



## Community Events Policy

### Rationale

This policy exists to provide guidance for the running of community events at Fairfield Primary School.

### Definition

A school community event is an event beyond the school curriculum (this excludes camps, excursions and concerts.) This includes but is not limited to school fairs, art shows and parent social nights.

### Aim

The aim of this policy is to:

- To assist community members when organising a Community Event.
- To ensure Fairfield Primary School complies with Department of Education and Training (DET) policy and guidelines in relation to community events.
- To provide documentation that is required for compliance with DET policy and guidelines for the running of a School Community event at Fairfield Primary.

### Implementation

- School Council is the governing body of any community event. The Council plays a role in the approval, development, overseeing and accountability of any community event on the school's behalf.
- School Council must approve all School Community Events on the school's behalf.
- School Council has the responsibility to allocate and distribute all fund raising monies, in the best interests of the school.

**When planning a School Community Event, use the following processes and provide the relevant documentation to Community Committee. Further information on the items below are contained in the "*Process for Organising Community Events*" handbook.**

#### COMMERCIAL OPERATORS

- Negotiate a written contract with commercial operators.
- Ensure public liability insurance of a minimum of \$10 million is provided per occurrence.
- Ensure compliance with acceptable equipment including amusement rides and structures that are regulated by legislation administered by the Victorian WorkCover Authority [Amusement Rides and Structures](#).
- Ensure all [contractors](#) (those who invoice the school) are registered pre-admittance on school grounds via [SAMS4Schools](#). This includes uploading their public liability and Working With Children Check as well as agreeing to the school's OHS and Emergency Management procedures.

**FINANCIAL TRANSACTIONS**

- Ensure all external event transactions are accounted for in an accurately and in a timely manner.

**WORKING WITH CHILDREN'S CHECK (WWCC)**

- Ensure all stall coordinators, caterers, logistic providers and contractors provide a current WWCC. Visitors who are on the school site during the school day are to sign in and out at the main office.
- Endeavour to ensure that all volunteers hold a current WWCC.

**OCCUPATIONAL HEALTH AND SAFETY**

- Notify emergency services if more than 500 people are expected at the event.
- Ensure that a Risk Management Framework is completed.
- Ensure that a Site Plan is developed.
- Ensure that a Traffic Management Plan is developed, if required.
- Ensure that First Aid provision is provided.
- Ensure that Current Liquor licenses are provided, if required.

**Evaluation**

This policy will be reviewed as part of Fairfield Primary School's annual review cycle in November 2020, or if guidelines change.

This policy was ratified by School Council in November 2019