LAERSKOOL VRYBURG



School Property, Facilities and the Use of School Assets Policy

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1. PREAMBLE

Laerskool Vryburg Primary recognises that its buildings, grounds, sporting facilities, equipment, furniture, vehicles, information technology resources and other assets are essential to the delivery of quality education.

The school is committed to protecting these assets, maintaining a safe and orderly environment, promoting responsible use and ensuring that all property is used in the best interests of the learners and the school community.

School property must be managed in a responsible, transparent and accountable manner. No person may damage, remove, misuse, occupy or use school property without proper authority.

This policy establishes a uniform framework for the management, protection, maintenance, access to and use of school property and facilities.

2. PURPOSE

The purposes of this policy are to:

2.1 Protect school property against theft, vandalism, neglect, misuse and unauthorised occupation.
2.2 Establish clear responsibilities for the School Governing Body, principal, staff, learners, parents, contractors and external users.
2.3 Ensure that school facilities are maintained in a safe, hygienic and functional condition.
2.4 Regulate access to school premises and the use of facilities outside normal school hours.
2.5 Establish procedures for reporting damage, recording losses, conducting inspections and implementing repairs.
2.6 Ensure proper control of school assets, including purchasing, receiving, issuing, transferring, storing and disposing of assets.
2.7 Promote accountability, sound financial management and compliance with applicable legislation.
2.8 Ensure that school facilities are used primarily for educational purposes and that other uses do not compromise teaching, learning or learner safety.

3. LEGISLATIVE AND POLICY FRAMEWORK

This policy must be read together with the following legislation, regulations and policies, as amended or replaced from time to time:

3.1 The Constitution of the Republic of South Africa, 1996.
3.2 The South African Schools Act 84 of 1996 (SASA), particularly sections 20, 21, 36, 37 and 38.
3.3 The Basic Education Laws Amendment Act 32 of 2024, insofar as it amends SASA.
3.4 Applicable regulations relating to safety measures at public schools.
3.5 The Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure.
3.6 The Occupational Health and Safety Act 85 of 1993 and applicable regulations.
3.7 Applicable provincial education department instructions, circulars and directives.
3.8 The school's approved financial policy, procurement policy, asset register, safety policy, learner code of conduct and any relevant transport, sport or information technology policies.
3.9 Applicable building, fire safety, environmental, public health and child-protection requirements.

Where a provision of this policy conflicts with applicable legislation or a binding departmental directive, the legislation or directive will prevail. The SGB must obtain guidance from the relevant education department where necessary.

4. DEFINITIONS

For the purposes of this policy:

4.1 School property: All land, buildings, grounds, infrastructure, facilities and other property owned by the State or otherwise lawfully occupied or controlled by the school.
4.2 School assets: Furniture, computers, tablets, printers, laboratory equipment, sports equipment, tools, appliances, vehicles and other movable property acquired, donated to or held by the school.
4.3 School facilities: Classrooms, offices, halls, kitchens, toilets, storerooms, playgrounds, sports fields, courts, parking areas and other facilities made available for school activities.
4.4 Authorised person: A person who has permission from the principal or another duly authorised official to enter or use school premises or assets.
4.5 External user: Any individual, organisation, club, association, business or community group that is not using the premises as part of an ordinary school activity.
4.6 Damage: Any loss, breakage, deterioration, defacement or impairment of school property, whether intentional, negligent or accidental.
4.7 Principal: The head of Laerskool Vryburg Primary, responsible for the day-to-day management of the school in accordance with applicable legislation and departmental requirements.

5. GOVERNANCE AND RESPONSIBILITIES

5.1 School Governing Body

The SGB must, within its lawful authority:

5.1.1 Administer and control the school's property, buildings and grounds in accordance with SASA.
5.1.2 Adopt, implement and periodically review this policy.
5.1.3 Establish appropriate oversight arrangements for property management, security and maintenance.
5.1.4 Ensure that school assets and school funds are used for lawful educational and related purposes.
5.1.5 Approve the conditions and tariffs for authorised external use of facilities, where appropriate.
5.1.6 Consider significant maintenance projects, alterations, improvements and expenditure in accordance with the school's financial and procurement policies.
5.1.7 Ensure that any proposed lease, commercial activity, substantial alteration or other transaction involving school property complies with SASA and obtains all required approvals.
5.1.8 Monitor implementation through reports from the principal or a designated committee.
5.1.9 Ensure that conflicts of interest are declared and that decisions are properly recorded in the minutes of SGB meetings.

The SGB may not exercise powers reserved by law for the Head of Department, provincial education department or another competent authority.

5.2 Principal

The principal is responsible for the day-to-day implementation of this policy and must:

5.2.1 Ensure that school property is used only by authorised persons and for approved purposes.

5.2.2 Maintain appropriate access-control, key-control and security arrangements.
5.2.3 Ensure that damage, defects, losses and safety hazards are reported and recorded.
5.2.4 Maintain or supervise the maintenance of an up-to-date asset register.
5.2.5 Allocate responsibility for equipment, classrooms, offices, storerooms and other facilities.
5.2.6 Arrange regular inspections and ensure that identified defects are addressed.
5.2.7 Authorise routine use of facilities within delegated authority and approved conditions.
5.2.8 Submit significant maintenance, expenditure, safety and property-use matters to the SGB or relevant authority where approval is required.
5.2.9 Ensure that incidents involving theft, suspected criminal conduct, serious damage or threats to safety are handled through appropriate reporting procedures.
5.2.10 Keep records of external bookings, written agreements, inspections and relevant incidents.

5.3 Educators and other employees

All employees must:

5.3.1 Exercise reasonable care over property and equipment entrusted to them.
5.3.2 Use school assets only for authorised work-related or approved purposes.
5.3.3 Keep classrooms, offices, storerooms and work areas orderly and secure.
5.3.4 Report faults, damage, missing items and security concerns promptly.
5.3.5 Ensure that learners use equipment appropriately and under suitable supervision.
5.3.6 Return keys, equipment and other school property when required or when their employment or assigned responsibilities end.
5.3.7 Not lend, remove, sell, dispose of or privately use school assets without authorisation.

5.4 Learners

Learners must:

5.4.1 Respect school buildings, furniture, books, equipment, gardens, sports facilities and other assets.
5.4.2 Use facilities only for their intended purposes and in accordance with staff instructions.
5.4.3 Not write on, carve into, deface, break or deliberately damage school property.
5.4.4 Not enter restricted areas, storerooms, offices, workshops or equipment rooms without permission.
5.4.5 Report damage, hazards and missing property to an educator or another responsible employee.
5.4.6 Comply with the learner code of conduct and applicable safety rules.
Alleged misconduct must be dealt with fairly and in accordance with the learner code of conduct, applicable law and age-appropriate disciplinary procedures.

5.5 Parents, visitors and contractors

Parents, visitors and contractors must:

5.5.1 Comply with access-control procedures and sign in when required.
5.5.2 Enter only authorised areas.
5.5.3 Respect the school's property, security measures and activities.
5.5.4 Follow reasonable instructions issued by authorised school officials.
5.5.5 Report any damage or safety incident immediately.

5.5.6 Ensure that work undertaken on school premises is authorised and carried out by suitably qualified or competent persons where required.

6. ACCESS TO SCHOOL PREMISES

6.1 School premises are primarily intended for educational activities and authorised school-related functions.
6.2 Access during the school day is subject to the school's security procedures.
6.3 Visitors must report to the designated reception point or office and obtain permission before proceeding onto the premises.
6.4 Visitors may not move freely through classrooms, staff areas, storerooms or other restricted spaces.
6.5 Contractors must obtain prior approval and comply with any applicable safety, supervision and work-permit arrangements.
6.6 Gates, doors and other access points must be secured in accordance with the school's security procedures.
6.7 No person may duplicate keys, alter locks, disable an alarm or interfere with security equipment without written authorisation.
6.8 Keys and access devices must be issued only to authorised persons. An appropriate register must be maintained.
6.9 Lost keys, access cards or security devices must be reported immediately so that the risk can be assessed and appropriate action taken.
6.10 The principal may restrict access temporarily where reasonably necessary to protect learners, staff, visitors or property, subject to applicable law and departmental instructions.
6.11 No person may occupy school premises overnight or use them as a residence without lawful authority and any necessary written approvals.

7. USE OF CLASSROOMS AND GENERAL FACILITIES

7.1 Classrooms, offices and other facilities must be used for their designated purposes unless alternative use has been approved.
7.2 Furniture and equipment may not be moved between rooms or buildings without permission.
7.3 Staff must ensure that classrooms and offices are secured when unoccupied, where appropriate.
7.4 Electrical appliances, tools and equipment must be used safely and in accordance with relevant instructions.
7.5 School equipment may not be connected to private devices or networks in a manner that compromises safety, cybersecurity or school operations.
7.6 Cooking, heating, open flames and the use of hazardous substances are permitted only in approved areas and under suitable supervision.
7.7 Toilets, passages, playgrounds and communal areas must be kept clean and free of obstructions.
7.8 Fire exits, emergency routes, firefighting equipment and safety signs must not be blocked, removed or interfered with.
7.9 No person may erect a structure, install equipment, paint a building or make alterations without the necessary written authorisation and approvals.

8. USE OF SPORTING FACILITIES

8.1 Sporting facilities at Gert Lubbe, including rugby fields, cricket facilities, courts, playgrounds and

other recreational areas, must be used in accordance with the school's programme.

8.2 School sporting activities and learner safety take priority over external use.

8.3 Equipment must be inspected before use where reasonably necessary and returned to its designated storage area afterwards.

8.4 Learners may use potentially hazardous equipment only under appropriate supervision.

8.5 Users must not damage playing surfaces, irrigation systems, boundary fencing, goalposts, nets or other infrastructure.

8.6 Vehicles may not be driven onto sports fields or other restricted surfaces without permission, except where required for an authorised operational or emergency purpose.

8.7 External clubs and organisations must comply with Gert Lubbe booking conditions, safety requirements and any applicable sport-specific rules.

8.8 Any injury, unsafe condition or damage must be reported promptly.

8.9 The principal may suspend use of a facility where its condition presents an unacceptable safety risk.

9. SCHOOL EQUIPMENT AND MOVABLE ASSETS

9.1 All significant school assets must be recorded in an asset register or other appropriate inventory.

9.2 The register should include, where applicable:

- Description and asset identification number.
- Date of acquisition or donation.
- Purchase price or recorded value.
- Serial number, where applicable.
- Location and person responsible.
- Condition and maintenance history.
- Disposal, transfer or loss details.

9.3 Assets must be purchased, received, recorded and issued in accordance with the school's financial and procurement policies.

9.4 Equipment may be issued to staff or learners for authorised use subject to appropriate recording and supervision.

9.5 No school asset may be sold, donated, transferred, scrapped or otherwise disposed of without the approval required by the school's delegated authority arrangements and applicable departmental rules.

9.6 Surplus, obsolete or damaged equipment must be assessed and dealt with through an authorised process.

9.7 Donated assets must be recorded, and any lawful conditions attached to the donation must be respected.

9.8 Staff must not use school assets for private commercial gain or allow unauthorised persons to use them.

9.9 The principal must arrange periodic verification of assets and investigate material discrepancies.

10. COMPUTERS, ELECTRONIC EQUIPMENT AND DIGITAL RESOURCES

10.1 Computers, printers, projectors, tablets, audiovisual equipment, network equipment and other digital resources must be used responsibly.
10.2 Users must comply with the school's information technology and cybersecurity rules.
10.3 Passwords, access credentials and security codes must not be shared with unauthorised persons.
10.4 Software may be installed only by authorised persons or in accordance with the school's approved procedures.
10.5 School equipment must not be used to access, store or distribute unlawful, harmful or inappropriate material.
10.6 Personal information and confidential school records must be protected.
10.7 Equipment taken off-site requires prior authorisation and an appropriate record of the item, user, purpose and expected return date.
10.8 Lost, stolen or compromised devices must be reported immediately.

11. VEHICLES, PARKING AND TRANSPORT-RELATED PROPERTY

11.1 School vehicles, where applicable, may be used only by authorised drivers for approved purposes.
11.2 Drivers must possess the appropriate valid driving licence and comply with road traffic legislation and relevant transport requirements.
11.3 Vehicle keys, logbooks, fuel records and maintenance documentation must be controlled appropriately.
11.4 School vehicles must be inspected and maintained according to the manufacturer's requirements and applicable law.
11.5 Staff and visitors must park only in authorised areas and must not obstruct entrances, emergency routes or learner drop-off and collection areas.
11.6 No vehicle may be driven across playgrounds or sports fields without specific authorisation.
11.7 Any accident, damage, mechanical defect or suspected misuse must be reported promptly.
11.8 Private use of a school vehicle is prohibited unless specifically authorised.

12. MAINTENANCE AND REPAIRS

12.1 The school must maintain a documented maintenance programme for buildings, grounds, equipment and infrastructure.
12.2 Maintenance responsibilities must be allocated in accordance with applicable legislation, the school's approved arrangements and any relevant departmental responsibilities.
12.3 The principal or designated property coordinator must maintain a maintenance register recording:

- Date the defect was identified.
- Location and description of the problem.
- Risk level and immediate protective measures.
- Person or service provider assigned.
- Estimated cost and approval reference.
- Date repairs were completed.

- Verification that the work was satisfactory.

12.4 Defects presenting an immediate safety risk must be isolated or controlled promptly, and the relevant responsible authority must be notified.
12.5 Routine maintenance should be planned to minimise disruption to teaching and learning.
12.6 Significant repairs, structural alterations and capital projects require appropriate technical assessment, procurement procedures and approval before work begins.
12.7 No employee or external contractor may undertake unauthorised structural, electrical, plumbing or other specialised work.
12.8 Where responsibility for a defect lies with the provincial education department or another authority, the school must report it through the applicable channels and retain records of the report and follow-up.
12.9 The school must not assume that every repair or capital expenditure is automatically an SGB responsibility. The applicable allocation of functions, funding arrangements and legal requirements must be considered.

13. CLEANLINESS, WASTE AND ENVIRONMENTAL CARE

13.1 All users must help maintain clean, hygienic and orderly school premises.
13.2 Waste must be placed in designated bins and disposed of appropriately.
13.3 Toilets, kitchens and food-preparation areas must be maintained in a hygienic condition.
13.4 Water and electricity must be used responsibly.
13.5 Gardens, trees, irrigation systems and landscaped areas must be protected against unnecessary damage.
13.6 Hazardous waste, broken glass, chemicals and other dangerous materials must be handled and disposed of safely.
13.7 No person may dump waste, burn materials or discharge harmful substances on school premises except where lawfully permitted and appropriately controlled.
13.8 Pest infestations, water leaks, sanitation failures and environmental hazards must be reported promptly.

14. DAMAGE, VANDALISM, THEFT AND LOSS

14.1 All damage, theft, loss or suspected vandalism must be reported to the principal or designated official as soon as reasonably possible.
14.2 The incident must be recorded, including the date, location, nature of the incident, available evidence and immediate action taken.
14.3 The principal must assess the seriousness of the incident and determine whether further action is required.
14.4 Where appropriate, the school may:

- Notify the SGB or relevant committee.
- Inform the parents or guardians of a learner involved, subject to applicable law.
- Notify the provincial education department or property owner.
- Notify the police or other relevant authorities where criminal conduct is suspected.
- Notify the insurer where an insured loss may have occurred.
- Obtain quotations for repairs or replacement.

- Preserve relevant evidence and incident records.

14.5 No employee may conceal damage, alter an asset record improperly or authorise an unauthorised disposal to avoid reporting an incident.

14.6 Where a learner is alleged to have caused damage, the school must establish the relevant facts fairly and follow the learner code of conduct and applicable law.

14.7 A learner or parent may not automatically be held financially liable merely because damage occurred. Responsibility, causation, applicable legal principles and the circumstances must be considered.

14.8 Any recovery of repair or replacement costs must be lawful, reasonable and supported by appropriate evidence. No unlawful fine, deduction or penalty may be imposed.

14.9 The school must take reasonable steps to prevent recurrence and address any underlying safety or security weaknesses.

15. EXTERNAL USE OF SCHOOL FACILITIES

15.1 The SGB may permit reasonable use of school facilities for educational programmes, community activities, social purposes or fundraising, subject to SASA, applicable departmental requirements and the school's approved conditions.

15.2 External use must not unreasonably interfere with teaching, learning, school activities, maintenance or security.

15.3 No external organisation or individual acquires a right to use school premises merely by having used them previously.

15.4 All external use must be approved in advance by the person or body authorised to grant permission.

15.5 An application must ordinarily state:

- Name and contact details of the applicant.
- Organisation or group represented.
- Facility requested.
- Purpose, date and duration of use.
- Expected number and age range of participants.
- Security, supervision and equipment requirements.
- Whether admission fees, sales or other commercial activities are planned.
- Any special safety or insurance arrangements required.

15.6 A written agreement must be concluded where the nature, duration, risk or scale of the use warrants it.

15.7 The school may impose reasonable conditions relating to supervision, access, cleaning, security, noise, parking, equipment, damage and restoration of the premises.

15.8 The school may charge an approved fee or tariff where lawful. All money received on behalf of the school must be handled through the school's approved financial controls and recorded appropriately.

15.9 External users may not sublet, transfer or extend their permission to another party without approval.

15.10 The school may refuse or terminate permission where the proposed activity is unlawful, hazardous, disruptive, inconsistent with the school's educational interests or in breach of agreed conditions.

15.11 Any lease, business operation, alteration of immovable property or other arrangement requiring approval under SASA or departmental rules must not proceed until the necessary approval has been obtained.

15.12 Permission to use school facilities does not authorise any person to conduct a hazardous activity or an activity prohibited by law.

16. BOOKING, HANDOVER AND INSPECTION PROCEDURES

16.1 All approved external bookings must be recorded in a booking register.

16.2 Before use, the school may require a joint inspection of the facility and a record of its condition.

16.3 The authorised user must receive clear instructions regarding access, opening and closing times, keys, security, emergency procedures and restricted areas.

16.4 After use, the facility must be left clean, orderly and in the condition agreed upon.

16.5 The responsible school official must inspect the facility after use where appropriate and record any damage, missing items or failure to comply with the agreement.

16.6 The school must keep copies of approvals, agreements, inspection records and any incident reports.

16.7 Any deposit, damage claim or additional charge must be administered in accordance with the approved agreement and applicable law.

17. SECURITY AND EMERGENCY MANAGEMENT

17.1 The school must maintain reasonable security measures appropriate to its circumstances and resources.

17.2 Security arrangements should address fencing, gates, locks, keys, lighting, alarm systems and other appropriate controls.

17.3 Fire extinguishers, emergency exits and other safety equipment must be maintained and accessible.

17.4 Emergency plans and evacuation procedures must be communicated to relevant staff and practised as appropriate.

17.5 Any person discovering a fire, serious injury, dangerous structural defect, electrical hazard, suspicious activity or other serious threat must alert the responsible school official immediately.

17.6 The principal must take reasonable immediate steps to protect people and property, including restricting access to unsafe areas.

17.7 Serious incidents must be reported to the relevant emergency service, education authority or other competent authority as required.

17.8 Security measures must be implemented consistently with applicable law and the rights, dignity and privacy of learners, staff and visitors.

18. PROHIBITED CONDUCT

Unless specifically authorised by law and the school, the following conduct is prohibited:

18.1 Theft, unauthorised removal or unauthorised possession of school assets.
18.2 Vandalism, graffiti, deliberate damage or interference with infrastructure.
18.3 Unauthorised entry into restricted areas or occupation of school buildings.
18.4 Unauthorised commercial activity, advertising, selling or fundraising.
18.5 Unauthorised use of school vehicles, equipment, tools or electronic resources.
18.6 Tampering with electrical systems, alarms, fire equipment, locks or other security systems.
18.7 Use of school facilities for unlawful, dangerous or seriously disruptive activities.
18.8 Bringing prohibited substances or dangerous weapons onto school premises in contravention of applicable law.
18.9 Using school assets for personal financial gain without lawful authority.
18.10 Removing or disposing of assets without following the approved procedure.
18.11 The sell/consumption of alcohol by lessee.

19. NON-COMPLIANCE AND DISCIPLINARY ACTION

19.1 Alleged breaches of this policy must be investigated fairly and proportionately.
19.2 The response must take account of the nature and seriousness of the conduct, the available evidence, the person's role and any relevant mitigating circumstances.
19.3 Learner misconduct must be addressed in accordance with the learner code of conduct, SASA and applicable disciplinary procedures.
19.4 Employee misconduct must be addressed in accordance with applicable employment legislation, collective agreements, departmental procedures and fair labour practices.
19.5 External users who breach an agreement may, where lawfully justified, have their permission suspended or withdrawn.
19.6 Criminal conduct or serious safety incidents may be referred to the appropriate authorities.
19.7 Any claim for compensation or recovery of costs must be based on an appropriate legal basis and fair procedure.
19.8 No disciplinary or financial measure may be imposed contrary to applicable law.

20. RECORD-KEEPING AND ACCOUNTABILITY

20.1 The school must retain appropriate records relating to:

- The asset register and periodic asset verification.
- Maintenance and repair requests.
- Procurement, disposal and transfer of assets.
- Key and access-device control.
- Damage, theft and loss incidents.
- External bookings and written agreements.
- Inspection reports and safety-related actions.
- Relevant approvals and SGB decisions.

20.2 Records must be stored securely and retained in accordance with applicable record-

management, financial and privacy requirements.

20.3 The principal must provide the SGB with periodic reports on significant property matters, including major repairs, asset losses, security risks and external use of facilities.

20.4 The SGB must monitor the effectiveness of this policy and address material shortcomings.

21. IMPLEMENTATION AND REVIEW

21.1 The principal must ensure that relevant employees are informed of this policy and understand their responsibilities.

21.2 Appropriate rules must be communicated to learners, parents, visitors, contractors and external users.

21.3 Supporting procedures and forms may be developed to facilitate implementation.

21.4 This policy must be reviewed at least every three years, or earlier where legislation changes, a serious incident occurs or the SGB identifies a need for revision.

21.5 Amendments must be considered and approved through the school's lawful governance procedures.

21.6 The approved policy must be made available to the school community in an appropriate format.

- damage without proper consideration of the facts and the law.