



SCHOOL EVENTS POLICY

Endorsed by School Council: November 2017

Rationale:

New Gisborne Primary School (NGPS) hosts numerous school events throughout the year for a range of purposes including:

- promoting and engaging the broader school community
- fundraising to benefit student learning, engagement and wellbeing
- school celebrations

Hosting events at the school carries various risks which need to be managed to ensure the safety of all persons and the mitigation of legal and or financial exposure for the school.

Aims:

This policy outlines the operational requirements for school events.

Implementation:

Alcohol at school events

The following requirements must be satisfied for the approval of alcohol to be served or sold during NGPS school events:

- Obtain school council approval before alcohol may be consumed on school premises or at school approved activities;
- Important: Students should not be involved in fundraising events which have an alcoholic beverage as a prize.
- Ensure the legal requirements for the sale and/or provision of alcohol in public situations at school functions are enforced;
- Prohibit the consumption of alcohol by students at school, or any school organised activity, during school hours;
- Have a policy and procedures for responding to students who have been drinking during school hours and/or brought alcohol onto school premises;
- If school council approves the consumption of alcohol on school premises they must ensure adherence to the responsible service of alcohol requirements.
- At least one person with a Responsible Serving of Alcohol (RSA) Certificate must be present at each event where alcohol is served;
- All advertising for the event should stipulate the start and finish times of the event. This is necessary as alcohol must cease to be served at the event one hour prior to the designated finish time;
- Each event must have a designated area where alcohol can be consumed

Note: A temporary liquor licence is required for events where 'payment' is required to attend the event and the ticket price includes the supply of alcohol and/or over the counter sales.

Further information, including types of liquor licenses, and when a licence is required can be obtained from Department of Justice - Responsible Alcohol Victoria, phone 1300-650-367.

Functions on school premises

When considering whether to allow the consumption of alcohol on school premises, councils should consider:

Date Effective	Version Number	Date Planned Review	Date Actual Review
	1.0	November 2020	

- The Liquor Control Reform Act 1998 from which schools are not exempt;
- School community attitudes;
- School policies related to drug education and health and wellbeing;

Examples of the type of applications that the school council may approve are:

- Private functions organised by the council if students are not present
- Outside organisations hiring or leasing school buildings
- Private staff functions which exclude students

Functions off school premises

When alcohol is sold at school functions off premises, students under 18 may only be present if they are:

- Accompanied and under direct supervision by parents/guardians or a spouse over the age of 18;
- Engaged in a hospitality training program, employment or work experience;
- Approved by the Director of Liquor Licensing under section 122 of the Liquor Control Reform Act 1998;
- On premises which have an 'on premises' license granted as a restaurant and the function occurs during regular trading hours;
- Attending a function as approved by Liquor Licensing Victoria taking into account the above requirements.

Health and Safety

NGPS maintains responsibility for the safety and wellbeing of all persons attending school events. All school health and safety related policies must be adhered to during school events. Appropriate procedures and risk management processes must be implemented under the direction of the Principal to ensure that school event operations are conducted safely and minimise identified risks to students, staff and visitors. School premises and NGPS equipment used during the school event must be managed and maintained safely.

Amusement rides and structures

Amusement structures and rides are regulated by legislation administered by the Victorian WorkCover Authority.

When hiring amusement rides and structures school councils should obtain the following from the supplier:

- Any information about the safe use of the item that the supplier can provide;
- The class and the plant registration number of the structure
Note: Only Class 2 structures must have registration;
- The hazard identification, risk assessment and control of risks that have been carried out in relation to the design and manufacture of the plant within the control of the supplier.
Note: If it is not practicable for the supplier to provide this information, then the supplier must be able to ensure the risk arising from use is eliminated or reduced so far as is practicable;
- Evidence that inspections and maintenance have occurred on the item between hirings and leasings, and the records of inspections and maintenance;
- Evidence prior to the supply of Public Liability Insurance in an amount of not less than \$10 million for any one event.
Note: The insurance must be current, cover the ride or activity supplied and note the Department of Education and Training Victoria as an interested party.

Legal Liability

The following outlines issues related to legal liability for the various parties involved in the coordination and delivery of a school event.

Date Effective	Version Number	Date Planned Review	Date Actual Review
	1.0	November 2020	

School council:

School councils are incorporated bodies with specific powers to enter into contracts. The *Education and Training Reform Act 2006* provides a comprehensive statutory indemnity for members of councils.

Parent Associations or clubs:

Parent Associations and clubs are not legal entities and therefore:

- 1) cannot enter contracts in their own right and therefore technically
- 2) any contracts entered into by the Parent Association, would be seen to be entered into with the individual members of the club.

Note: Members of the parents club would be indemnified by the Government of Victoria against any legal liability as volunteers, as long as the activity was for the school's welfare and requested by the principal or school council.

School Staff/ volunteers:

School staff/volunteers are protected against personal legal actions on similar terms as teachers when working

- 1) for the welfare of the school and
- 2) at the request of the principal or school council.

School staff/ volunteers are entitled to compensation (as if they were state employees when injured in their course of employment) if they suffer personal injury from engaging in school work or travelling to or from the place where school work is occurring.

Commercial contractor:

There should always be a written agreement with a commercial contractor setting out the:

- Terms upon which the school council will permit the contractor to come onto the school premises and set up their equipment including complying with indemnity and insurance requirements;
- Particular service to be provided;
- If there is a specific location for the contractor to set up;
- Financial arrangements;
- Department's standard indemnity and insurance wording so the school council and the state will not be liable for injuries sustained.

Definition of terms:

'School Event' - an event that has been approved by School Council.

'School Events' do not include events located off school premises, which have been organised by parents, guardians or individual class representatives independently from the school. These events are not covered by this policy and are not the responsibility of NGPS.

Evaluation:

This policy will be subject to periodical review or exceptional review in response to changes in related legislation or policy.

Approval Body: School Council

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