School Maintenance Policy

Policy

Beehive is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students. The Beehive Montessori School implements the National Child Safe Organisation Principles through its Child Safe Organisation Framework to underpin all Beehive's policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from harm.

The Beehive Montessori School is committed to maintaining the School environment and facilities.

Background

The School requires a safe, well maintained working and educational environment for students, staff, parents and visitors. The School maintains an Annual Maintenance and Replacement Schedule and an Assets Register to assist with this. The School's Annual Budget assigns funding for both routine, scheduled maintenance as well as major upgrade expenditure.

Implementation

1. Routine Maintenance-
   - 1.1. the School cleaners are responsible for the day to day cleaning of School buildings;
   - 1.2. a Safety Auditor audits the School premises annually and makes recommendations;
   - 1.3. the Health & Safety Representative responds to these recommendations and delegates work as appropriate; and
   - 1.4. the School employs maintenance/grounds staff or contractors to maintain the School and grounds in accordance with the Annual Maintenance Schedule.

2. Preventative Maintenance-
   - 2.1. the School Administration is responsible for contacting relevant trade people and professionals as outlined in the Annual Maintenance Schedule; and
   - 2.2. the long-term protection of the School's assets and the safety of School staff and students requires regular upkeep of School buildings, grounds, plant and equipment according to the Annual Maintenance Schedule.

3. Responsive Maintenance-
   - 3.1. there will always be maintenance issues outside of the Annual Maintenance Schedule that need attending to:
     - 3.1.1. a maintenance request book is kept in the staff room;
     - 3.1.2. all School staff must make requests for maintenance through the request book; and
     - 3.1.3. if the maintenance request is a safety issue, it is reported to the Health & Safety Representative who actions the work immediately and updates the Risk Register if required.

Approved 23/06/25 by the Board Policy Committee. Next review due 23/06/27

Related Documents and Resources

Annual Maintenance Calendar

Annual Maintenance and Replacement Schedule

Beehive Montessori School Child Safe Organisation

Maintenance Request Book

Maintenance Logs and Checklists

National Principles for Child Safe Organisations

Risk Management Policy

Risk Register

Safety Audit

Royal Commission's Creating Child Safe Institutions

Workplace Health and Safety Policy

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