

Part 2: Domain G (Premises and physical accommodation)

Introduction

While the learning programmes are primary reasons for the school's existence, the school will not function well nor provide for a safe, effective academic atmosphere without adequate, secure, and well-maintained facilities, without an atmosphere and climate that creates health and well-being, and without operations that ensure the safety of the entire community. Determine the extent to which the school is meeting the standards on premises and physical accommodation.

Use the attached document to help you take notes during your meeting with various stakeholder groups.

During the tour of the school

1. Is the general appearance and cleanliness of the campus satisfactory?
2. Do all school programmes that you observe have dedicated areas? Are they adequate and fit for purpose?
3. Do the building and grounds allow for efficient movement of people?
4. Is the IT infrastructure suitable for the needs of the learning programme?
5. Are there serious safety hazards in the facilities?
6. Are there any serious noise problems which disrupt classes?
7. Are there areas of the school that are not accessible to students and adults with mobility challenges and other physical disabilities?
8. Are there adequate space, facilities and equipment in the library, cafeteria, auditorium, small and large group areas, and classrooms?
9. Do security arrangements provide adequately for the safety of campus users and the security of facilities?
10. Does the campus layout and usage provide for adequate child protection?

Self-Study committee responsible for Domain G

1. Have any aspects of the premises and physical accommodation changed in any significant ways since the self-study report was submitted?
2. Do students and teachers believe that they are fully supported by the infrastructure and auxiliary services of the school?
3. How often do management and staff meet with student and parents to share information and ideas about issues and concerns relating to operational systems and facilities? Have these meetings been helpful?
4. What published documents relating to health and safety policies and procedures has the school sent to parents?
5. Do parents and students have any role in providing input into the design and/or improvements to the physical premises and/or auxiliary services? How often are parents and students invited to discuss this?

6. How does the school ensure that auxiliary employees have had the necessary background and criminal record checks and are approved to work with children?
7. How often are evacuation, lockdown, and earthquake practices conducted? How is their effectiveness evaluated?
8. How does the school ensure the safety and security of all campus users?
9. How does the school ensure that auxiliary employees receive up-to-date training and professional development in their area of responsibility?
10. Does the school IT infrastructure meet the needs of the learning programmes and pedagogy?
11. How does the school remain up to date in the latest methods and practices in managing physical premises and auxiliary services, e.g. security options, vehicles, nutritional issues, etc?
12. How does the Board know that the school is conforming to local and national legal requirements regarding building requirements, health and safety requirements, etc?

The Board and Leadership

1. How does the Board participate in current long-range facility planning?
2. What provisions are in place to assure the security of students at the school and on school-sponsored trips?
3. Who is responsible for hiring support staff? What background checks are conducted? What medical examinations are required? How are new staff oriented and trained?
4. Where are emergency plans published/posted? When were they last updated? How often are they reviewed with staff, students, and families?
5. Is there a school health and safety committee? What is the policy on reporting health and safety problems? Who is notified? How is response assured?
6. How was the Board involved in developing and approving the school's emergency response plan?
7. Who is responsible for testing and maintaining the fire prevention systems? What is the schedule for checking them?
8. What is the procedure for routine repair and maintenance requests? Is the response adequate? How long does it usually take for requested maintenance to be completed?
9. Do you think the school adequately addresses environmental concerns in the daily operations?

Support staff (clerical, maintenance, food service, cleaning, security transportation etc.)

1. Is there an adequate budget to maintain the physical premises in excellent condition?
2. What are the most urgent facility requirements of the school?
3. To what extent does the school comply with local hygiene and food handling legislation and ensure that food served within the school falls within the nutritional guidelines?
4. What are the most urgent needs for improvement in your area of responsibility? (to be directed to each of the heads of service areas)
5. Who is responsible for security and for reviewing up-to-date developments in security at schools?
6. Who monitors the cleanliness, physical condition, and safety at the school?
7. Do you think the school adequately addresses environmental concerns in the daily operations?

Teachers

1. Are you reasonably satisfied with the facilities and infrastructure that you use to teach the learning programmes?
2. Does the school have a thorough approach to providing for the safety, health, and security of the students?
3. Do teachers have the opportunity to provide input about operational aspects of the school?
4. Do teachers and students feel a responsibility to take care of the physical facilities?
5. Is there good communication between the teachers and the support staff (food service, maintenance, cleaning, drivers, etc.)? Are there any occasions when you are all together?
6. Do you feel safe and secure while at the school?
7. Do you think the school adequately addresses environmental concerns in the daily operations?

Students

1. Are you satisfied with the services of the kitchen/cafeteria/dining hall? Why or why not?
2. Do you feel safe at the school at all times?
3. Are you happy at this school? Why or why not?
4. Do you know what to do in the event of a fire or emergency?
5. Do you know the names of the staff? Are they treated with respect?
6. Does the school lack any facilities that you think are essential to your learning and well-being at the school?
7. Do the IT facilities meet your needs as a student?
8. Are students consulted on such issues as food services, facility needs, health and safety, and security?
9. Do you think the school adequately addresses environmental concerns in the daily operations?

Parents

1. In what ways have you been involved in discussions about school policies, facility needs, health and safety issues, transportation, and security?
2. Are parents satisfied with the security and child protection measures taken by the school?
3. Can communication between the school and you on these matters be improved?
4. What do you like most about the school's physical premises? How important are the physical aspects of the school, and their upkeep and maintenance, in the success of the school's mission?
5. Do you have any concerns about the health facilities and healthcare for your child?
6. What improvements to the physical facilities would you like to see?