

## Policy and Procedure Register updates – Summary of changes to Community use of state schools facilities policy and procedure

### 1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations    Audit/review recommendation    Due for review  
 Change of policy/procedure requirements    Other

State school facilities are valuable community assets and when not required by schools for school purposes, should be available for use by communities for activities that do not interfere with the school's teaching and learning programs and provide benefits to the community.

The updated Community Use procedure aims to provide a more current, streamlined framework, including guidelines, checklists and hire agreement forms, to support principals in their decision-making.

These documents take into consideration the ethical and legislative requirements of hiring state school facilities including child safety and human rights.

The amendments to the existing procedure have sought to clarify requirements and processes around a variety of issues including risk assessment, hire agreements, insurances, qualifications, delegations and Blue Card compliance.

### 2. Summary of changes

#### Part 1 – Community Use Policy Changes

The previous Community Use Policy has been amended at p.2 'Principles' to include the following dot point:

- Community users are responsible to ensure the proposed community use is permitted by the local authority and Principals are to seek confirmation of this requirement.

This amendment requires community users to comply with the applicable planning laws to ensure the proposed community use is permitted under the relevant local planning scheme.

#### Part 2 – Community Use Procedure Changes

##### Risk Assessment

The Community Use Procedure has been streamlined to simplify the risk assessment process for Principals and relevant school staff.

Greater responsibility for risk management compliance has been shifted to the community user.

The community user must complete a "community user risk assessment" to ensure all risk information and compliance documentation (e.g. current public liability insurance certificates, blue cards, training certificates, qualifications, etc.) are provided with the application to hire.

The Principal is still required to undertake a risk assessment. However, the onus is on the community user to provide all of the required information at the time of submitting the application to hire school facilities.

##### Hire Agreements

A comprehensive "Community user guideline for hiring school facilities" has been developed and will be provided to potential hirers when an initial enquiry is made.

The onus has been placed on the community user to obtain any necessary approvals and provide evidence upfront for the required documentation thus reducing the administrative workload on school Principals.

P&C Associations

P&Cs are no longer required to supply an insurance certificate of currency. Evidence of P&Cs Queensland affiliation, under the Group Master Insurance Policy arrangements will satisfy the Principal's requirements.

P&C Associations must ensure they have adequate insurance and may need to take out additional insurance cover depending on the nature of the proposed community use activity e.g. amusement ride operators at a school fete.

The P&C Association must contact their own insurers and P&Cs Queensland for all enquiries and assistance about public liability insurance.

Swimming Pool Training Qualifications

The accepted qualifications for swimming pool personnel, including Lifeguard, teaching, supervision and first aid qualifications, have been expanded to include a broader range of training providers with equivalent swimming and first aid qualifications.

Delegations

Information relating to the community use delegations has been updated and simplified.

Blue Card Compliance

Information relating to Blue Card compliance has been updated and refreshed to reflect the current Blue Card compliance framework.

**3. Impacts to roles and responsibilities**

a. Does the new/updated content change staff roles/responsibilities *in any way*?  Yes  No

b. If yes, select the type of change (select all that apply):

Revised responsibilities  New/additional responsibilities  Removed responsibilities

Please refer to section 2 above.

**4. Communication and support for implementation**

Refer to the [Community use of school facilities page](#) (DoE employees only) on OnePortal for more information.

Communications will be released in Term 4 to coincide with the introduction of the policy and procedure, including screensavers, sliders and stakeholder newsletters.

**For further assistance with community use of state school facilities, please contact:**

[Regional Infrastructure Managers](#)

For procurement advice, DoE employees please contact:

- Procurement – Infrastructure Operations: [procurement.facilities@qed.qld.gov.au](mailto:procurement.facilities@qed.qld.gov.au)

For legal advice, DoE employees please contact:

- Legal Services: [advicerequest.legal@qed.qld.gov.au](mailto:advicerequest.legal@qed.qld.gov.au)