



Community Events Policy

Purpose

This policy provides guidance for the running of community events at Fairfield Primary School. It also outlines the School Council's responsibility.

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.

Scope

This policy aims to:

- Assist community members/parent volunteers when organising a community event.
- Ensure Fairfield Primary School complies with Department of Education policy and guidelines in relation to community events.
- To provide documentation that is required for compliance with Department of Education policy and guidelines for the running of a school community event at Fairfield Primary.

Policy

CALENDAR OF COMMUNITY EVENTS PROPOSAL

- Social Club will present a *Calendar of Community Events Proposal* to School Council in the last school council meeting of the calendar year.
- This *Calendar of Community Events Proposal* will be a high-level timeline of proposed school events for the coming school year and following term one (e.g., school year 2024 and term one 2025).
- The *Calendar of Community Events Proposal* will include, Event Name, Proposed Term/Month, Type of Event (e.g., Fundraising; Community).
- School Council will review and approve proposed events. Each event will be individually reviewed and approved by School Council in accordance with the school calendar cycle.

ROLE OF SCHOOL COUNCIL

- 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 fundraising monies, in the best interests of the school.
- In deciding whether or not to approve fundraising events or activities, the School Council will act in accordance with legal requirements, any relevant Department of Education and Training policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

PLANNING AN EVENT

When organising a school community event, the event coordinator will:

- Stage 1 – Approval in principle
 - Prior to communicating or spending school funds for a major event (e.g. Art For All/Fair), an approval in principle must be submitted to Social Club for endorsement at School Council
 - Consult the “*Process for Organising Community Events*” handbook for information on event planning requirements. The document is located on the school website.
- Stage 2 – Final Approval
 - Submit the *Community Events Proposal and Approval Form* (see appendix) to the Social Club (a school council sub-committee). The Social Club will take the proposal to School Council for review in accordance with the School Council Calendar Cycle.
- Stage 3 – Report back to the Social Club on the progress of the event during planning stages and reflections post event.

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. WorkSafe Victoria has developed guidelines for managing events and the Department of Education has a policy on [Amusement Rides, Attractions and Fireworks](#).
- Ensure all contractors (those who invoice the school) have public liability insurance and Working with Children Checks (WWCC), 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 accurate and in a timely manner.
- Prior to the event, a budget is required to set out the expected costs and revenue, and indicate the GST options available.

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 & 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 licences are provided, if required.



Further Information & Resources

Department of Education policies:

- [Acknowledgement of Traditional Owners and Welcome to Country in Schools](#)
- [Alcohol at School Events](#)
- [Amusement Rides, Attractions and Fireworks](#)
- [Fundraising Activities \(including fetes\)](#)
- [Sponsorship](#)
- [OHS Induction and Training](#)
- [Risk Management – Schools](#)
- [Insurance for Schools](#)
- [Contractors – Insurance and Contract Arrangements](#)
- [Contractor OHS Management](#)

Please see the related school policies posted on the Fairfield PS website:

- Duty of Care Policy
- Volunteers Policy
- Visitors Policy
- Sponsorship Policy

Other resources:

- Darebin City Council – [How to plan your event](#)
- WorkSafe Victoria – [Major events and amusement rides](#)

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website.
- Referenced in a school newsletter.

Evaluation

This policy will be reviewed as part of Fairfield Primary School's annual review cycle in August 2025.

Policy Review & Approval

Policy last reviewed	August 2024
Consultation	Consultation with School Council Policy sub-committee and taken to School Council for noting in August 2024
Approved by School Council & Principal	August 2024
Next scheduled review date	August 2025



Appendix One – Community Events Proposal and Approval Form

Event details (Include date and time)	
Purpose of event	
How will monies raised be used?	
List the sustainability considerations addressed in running this event (e.g., attempts to avoid waste.)	
Submitted by (Coordinator):	Contact details (mobile & email)
Budget Total estimated expenditure: _____ Total estimated revenue: _____ Total estimated fundraising: _____	Detailed budget attached <input type="checkbox"/>
Key Coordinator(s) WWCC required	List with contact details and roles attached <input type="checkbox"/>
Form sent to: FPS Social Club <input type="checkbox"/> School Council <input type="checkbox"/>	Event approved by School Council <input type="checkbox"/>