



GALEN CATHOLIC COLLEGE

Application for Facility Hire and Facility Hire Agreement

APPLICATION/AGREEMENT

This Application is for the Hire of Galen Catholic College Facilities. Once the application has been assessed and approved, this document will then act as the hire agreement.

DETAILS OF HIRER

CONTACT	
ORGANISATION	
POSTAL ADDRESS	
TELEPHONE	
MOBILE	
EMAIL	
DATE	

INTENDED USE & PURPOSE OF EVENT

SHORT DESCRIPTION:

TIME & DATE/S OF EVENT

Please indicate below, Times and Dates for intended use (including preparation and pack up times).

DAY	START DATE	END DATE	START TIME	END TIME	ADDITIONAL DETAILS

SPECIFIC SETUP REQUIREMENTS

Only if available (Maintenance staff assistance, amenity availability, equipment & furniture requirements etc.).

SHORT DESCRIPTION:

CONDITIONS FOR HIRE

- **Insurance Details**

It is a requirement of Galen Catholic College that Public Liability Insurance for the Hire of any Galen Catholic College facility, be in place. *Please attach a copy of relevant certificate of currency.*

- **Working with Children Check**

It is a requirement of Galen Catholic College that a current working with children check is provided by the person responsible and present for the event of which the facility is being hired for. *Please attach a copy of current working with children check for your event representative.*

- **Child Safe Policy**

Galen Catholic College is a child safe organisation and is committed to child safety at all levels. It has zero tolerance for child abuse and aims to provide a safe, supportive and welcoming environment where all students can flourish. The child safe policy is attached for your reference and must be read and understood, as part of this agreement.

- **Confirmation of Booking**

Galen College reserves the right to accept or refuse any or all Applications for Hire and reserves the right to terminate an agreement at any time, without notice. Applications will be confirmed or rejected by Galen College within (7) business days of receipt of such Application.

- **Payment of Fees**

Where applicable, an invoice will be issued in advance.

- **Parking**

Parking is not permitted via the College Street entrance after 6pm. Parking required after this time is available in the Park Lane and Phillipson Street Car parks.

- **Smoking**

Galen College has a **Smoke Free** policy in all buildings. The Smoke Free policy must be observed.

- **Alcohol and Drugs**

Alcohol and Drugs are not permitted in the facility.

- **Supervision**

The hirer assumes full responsibility during the period of hire for the supervision and control of all its guests, members, staff and visitors.

- **Issues during hire period**

If an issue arises during the hire period, the Property Manager should be contacted immediately on **0428 812 668**.

HIRERS ATTACHMENTS

The following items are attached to this Application (Hirer please tick as appropriate)

- Insurance - Certificate of Currency
- Working with Children Check (*must be provided for the person/s who will be running the event*)
- Other

FACILITY SECURITY

Arrangements have been made with the College Organiser in advance to:

<input type="checkbox"/> YES <input type="checkbox"/> NO	Relevant Keys Issued
<input type="checkbox"/> YES <input type="checkbox"/> NO	Disarm/Arm the Alarm
<input type="checkbox"/> YES <input type="checkbox"/> NO	Lock/Unlock the school gates
<input type="checkbox"/> YES <input type="checkbox"/> NO	I agree to be responsible for ensuring that all doors and windows are closed and locked and that heaters/air conditioners and any other appliances are switched off and that facilities are left clean and tidy.

RELEASE AND INDEMNITY

This Agreement is made between **Galen Catholic College** and

_____ (“Hirer”).

1. The Hirer agrees to pay Galen College hourly amount (e.g. the sum of \$35 per hour for use of the Galen College Stadium) for the use of required facilities.
2. Galen College is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer’s use of Galen College facilities. The Hirer releases Galen College from any claim made against the College arising out of, in connection with or caused by the Hirer’s use of the facilities.
3. The Hirer indemnifies Galen College from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer’s use of the facilities.
4. The Hirer agrees to affect public liability insurance for an amount of not less than \$10 million per occurrence and to provide a Certificate of Currency to Galen College prior to commencement of the hire period. The Hirer agrees to keep the policy in force for the duration of the hire period.
5. The Hirer agrees to reimburse Galen College for the full cost of repairing any damage caused to the facilities during/within the hire period.
6. The Hirer agrees to notify Galen College of all injuries or damage arising out of the Hirer’s use of the facilities within 7 days of becoming aware of the injury or damage.
7. The Hirer acknowledges receipt of the Conditions for Hire of Galen College Stadium and agrees to those conditions.
8. The Hirer acknowledges receipt of the Child Safe Policy and has read and understood the documents as part of this agreement.

I hereby agree to comply with agreement conditions.

HIRER Name/Organisation	
SIGNED	
DATE	
SIGNED On behalf of Galen Catholic College	
DATE	

Please return signed original Application Form for approval in person or via mail to:

Galen Catholic College
P.O. Box 630
WANGARATTA VIC 3676

Or email: admin-enquiry@galen.vic.edu.au

For any clarification on any of the above, please contact *Sandra Smith* on (03) 5723 8312.

CHILD SAFE POLICY

This policy was written to demonstrate the strong commitment of the whole school community of Galen Catholic College leaders, staff, volunteers, students, their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Galen Catholic College is a nurturing community, where Faith and Integrity are at the core of our aspirations.

Galen Catholic College strives to;

- Create a faith-centred and hope-filled community inspired by the teachings of Jesus.
- Provide quality education that challenges, supports and empowers students to explore and reach their full potential.
- Foster an inclusive and safe environment.
- Build authentic partnerships between school, parents and carers and the wider community.

CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION

The staff and volunteers of Galen Catholic College encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us.

*Please refer to **EMPOWERMENT AND PARTICIPATION POLICY***

VALUING DIVERSITY AND INCLUSION

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices.

To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal and Torres Straight Islander students and their families
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of school life

RECRUITING STAFF AND VOLUNTEERS

Galen Catholic College will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require police checks and Working With Children Checks (WWCC) for all staff and volunteers. Our commitment to Child Safety and our screening requirements are included in all advertisements for staff and volunteer positions.

*Please refer to **RECRUITMENT POLICY***

SUPPORTING STAFF AND VOLUNTEERS

Galen Catholic College provides support and supervision to all staff and volunteers so people feel valued, respected, affirmed in their work and fairly treated. We have a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

*Please refer TO **CHILD SAFE STANDARDS - CODE OF CONDUCT***

REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

Our school records any child safety complaints, disclosures or breaches of the Code of Conduct, and store the records in accordance with security and privacy requirements. Our complaints and disclosure processes are outlined and detailed in the following policies and procedures

- **Responding to Suspected Child Abuse Policy**
- **Complaints & Grievances Policy & Complaints Handling procedures**

Galen Catholic College has appointed two Child Safety Officers (Deputy Principal – Staff & Students and the Counsellor Wellbeing Leader) with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

RISK MANAGEMENT

Risk management is an approach that minimises the potential for child abuse or harm to occur. Our Child Safe Risk Management Plan, *which includes a flow chart of all Excursion/Incursion* outlines and details all aspects of risk across our whole school environment with specific activity risk assessments. In addition to our general Occupational Health and Safety (OH&S) risks, we proactively manage risks of abuse and harm to our students.

This policy is reviewed every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

This document shall be reviewed within three years of the date of issue.

Principal: Bernard Neal

Date: June 2016

GALEN CATHOLIC COLLEGE

CHILD SAFETY CODE OF CONDUCT

Central to the mission of Galen Catholic College is an unequivocal commitment to fostering and dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

All staff and volunteers of Galen Catholic College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours

All staff, volunteers and board/school council members are responsible for supporting the safety of children by:

- Adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- Taking all reasonable steps to protect children from abuse
- Treating everyone in the school community with respect
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- Ensuring as far as practicable that adults are not alone with a child
- Reporting any allegations of child abuse to the school's leadership (or safety officer if the school has appointed someone to the role)
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- Reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- If an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

Unacceptable behaviours

Staff and volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- Put children at risk of abuse (for example, by locking doors)
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- Have contact with a child or their family outside of school without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- Have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- Use any personal communication channels/devise such as personal email account
- Exchange personal contact details such as phone number, social networking sites or email addresses
- Photograph or video a child without the consent of the parent or guardians
- Work with children whilst under the influence of alcohol or illegal drugs
- Consume alcohol or drugs at school or school events in the presence of children.

I, _____ confirm I have been provided with a copy of the above Code of Conduct.

Signed: _____

Date: _____