

Academy Buildings and Resources Policy

Introduction

Based on Al-Arqam Academy's commitment to providing a safe, healthy, and motivating educational environment that ensures the safety of students and staff and enhances parents' confidence in the quality of services provided, this policy has been established to regulate maintenance works and the safety of buildings and educational resources. It defines the necessary procedures and controls to maintain the efficiency of facilities and infrastructure and ensure their sustainability in accordance with the highest approved standards of security and safety, and in reference to the decisions of the Ministry of Education and Higher Education, the Guideline for Licensing Private Schools and Kindergartens, the Guideline for Health and Safety in Private Schools and Kindergartens, the Student Protection and Care Law, and the circulars issued by the Ministry of Education and Higher Education.

Purpose of the Policy

This policy aims to:

- Regulate procedures for managing and maintaining academy buildings and facilities.
- Ensure the safety and security of buildings, facilities, classrooms, and internal and external playgrounds.
- Preserve the integrity and sustainability of infrastructure.
- Ensure the quality of school resources and their suitability for students' ages and needs.
- Enhance trust and satisfaction among students, parents, and staff regarding the academy environment

Parties Involved in Developing the Policy

- Head of the Academy Stores and General Maintenance Department.
- Building and Maintenance Supervisors across different educational stages.

Accreditation Authority

- Chief Executive Officer (CEO).
- Academy Principal.

Policy Review Cycle

This policy shall be reviewed annually or when necessary, in accordance with the instructions of the Ministry of Education and Higher Education.

First: Procedures to Ensure the Safety and Security of Buildings and Facilities

The Academy is committed to taking all necessary measures to ensure the safety and security of buildings and facilities through the following:

- Conducting regular inspections covering classrooms, educational halls, internal and external playgrounds, corridors, and parking areas.
- Implementing daily, weekly, and monthly inspections to ensure that buildings and facilities are free from potential hazards.
- Carrying out necessary maintenance work immediately upon identifying any observations, to ensure a safe educational environment for all academy members.

- Establishing a maintenance reporting system and related forms, in addition to preparing monthly reports on reported maintenance work.
- Ensuring full compliance with all health and safety standards across all academy facilities.
- Verifying the clarity and accessibility of emergency always exits and ensuring they are free from any obstructions.
- Using the best approved methods and procedures to ensure building and facility safety, including contracting specialized and approved companies to carry out periodic and required maintenance works, according to needs and in line with executive plans and instructions issued by the Academy Stores and General Maintenance Department, to achieve the highest levels of safety and quality

Second: Maintenance Procedures for Academy Buildings and Facilities and Their Use

Maintenance work for buildings and facilities are carried out in accordance with the following procedures:

- Implementing periodic and emergency maintenance works for buildings and facilities as needed, based on maintenance requests submitted through approved maintenance forms.
- Regulating the use of facilities to ensure their preservation and prevent misuse.
- Documenting all maintenance and follow-up work through:
 - Approved records
 - Official email correspondence
 - Daily maintenance forms
 - Official correspondence and letters with external companies
- Adhering to maintenance plans prepared and supervised by the Head of the Stores and General Maintenance Department.
- Carrying out maintenance work by academy maintenance staff and building supervisors in accordance with approved plans and instructions issued by the Stores and Maintenance Department.

Third: Procedures for Maintaining Facility Cleanliness and Drinking Water Safety

The Academy is committed to taking all necessary measures to maintain facility cleanliness and ensure the safety of drinking water, providing a clean, healthy, and safe educational environment through the following:

- Ensuring that the Stores and Maintenance Department provide a system to guarantee facility cleanliness and drinking water safety.
- Prior to the start of the academic year and during the summer vacation, the Stores and Maintenance Department coordinates with specialized and approved companies to clean and disinfect the academy's main water tanks.
- Obtaining official accredited certificates and reports confirming the completion of cleaning and disinfection work.
- Maintaining contracts with approved companies for cleaning and disinfecting water dispensers and replacing dispenser filters in accordance with approved health standards.
- Preparing the necessary reports confirming the safety of implemented procedures, with these procedures carried out twice annually:
 - **First cycle: Before the start of students' and staff's attendance during the summer vacation.**
 - **Second cycle: Before the resumption of students' and staff's attendance after the mid-year break.**

These procedures aim at:

- Ensure the safety and quality of drinking water.
- Maintain a clean and healthy educational environment.
- Prevent any potential health risks.

- Enhance students', staff's, and parents' confidence in the safety of academy facilities.

The Academy is committed to the regular follow-up of daily cleaning works inside classrooms, halls, restrooms, internal and external playgrounds, corridors, and shared facilities, in accordance with approved schedules and instructions issued by the Academy Stores and General Maintenance Department.

Fourth: Timeframe for Handling Faults and Emergency Cases

The Academy is committed to defining a clear timeframe for handling faults and emergency cases according to their level of risk, as follows:

- Establishing an effective system for reporting faults and emergencies and announcing it to all concerned parties.
- Immediate handling of faults that pose a direct risk to the safety of students, staff, or facilities.
- Addressing minor faults within the shortest possible time based on the nature of the fault.
- Providing maintenance staff and supervisors on a 24-hour basis to deal with emergency faults.
- Assigning building supervisors in each building to monitor overall conditions, document faults, and take necessary actions immediately upon reporting any defect or emergency.
- Following up on faults that require external company intervention according to an approved timeline until resolution.
- Documenting all stages of repair and maintenance through approved maintenance records, technical fault reports, and external maintenance company reports when required.

Fifth: Regulations for the Use of Academy Buildings

The Academy regulates the use of its buildings and facilities to ensure their preservation, security, and safety without disrupting the educational process or compromising the safety of affiliates.

- A separate building is allocated for staff accommodation at an independent location with separate external entrance from academy buildings, subject to clear regulations that ensure:
 - No impact on the educational process.
 - No harm to academy buildings and facilities.
 - Full compliance with safety and security regulations.
- The Academy applies strict policies and procedures governing staff accommodation to ensure discipline and public safety.
- Workers' and security guards' rooms are located within the academy's perimeter near the main gates, but not inside educational buildings or within their boundaries. Under no circumstances may any educational building or facility be used for workers' accommodation.
- The Academy ensures that there are no entrances to workers' or guards' accommodation overlooking or adjacent to areas where students are present.

Sixth: Controls for Protection Against Building-Related Risks and Enhancing Trust and Satisfaction

The Academy is committed to implementing all controls and procedures that limit potential risks arising from buildings and educational facilities, thereby enhancing students', parents', and staff's trust and satisfaction through:

- The presence of a camera system and monitoring rooms compliant with the specifications of the Ministry of Interior's camera system.
- Applying preventive measures to reduce risks associated with the use of buildings and educational facilities.
- Continuous monitoring of building and infrastructure conditions and prompt intervention to address any observations.
- Ensuring transparency in dealing with any observations or complaints related to building and facility safety.

- Raising awareness of safety and security procedures among students and staff.
- Providing a safe educational environment reflects the academy's commitment to quality and safety standards.
- Conducting regular evacuation drills, ensuring ease of movement, and removing all obstacles that may hinder movement during emergencies.

Seventh: Procedures for Building and Facility Maintenance, Use, and Infrastructure Preservation

The Academy is committed to maintaining the safety, efficiency, and sustainability of buildings and infrastructure through the following:

- Continuous monitoring and periodic inspection of building and infrastructure conditions and recording any observations that may affect safety or operational efficiency.
- Implementing periodic and emergency maintenance works in accordance with approved executive plans and instructions issued by the Academy Stores and General Maintenance Department.
- Documenting all maintenance and follow-up works and preserving infrastructure safety through:
 - Approved maintenance records
 - Periodic technical reports
 - Inspection and assessment reports
 - Reports from specialized maintenance companies
- Contracting licensed, specialized, and experienced maintenance companies in various fields, including:
 - Civil works
 - Mechanical systems
 - Electronic and technical systemsensuring implementation according to best practices and approved national standards.
- Monitoring contractor performance and approving completed works prior to final handover.

Eighth: Ensuring Student and Staff Safety and the Quality of Accident and Fire Protection Measures

The Academy ensures the safety of students, children, and staff across all buildings and facilities through:

- Implementing preventive measures to reduce accidents within educational facilities.
- Ensuring readiness and periodic maintenance of fire alarm and firefighting systems, including:
 - Fire alarm systems
 - Fire suppression systems
 - Fire extinguishers
 - Related safety equipment
- Maintaining all safety devices according to approved schedules and technical instructions.
- Conducting regular evacuation and emergency response drills for all Academy affiliates.
- Ensuring clarity and accessibility of safety signage throughout buildings.
- Continuous monitoring of compliance with safety instructions by students and staff.
- Periodic review and update of accident and fire protection procedures in line with approved safety requirements.

Ninth: Procedures for Managing, Inspecting, and Maintaining School Resources

The Academy manages school resources efficiently to ensure safety, quality, and suitability through the following:

1. Procedures for Inspecting the Quality of School Resources

- Conducting periodic inspections of school resources used in classrooms, educational halls, indoor and outdoor yards, and various facilities.
- Ensuring resources are safe, usable, and free from risks to students or staff.
- Documenting inspection results in approved records.

2. Mechanisms and Procedures for Resource Renewal

- Identifying damaged or unusable resources.
- Determining actual needs for renewal or replacement.
- Coordinating with concerned departments to provide alternative resources according to approved plans.
- Ensuring safe disposal of unusable resources.

3. Procedures to Ensure Resources Suit Student Ages and Needs

The Academy ensures that all school resources are appropriate for students' ages and needs through:

- Safety: Ensuring resources are free from hazards and comply with approved safety standards, considering students' age groups and capabilities.
- Ease of Use: Selecting clear and user-friendly resources to reduce misuse and damage, while considering individual differences.
- Age and Educational Suitability: Ensuring compatibility with students' educational stages and approved curricula.
- Educational Support: Adopting resources that enhance the learning process and support diverse learning styles.
- Compliance with Approved Standards: Adhering to standards issued by competent authorities during planning, selection, and use of resources.
- Continuous Review and Evaluation: Periodically reviewing resources to ensure continued suitability and upgrading or replacing them when necessary.

4. Mechanisms and Procedures for Maintaining School Resources

- Performing periodic maintenance of school resources to maintain efficiency.
- Addressing any defects immediately upon detection.
- Documenting all maintenance and follow-up activities in approved resource and maintenance records.
- Monitoring resource usage to prevent misuse.

Head of Stores and General Maintenance at Academy