedure

The asset register is maintained by the principal, secretary, and Solution and Services. It is updated monthly as new assets are purchased.

Capital purchases made with donated money are recorded in the asset register, and are included in the calculation for annual depreciation.

The asset register is regularly reviewed to write off obsolete assets or to re-value assets whose value to the school has changed significantly.

Property Procedures

The school has procedures which ensure that:

- effective measures are in place for keeping the school and grounds in a clean and tidy condition
- the school complies with minimum health, fire and safety standards
- school buildings and grounds are managed and developed to meet the school's Charter objectives
- hazards are identified and managed
- the school complies with the conditions of the Property Occupancy Agreement.

Each year the principal reviews the performance and job descriptions of the caretaker and cleaners to ensure clean, tidy, safe and hygienic buildings and grounds.

- The principal is responsible for requests for maintenance.
- The principal and board are responsible for requests for capital expenditure and equipment over \$250.
- The board is responsible for employing all tradespersons.
- The board is responsible for authorising the payment of tradespersons.

Further procedures included here are

- Property Reports and Checks
- Capital Works Programmes
- Damage to School Property
- Use of School Buildings Outside School Hours

Property Reports and Checks

- Compliance Schedule (Building Act)

The compliance schedule is kept at school with the inspection records. These must be kept for two years.

Twelve months after the Compliance Schedule is established, and then annually, the board will send the Territorial Authority a statement confirming that the required inspections have been carried out.

The "Building Warrant of Fitness" confirming the items listed on the Compliance Schedule, and where they are found in the school, is displayed in the entrance foyer.

- The property committee reports to the board of trustees each year on the state of all school buildings and grounds.
- In the last week of each term, staff check their individual classroom (or area) chattels and report all missing items, and items needing repair, to the principal.

Capital Works Programmes

Developing programmes for capital works ensures that:

- capital works are planned, budgeted for, and carried out
- teacher, parent, and student views are considered when setting priorities for capital works
- major works are approved by the Ministry of Education which undertakes to maintain the works
- maintenance can be prioritised
- there is a system in place for teachers to request minor capital works for consideration in the following year's budget.

Damage to School Property

Children are encouraged to view school property as their own while at school, but at the same time to treat it with care and respect. If anything is broken or damaged, it must be reported to the principal as soon as possible. The board of trustees is responsible for repairing accidental and deliberate damage that occurs during school hours, and can report acts of vandalism to the police.

All vandalism or damage is reported to the principal who takes the appropriate action.

Under certain conditions, schools can apply to the Ministry for additional funding.

Use of School Buildings Outside School Hours

The use of school buildings, grounds and school property outside of school hours must be authorized by the board of trustees. The board will set appropriate charges including insurance.

Anyone using the school buildings must abide by the school's policy regarding alcohol on school property, and smokefree school status. Smoking is not permitted anywhere on the schoolgrounds at any time.

Outside organisations and members of the community who want to hire the school facilities must write to the board of trustees. The board will consider each application and respond in writing following their normal monthly meeting.

Resources Procedure

Up-to-date and well managed teaching resources enhance learning for new students and provide 'hands on' experiences of new technology where appropriate.

The principal:

- consults with staff, students and suppliers when updating teaching resources used by the whole school, and is responsible for their issue and retrieval, maintenance and secure storage
- prioritises and approves requests for asset purchases
- keeps an inventory and arranges appropriate insurance cover
- communicates with staff, the community, and the board of trustees
- prepares a statement of Service Performance, including Analysis of Variance, annually for the financial report of the board of trustees, comparing results with objectives, and budgeted expenditure with actual.

Theft and Fraud Prevention

Note: this procedure refers to allegations of theft or fraud by adults in the school. Petty theft by students is dealt with through the school's discipline plan.

The Theft and Fraud Prevention policy enables us to:

- fulfil the board's responsibility to protect the school's resources
- fulfil the principal's responsibility to prevent and detect theft and fraud by anyone involved with the school, for example, staff, contractors, students
- have a fair and transparent system in place to investigate any allegations of theft or fraud

To achieve this:

- The school's physical resources are kept secure and accounted for.
- The school's financial systems prevent and detect fraud and meet the requirements and standards of generally accepted accounting practice, and relevant legislation.
- Staff members inform the principal immediately if they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students, or other persons associated with the school. See also Protected Disclosure.
- The school investigates any allegation of theft or fraud. The principal may decide to notify the police immediately, or may begin an investigation using the Investigate a Formal Complaint or Serious Allegation procedure. This should be done as soon as possible.

Note: Supposed or actual instances of theft or fraud can affect the rights and reputation of the person implicated. All matters related to the case are strictly confidential and all written information kept secure. Any breach of confidentiality may result in action against the person involved. Allegations can be very different. Refer specific matters to the local School Trustees Association Industrial Advisor, or to the school's legal advisor.

Theft by Students

Notify any case of theft, or suspected theft, to a teacher or school administration as soon as possible after it occurs.

If a student is accused of theft, be aware of the legislation regarding unlawful detention or search. Ask for permission to search their bags, or empty their pockets.

A student who admits a theft is managed according to the school's discipline procedure. Their parents, and if appropriate, the police are notified.

If a student denies an accusation of theft, and declines to have their bag searched, their parents should be advised and asked for support. The principal can notify the police and request their powers of search, if appropriate.