



Community Use of School Facilities

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1. Context

School facilities are primarily for educating children and young people, however there are many times when school facilities are not in use. The NSW Department of Education encourages community and education groups to use school facilities in accordance with this policy when they are available. This sharing of resources strengthens the partnership between schools and local communities.

Community use of school facilities benefits both schools and their communities through:

- Access to services to support families and communities;
- Enhanced co-operation and goodwill between the school and the community;
- The provision of additional extracurricular learning opportunities;
- Better access for communities to state-of-the-art facilities;
- Opportunities for parents/guardians and the broader community to become better informed about and participate in the school's operation and activities;
- More effective use of valuable school facilities; and
- Opportunities for the community to play a positive part in school security through out-of-hours use of the facilities.

2. Responsibilities and Delegations

2.1 School Principal

2.1.1 Work collaboratively with the local community to address identified needs through the use of school facilities.

2.1.2 Confirm that all community users, including subcontractors and volunteers, are aware of their responsibilities and comply with any requirements of the child protection legislation including Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013.

2.1.3 Require the community user to complete and submit relevant Child Protection documentation required under the agreement prior to the agreement being signed and as reasonably required by the principal during the term of the agreement.

2.1.4 Plan and promote mutually beneficial community use of school facilities. Manage community use of school facilities to the mutual benefit of the school and the community.

2.1.5 Adopt a risk management approach to community use of school facilities, including conducting a risk assessment, before approving any application.

2.1.6 Approve applications for community use and sign community use agreements consistent with their delegation.

2.1.7 Ensure that the NSW Department of Education is notified of any variation in the use of school facilities.

2.1.8 Allow free access to school facilities for community language classes during school terms.

2.2 Community Language School

2.2.1 Work collaboratively with the school to address identified needs through the use of school facilities.

2.2.2 Plan and promote mutually beneficial community use of school facilities. Manage community use of school facilities to the mutual benefit of the school and the community.

2.2.3 Liaise with the school and the community to resolve issues of availability or management of community use of school facilities and assist in dispute resolution.

2.2.4 Monitor the effective implementation of this policy and procedures.

2.2.5 Assist Principals in the development, review, approval and termination of community use agreements.

2.2.6 Develop strong relationships with their school administration and its school council by:

- Inviting host school representatives to visit community language school classes, and attend events and functions;
- Offering to assist or participate in special events conducted by the school, such as fundraising activities;
- Providing the school council with regular updates on the activities of the community language school;
- Inviting the school to participate in special events conducted by the community language school.