

KEW EAST PRIMARY SCHOOL

HIRE & USE OF SCHOOL GROUNDS/BUILDINGS POLICY

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PURPOSE

To provide management guidelines for the informal and formal hire and or use of, school grounds and facilities outside of normal school hours to community groups.

POLICY GUIDELINES

The use of school facilities by community groups can provide benefits to the school including:

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- of ongoing positive relationships with local community groups/individuals;
- Increasing access to quality facilities for a range of purposes in one location;
- building stronger social networks and greater community involvement in school activities and student learning;
- enhancing the reputation of the school within the community and a shared sense of pride in our school; and
- Improving school security as a result of increased use of school premises outside of school hours.
- School Council has the authority to allow the use of school facilities by outside organisations/individuals when the facilities are not required for school purposes.
- A hire agreement is used for community groups requiring a one off hire;
- A licence agreement is used for a community group that uses the premises on a regular basis for the year.
- Long term lease is greater than one year.
- School facilities will not be hired for activities where they: infringe on the delivery of school programs, might bring the school into disrepute, are likely to cause damage or unmanaged risk to students, buildings or property, create excessive noise or pose a nuisance to nearby residents, may involve firearms or are illegal or otherwise, deemed as inappropriate by School Council.
- School Council has the responsibility to establish the terms and conditions of use including a schedule of hiring fees which will be an addendum to this policy.
- Any Kew East Primary School (KEPS) facility that does not satisfy standards, regulations and best practice required for the hirer's use/purpose then the School Council will not permit the hire.
- School Council reserves the right not to hire its facilities. *Refer to Department of Education & Training (DET) Guidelines for Outside Of Hours School Use 2010 document.*
- Hiring of school facilities will be in accordance with DET policy as articulated in the 'Community Schools Policy', DET 2005 and 'Guidelines for Assessing Requests for Community Use of School Facilities' (Not-for-profit organisations and groups or individuals who wish to use the school facilities), DET 2010.
- School Council does not require Public Liability Insurance for any hiring activity as all schools are covered by DET who provides an annual Certificate of Currency to cover government schools.
- All commercial operators are required to have Public Liability Insurance cover when hiring the school, including weekend community schools.
- School Council may elect not to request a 'not-for-profit' community group, conducting low risk activities, to provide public liability insurance. However, community groups will be encouraged to obtain their own public liability insurance where they are:
 - conducting high risk activities;
 - required by their association (eg., incorporated sporting clubs);
 - required to have insurance for regulatory purposes; or
 - commercial entities, such as, weekend language classes being run by a language school.

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PROGRAM IMPLEMENTATION

- Any individual or organisation wishing to use the school facilities must submit a request in writing to the School Council or Principal.
- Any regular long term (one school term or more) commercial or organised group activity will require prior approval by the School Council or its delegate (Principal).
- Short term hire of less than one school term or one off hires will be at the discretion of the Principal unless there needs to be a broader community discussion or impact about the use of the facility by the requesting group/ organisation;
- Hire groups must only use the area hired in the school and must supervise groups under the age of 18 years.
- Hiring fees will be determined by School Council as per a fee schedule or if required, at the discretion of School Council. These will be reviewed annually by School Council.
- Any such approved commercial or organised group activity, as well as any out of hours school activity, will generally have priority over other uses but not necessarily exclusive use.
- The school's Out of School Hours Care program will have a defined area of use including the OSHC building, Junior School Playground area, and any other designated area deemed for their usage, between 7:00am to 8:45am and 3:45pm to 6:15pm on school days. However, on some occasions this may be changed at the Principal's discretion due to another school activity.
- School Council can decide to hire facilities such as the music centre, junior school hall gymnasium or classrooms to external groups under the following conditions:
 - where individuals or organisation hiring the facilities have taken out a \$10 Million Public Liability insurance, including any non for profit organisation whose activity is deemed by school council as a ' high risk' activity and can provide documentation to that effect;
 - That a written DET hiring agreement provided by School Council be signed by Council or authorised representative and the hirer before use. That the written agreement cover such items as:
 - a. The period of the agreement, specific times of use, and areas to be used;
 - b. Contact names and telephone numbers of both parties;
 - c. Access and security arrangements including arrangements with keys;
 - d. Damage to property and arrangements to repair any damage;
 - e. Cleaning arrangements;
 - f. Car parking;
 - g. Notification arrangements to the hirer if the school requires the facility during the normal hire period;
 - h. School Council's right to revoke the agreement at any time; and
 - i. A hiring fee and bond fee.
- Bond and hiring fee must be paid to the school prior to the hirer's activity taking place with the bond fee being fully refundable, if no damage is incurred as a result of the hiring arrangement.
- Long term lease agreements as opposed to hire agreements will be negotiated between the leasee, School Council and DET (if required) through the Facilities & Infrastructure Branch and the DET Legal Unit. Long term lease agreements are deemed longer than one year.
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- Any liability claims against the school as a result of a hirer's activity will be managed by the DET Liability Services Unit on behalf of School Council.
- The Principal/Business Manager will be the prime day-to-day contact for groups hiring school facilities. The authorised representative of School Council in the context of facilities hiring is the School Principal / Vice Principal or Senior teacher where appointed by School council or the School Principal.

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- Members of the school community will be encouraged to monitor activities at the school during out of school hours and report all unauthorised or suspected unauthorised use of the school grounds to the Principal, Assistant Principal, Senior Teaching staff and/or the Kew Police;
- Individuals wishing to use the school grounds for appropriate leisure pursuits are permitted to do so but must comply with school signage, which clearly prohibits some activities such as golf and walking dogs;
- Any individual or commercial group using the school grounds inappropriately or for an unlawful purpose will, in the first instance, be issued a warning and if the behaviour continues, the Principal has the authority under the Summary Offences Act to issue a Trespass Order, banning entry to the school.

EVALUATION

This policy will be reviewed on a cyclical basis in accordance with the School Council Policy review schedule or if required earlier at the discretion of the School Council.

Policy Area:
Management

Ratified School Council:
June 2017

Next Review:
2020