

Use of School Facilities Policy



Introduction

CSV Ltd (“CSV”) considers that Schools are at the heart of local communities and that student learning and the health, wellbeing, safety and economic security of all community members can be enhanced when communities have close links with their schools.

In accordance with the principles outlined in this policy and having regard to the ethos, values and needs of the Schools, CSV will on a case by case basis consider sharing School facilities for purposes such as:

- using school premises for community halls and meeting spaces
- opening school facilities up for use as community recreation facilities
- creating spaces to support school-aged holiday programs and before-school and after-school programs
- providing information technology centres for community use
- sharing libraries or resource centres
- sharing performing arts spaces
- sharing sporting facilities.

Statement of Commitment to Child Safety and Child Safety Principles

- CSV is committed to ensuring child safety at all times and will follow the guidelines of **Ministerial Order 870 Child Safe Standards** at all times.
- All personnel of CSV schools are responsible for supporting the safety of children by adherence to all child safe standards and obligations outlined by the Department of Education and Training (PROTECT), to ensure behaviour towards children is safe and appropriate.
- CSV schools should be safe, inclusive and supportive environments that involve and communicate with children, young people and their parents/carers. The schools are committed to supporting and encouraging students to use their voice to raise and share their concerns with a trusted adult at any time of need. The schools will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children, per the School Curriculum.
- By embedding a child safe culture, CSV ensures that risks to Child Safety are identified early, and steps are taken to address and reduce such risks, both in the physical environment and online environments.
- Regular, ongoing training and education is undertaken to ensure that everyone at CSV understands stated policies and procedures, how to identify child abuse, and the steps to be taken where a child’s safety is at risk.

Policy Principles

Overarching Principles

The sharing of School facilities must not interfere with the School’s provision of quality learning programs for its students.

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CSV will not permit the School facilities to be used for activities which are inconsistent with the ethos, values and needs of the Schools and CSV.

CSV will not permit the School facilities to be used by any organisation or group which does not share its commitment to Child Safety and the Child Safety Principles and practices.

CSV will not permit the use of School facilities which might result in an unacceptable risk for the Schools, CSV or to Child Safety.

This policy forms part of CSV schools' procedures, practices, decision-making processes and ultimately the school's culture with respect to child safety.

General Principles

Subject to the terms of this policy, the School Principals and the Business Manager are responsible for managing the community use of school facilities for the mutual benefit of the Schools and the community.

While the majority of applications for community use can be approved by the School Principals and the Business Manager, community use activities which:

- involve a major commitment of school resources;
- do not clearly and unequivocally fit within the ethos, values and needs of the Schools and CSV; and/or
- might result in an unacceptable risk for the Schools or CSV

will require consultation and approval by the CSV Board.

The School Principals and Business Manager will specify such terms and conditions for the community use as they consider appropriate in the best interests of the Schools and CSV and to give effect to the terms of this policy.

The community use must be formalised in a written agreement to ensure that the rights and responsibilities of both parties are understood and documented.

- Groups and organisations directly associated with the Schools will have priority in their application for community use of school facilities.

The Schools should, at least, recover all costs associated with community use of the school facilities unless it is considered that the benefit for the School (in terms of community citizenship, good-will, reputation, marketing or such like) outweighs the shortfall in costs.

Any recurring community use must be reviewed periodically, at intervals of no more than six months, to ensure that the use still complies with the terms of this policy and that any terms and conditions of use specified are still relevant and appropriate and are being complied with by the community user.

Process

Before a community use application is approved the School Principal or Business Manager will undertake a risk assessment to ensure that the facilities are fit for the intended purpose, the proposed use is legal and appropriate, the applicant is suitable and that risk and child protection issues are addressed.

Risk issues to be considered include but are not limited to activities that:

- infringe on the delivery of school programs;
- might harm the reputation of the School or CSV;
- might, by association with the School, create the perception that the School or CSV endorses or supports any particular religious, political or social idea or belief;
- are likely to cause damage or risk to students, school buildings or property;
- create excessive noise or pose a nuisance to nearby residents;
- are illegal or in breach of applicable regulations or permits.

Where the School Principals or Business Manager approve a community use application a written agreement must be prepared and signed which records the agreed terms and conditions of the community use.

In setting any appropriate fee for the community use activity the School Principals and Business Manager will have regard to the nature of the community user, whether it is a group or organisation directly associated with the Schools, an unrelated community or not-for-profit group or a commercial or profit making organisation.

In general, the community user must produce evidence of public liability insurance which provides appropriate coverage for the community user of at least \$10 million. The School Principals and Business Manager may exercise discretion to allow use of school facilities notwithstanding that the user does not have public liability insurance, if:

- the community user is an individual person or group of people (not a company, incorporated association or business);
- the use is of a non-commercial nature; and
- the School Principal or Business Manager is satisfied that the use is of a low risk nature.

Any signage associated with the community use must be approved in writing by the School Principal or Business Manager.

Policy History

This policy was created in September 2014 and amended in April 2020. The policy will be formally reviewed in three (3) years or when required, to ensure that it is achieving its purpose in an effective manner.

Policy Review

This policy is to be reviewed no later than April 2023.