



# SHARED USE OF FACILITIES POLICY

## Policy Statement

Carlton North Primary School (CNPS) is a focal point for the local community, with a long history of active community involvement. The school is committed to fostering community engagement while recognising its responsibility to protect and preserve its facilities to ensure that these facilities remain safe and welcoming for CNPS students.

School Councils are authorised to hire and licence school facilities for the purposes of educational, recreational, sporting or cultural activities for students, the local community or young persons. The sharing of facilities between schools and the community needs to be formalised in a legal agreement to ensure that all parties know their responsibilities and obligations. CNPS Council uses the Department's agreement templates for hire, licensing and joint use agreements with third parties.

## Aim

- To ensure CNPS facilities remain safe and welcoming for CNPS students and staff;
- to support CNPS to continue to be a focal point for community engagement;
- to facilitate the use of CNPS facilities in a responsible and equitable manner; and
- to ensure a transparent and accountable basis for all use of CNPS facilities, both within and outside of school hours.

## Guidelines/ Implementation

All approaches to the school for hire of school facilities are to be directed to the Business Manager in the first instance, with the exception of allied health practitioners (e.g. psychologists, counsellors, occupational therapists), who must speak directly with the school Principal or Assistant Principal.

Third party use of facilities is not to disrupt the normal operations of the school or its management.

All third party users are to adhere to the Student Wellbeing and Engagement Policy (Appendix A), the Child Safe Policy (Appendix B), and Mandatory Reporting Policy (Appendix C).

Hire Agreements/Licences in relation to use of school facilities by allied healthcare practitioners are to be arranged with the Principal and/or Assistant Principal.

All School Council Hire Agreements/Licences which include hire fees are to be reviewed by the Finance Committee and signed by the School Council President as representative of SC.

Hire fees will be set by the Finance Committee, with the Business Manager and/or Principal having discretion to vary these as appropriate (in relation to the general school council agreement/licence only).

Polling Place Licence documents are to be arranged by the Business Manager, as the hire fee is set by the Federal Government.

All third party services are to provide a valid Working With Children Check (WWCC) and a current Public Liability insurance certificate (minimum \$10 million per event).

## School Council Hire Agreement/School Council Stall Holder Agreement

DET has prepared two template documents which authorise the non-exclusive use of an area of the school by a third party, or by a third party for the purpose of operating a stall (for example, market or fete stall), and is intended for one-off use only.

## School Council Licences

DET has prepared a number of template documents which authorise the non-exclusive use of an area of the school by a third party, intended for short to medium term arrangements. Those potentially relevant to Carlton North Primary School are listed below:

- School Council Licence (General) – used in the case of third parties wishing to hire a part of the school to run activities outside of school hours; or by allied health practitioners working with particular students during school hours (special Annexure applies)
- School Council Outside School Hours Children’s Care Service (OSHCCS) Licence – used for before/after school care and holiday program third party providers.
- Polling Place Licence - authorises the Australian Electoral Commission to use schools as polling places during an election. If there is a conflict of demand with respect to the use of school premises on election day, the facilities must be made available for use as a polling place. (For State elections, there is no Polling Place Licence for schools to complete.)
- School Council Licence Community Language Schools - used in the case of third parties wishing to hire a part of the school to operate a community language school

## Links and Appendices

See the following policies:

- Student Wellbeing and Engagement Policy
- Child Safe Policy
- Mandatory Reporting Policy

## Evaluation

This policy will be reviewed by 2021 or sooner if required

This policy was ratified by School Council on 9 August 2017