



## GOOD SHEPHERD SCHOOL PROCEDURE: COMMUNITY LED ACTIVITIES



Good Shepherd School values its close relationship with its parent community and as part of its special Catholic character prioritises the continuous strengthening of links between home and school. The school values the contributions made by the wider community and supports the involvement of parents and caregivers in providing opportunities for students to participate in extra-curricular activities. These procedures ensure the safety of students and outline the division of responsibilities regarding community led activities.

Community led activities are defined as any activities using the Good Shepherd School name that are not initiated by Good Shepherd School.

### GUIDELINES

1. The school supports the involvement of parents and other community members in the development and delivery of community led activities.
2. Community led activities within school hours require special permission from the principal.
3. The school's prime concern is for continuity of education and the safety of the students involved.
4. Should parents or other community members wish to initiate and/or lead a non-school activity and use the Good Shepherd School name they must abide by these procedures.
5. Leaders, organisers, coaches, managers and any other supervisory adults are required to read and sign a "Rules and Code of Conduct" in relation to their roles and responsibilities prior to commencement of any activity.
6. The leaders/organisers/coaches/managers and any other supervisory adults of community led activities are responsible for the following:
  - Ensuring appropriate behaviour from all parties involved in keeping with the special Catholic character of the school
  - Adequate supervision of students before, during and after the activity and until collected by their parents/caregivers
  - Ensuring first aid kits are present at all times (whether within the school environment or at another location)
  - Purchase of additional first aid kits for teams in multiple locations
  - Providing first aid in the case of injury (whether within the school environment or at another location)
  - Development and maintenance of a list of parent emergency contact details
  - Ensuring the parent emergency contact list and a mobile phone is present at all times (whether within the school environment or at another location)
  - Ensuring and providing evidence that non-school parents and/or other adults involved have had safety checks and that these are clear. Individuals are responsible for costs involved and the information is to be provided to the Good Shepherd School principal who will hold the information confidential.

- Ensuring drivers have a current full drivers license, that vehicles are registered with a current Warrant of Fitness, and that each child wears a diagonal seat belt.
- Ensuring wearing of correct Good Shepherd School sports uniform unless inappropriate, e.g. swimming
- Return of school equipment to the appropriate location
- The writing, photocopying and distribution of all notices in relation to the activity
- Obtaining the approval of the principal of all notices before photocopying and distribution
- Monitoring of money collection including follow up of overdue monies

7. The school will:

- Provide one first aid kit to the organiser of each community led activity to be returned to the school at the end of the season or event as appropriate
- Support the undertaking of police and safety checks
- Provide school equipment as available and training regarding appropriate access and storage of equipment
- Support the photocopying and distribution of notices
- Accept and bank monies associated with the activity
- Write a school cheque to cover fees, subs, etc. associated with the activity to the amount of money received. The school may also choose to cover costs over and above money collected.

8. The school will not be responsible for:

- Providing multiple or additional first aid kits
- Supervision of students before, during or after activities
- Providing first aid in the case of injury
- Development and maintenance of a list of parent emergency contact details
- Following up overdue money

9. Should the Rules and Code of Conduct be breached the school has the right to withdraw support for the activity and to remove the right to use the school name in association with the activity.

10. School permission need not be sought for the use of school grounds, buildings or resources other than to ensure that it does not interfere with school-led activities.

11. Any damage to grounds, buildings or resources by the user will be the liability of the user or individual.

12. Rent for the use of school grounds will not apply.

13. All buildings are to be securely locked, equipment stored securely, lights switched off, and any alarms reset before leaving the school.

14. The principal reserves the right to withdraw use of the grounds, buildings or resources due to unfavourable environmental conditions or other unforeseen circumstances.