



NON-SCHOOL FUNCTIONS POLICY

1. INTENT

St Margaret's Anglican Girls School acknowledges that it has a supportive and close community and, that from time to time, parents may choose to run a private function which is focussed on a network of parents at the School (for example, parents of a year group may choose to organise a function). This policy seeks to define such functions as private functions that are outside the scope of the School calendar and extra-curricular program and therefore, its risk procedures. Events which are necessary to the work of the school are published in its yearly calendar and are initiated by St Margaret's staff.

2. SCOPE

Functions which fall outside this calendar are regarded as private functions and as such:

- i) The School will not advertise these social functions, events or activities within the School or within the parent community.
- ii) School equipment may not be used in such events
- iii) Members of staff may not attend without express written permission from the Principal. It is unlikely that staff members will be given permission. (Members of staff who are parents attend these events as parents and not in their capacity as representatives of the School).

The School advises parents that those organising the function should ensure security and safety at all times as they are responsible for such events; it encourages organisers to consider public venues which are compliant with Health and Safety requirements and have undertaken the appropriate risk assessments.

If a School endorsed function occurs at the home of the parent, the normal risk assessments as per an excursion and the associated procedures and protocols must be applied.

3. POLICY CHANGES

All organisations, from time to time, initiate policy changes reflecting the needs of the organisations and their community at a particular time.

Review Date: February 2021