OUT OF SCHOOL HOURS SPORTING ACTIVITIES ON SCHOOL GROUNDS

DIOCESE OF WAGGA WAGGA
RATIONAL

The relevant policy documents in Catholic Schools in the Diocese of Wagga Wagga support our schools in meeting their duty of care towards students, staff and visitors who attend school sites and activities on a daily basis.

AIM

When school premises are used after school hours by an outside body such as a sporting organization for activities not organised by the school (staff) the school has a duty of care to the students and the organization to ensure that the premises and equipment (such as goal rings) are in a safe condition.

Accordingly, you should be aware of the organization and activities that are using your grounds "out of school hours" and have obtained information from the organization on public liability, child protection and be aware of the risk assessment that the sporting team or organization has undergone before you allow the usage of your grounds.

PROCEDURE

Schools should not play under the school name, if this happens you will be responsible for public liability and duty of care, as the team will be deemed to be representing the school. The school will then need to provide a teacher to supervise duty of care.

FOLLOW THE CHECKLIST

1. Provide documentation of coaches qualifications
2. Provide documentation of organization public liability insurance.
3. Child protection declaration
4. Details in writing of training times
5. Copy of letter sent to parents in regard to
6. Regular maintenance of grounds.

Attached is a checklist which can be kept on file with copies of the above documentation.

EVALUATION

This policy will be evaluated in 2005.
<table>
<thead>
<tr>
<th>Checklist</th>
<th>Copy attached</th>
<th>Signed</th>
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<tbody>
<tr>
<td>1. Provide documentation of coaches qualifications</td>
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<tr>
<td>2. Provide documentation of associations public liability insurance</td>
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<td>3. Child Protection declaration</td>
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<td>4. Details in writing of training times</td>
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<td>5. Copy of letter sent to parents in regard to training</td>
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<td>6. Teams are not to play under school names</td>
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<td>7. Regular maintenance of grounds (risk management plan completed)</td>
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## Details of Coaches

<table>
<thead>
<tr>
<th>Name of Coach</th>
<th>Qualifications &amp; Experience</th>
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Signed by organization ____________________

Qualifications attached ____________________
Appendix B

Risk Management Planning Form

To be completed by the coach of a team using school premises after school hours. The principal will consider the information in this assessment when determining approval for use of grounds

Type of activity: __________________________________________________________

Location: ____________________________________________________________ (details of area used)

Commencement date and time of activity: ________________________________

Date and approximate time of completion of activity: ______________________

Parents/instructors/coaches: ____________________________________________

Total number of people on activity: ____________ (list of participants attached)

Aims of the activity: __________________________ ______________________

________________________________________________________________

Necessary area to be maintained: ________________________________________

________________________________________________________________

Experience of participants: ____________________________________________

________________________________________________________________

Medications: _________________________________________________________

Method of communication between the team and the school

________________________________________________________________

If an accident occurs what are the steps the coach will follow

1. __________________ ________________________ _________________

2. __________________ ________________________ _________________

3. __________________ ________________________ ________________

4. __________________ ________________________ ________________
