
Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.

Rationale

The use of Westgarth's facilities by community groups can provide benefits to the school, including:

- Stronger social networks and greater community involvement in school activities and student learning;
- Enhanced reputation of the school within the community and a shared sense of pride in Westgarth Primary School; and
- Improved school security as a result of increased use of school premises outside of school hours.

Aims

To establish guidelines for the use of school facilities by not-for-profit organisations and groups who wish to use school facilities for their activities.

Use of school facilities

Community groups using Westgarth's facilities participate in a range of activities. These may include:

- Meetings
- Language classes
- Sporting activities – indoor (basketball, martial arts) and outdoor (netball)
- Dance classes
- Music lessons

Westgarth may pursue these opportunities with community partners, including:

- Community organisations
- Not-for-profit organisations
- Sport and recreation providers
- Darebin Council
- Other early childhood, education and training providers.

Westgarth will not permit its facilities to be used for activities that interfere with student learning or are contrary to the school's values. This includes activities that:

- Infringe on the delivery of school programs

Approval date:	Approved by:	Next Review:	Page:
Sept 2015	School Council	Sept 2018	1 of 3

- Might bring the school into disrepute
- Are likely to cause damage or risk to students, school buildings or property
- Create excessive noise or pose a nuisance to nearby residents
- Involve the use of firearms
- Are illegal

Activities that involve the consumption of alcohol require the judgement of the school council and appropriate liquor licensing arrangements.

School council retains the right to exclude any groups or individuals who wish to use school facilities if they deem the proposed use to be inappropriate.

Implementation

All groups wishing to use the school's facilities are required to make a written initial application to the principal detailing the facilities, times and purposes for which the grounds or facilities are being sought.

Approval of applications is a matter for School Council, which will take advice from the principal.

Successful applicants will be advised in writing and will be required to enter into either a 'One Off Hire Agreement' with school council or enter into a 'Licence Agreement' for regular use of the grounds or a specific facility. These agreements are required irrespective of whether or not a hire fee is required.

The Department of Education and Training provides template Agreements for use by school council which we will use.

The principal will liaise directly with the key contact person/s and vice-versa should any concerns arise.

School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.

Insurance

Not-for-profit community groups conducting low risk activities are not required to have public liability insurance.

Groups that are required to purchase their own public liability insurance (\$10 million policy) include:

- Groups undertaking high risk activities

Approval date:	Approved by:	Next Review:	Page:
Sept 2015	School Council	Sept 2018	2 of 3

- Sporting clubs and other organisations that are required by their state/national body to have insurance
- Organisations that are required to purchase insurance for regulatory purposes (eg early childhood facilities)
- For profit organisations.

School council has authority to determine whether a proposed activity is high risk or not. Generally, the following activities may be considered high risk and therefore require insurance:

- High impact sporting activities
- Horse or pony riding
- Animal shows
- Motor cycle leisure riding
- Abseiling and rock climbing activities
- Woodwork, mechanical and generally trade classes
- Amusement rides and equipment
- Fireworks or pyrotechnical displays

Fees

Westgarth will charge fees for the use of a facility to cover recurrent costs incurred by the school in providing community access. Costs to be considered include:

- Maintenance
- Cleaning
- Utilities (eg electricity)
- Security

Fees may be in the form of a hire fee or an in kind contribution.

School Council will not charge a fee for the use of facilities by groups associated with the school or where the activity exclusively benefits students of Westgarth.

Advertising

Westgarth will advertise the availability of facilities through avenues which do not incur significant costs to the school. This could include:

- The school website
- The school newsletter
- Darebin Council website and/or newsletter

Approval date:	Approved by:	Next Review:	Page:
Sept 2015	School Council	Sept 2018	3 of 3