Policy Statement

State Schools are important community assets and the Department of Education Training and Employment (DETE) recognises the valuable role that schools and school infrastructure play in the life of local communities. DETE is committed to maximising the use of school facilities by local community groups and organisations.

The priority function of a school is the delivery of educational programs during the school day. The focus must remain on achieving this. Outside of school hours, schools have an obligation to facilitate and promote the use of school facilities by members of the local community.

Principals play a key role in supporting and shaping community engagement with their school and in maximising the use of school facilities for both educational purposes and for the benefit of the broader community.

Significant benefits can be achieved when schools and communities work together to maximise the use of facilities. These benefits include:

- fostering closer links between the school, sporting, business and community groups;
- integrating and by so doing, promoting a positive image of the school in the community;
- creating longlasting, valuable relationships and partnerships within the community; and
- creating opportunities for additional revenue to enhance school programs and facilities development.

Principals and school communities are encouraged to be proactive in sharing the use of school facilities in the knowledge that the Department supports these endeavours and will assist, wherever possible, to facilitate implementation of the policy.

Responsibilities

Responsibilities of relevant parties within the Department are set out in the Procedure and the Implementation Guideline.

Considerations

Principals will give consideration to all requests to use school facilities made by third parties. The proposed activity is not to interfere with the provision of teaching and learning programs, damage the physical infrastructure of the school or its reputation, or pose an unacceptable level of risk of injury to users of the facilities. Principals should attempt to facilitate agreement regarding use of these community assets to maximise community benefit.

The proposed activity must be consistent with the provision of a safe, secure and supportive learning environment for students and the school community and consideration must always be given to the welfare of staff, students and visitors, protection of property, resources and information when considering a request for use.

Community use of state school facilities is to be formalised through written agreement between the Principal of the school and the user or group (See Form - Agreement to Hire and Fact Sheet - Notes for Completion of Agreement to Hire).
The Agreement to Hire contains the standard conditions that a user is required to comply with in relation to the use of school facilities. Agreement to these conditions is necessary in order to achieve a balance between the facilitiation and promotion of third party use of school facilities, the protection of the user, the school community, school facilities and infrastructure.

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Related Documents available on the Polity and Procedure Register:

Community Use of School Facilities
- Fact Sheet – Implementation Guideline
- Fact Sheet - Notes for Completion of Agreement to Hire
- Fact Sheet - Risk Management Issues associated with Community Use of School Facilities
- Form – Agreement to Hire

Community Use of Schools - Swimming Pools
- Fact Sheet – Swimming Pools
- Fact Sheet – Notes for Completion of Agreement to Hire – Swimming Pools
- Form – Agreement to Hire – Swimming Pools

Community Use of Schools – Management of Caravans and Camping on School Sites
- Fact Sheet - Management of Caravans and Camping on School Sites
- Fact Sheet – Brief - Management of Caravans and Camping on School Sites
- Fact Sheet - Checklist for Principals – Caravans and Camping
- Form – Agreement to Hire

Community Use of Schools Cyclone Shelters
- Fact Sheet – Cyclone Shelters
- Form - Agreement to Hire - Cyclone Shelters

Community Use of Schools – Contact List
- Fact Sheet – Contact List