



Banana State School Grounds Policy

This document defines the legal use of the school's grounds.

- Visitors must report to the School Office.
After hours use of school grounds/facilities requires prior approval from the School Office.
Warning: Unauthorised entry may lead to prosecution.
- All community members are asked to use School watch to Look Listen Report.
Phone 13 17 88 or Moura Police 49971 923
- Staff do use the school grounds during and outside school hours to complete work or extracurricular activities.
- Students use the school grounds during school hours; after hours they must request permission from the Principal to use the grounds.
- Visitors and volunteers use the school grounds during school hours; after hours they must request permission from the Principal to use the grounds.
- Contractors and couriers use the school grounds during and outside school hours. A staff member must always be notified of use after hours.
- Students sometimes use the school grounds outside of school hours for projects or extracurricular activities, a staff member will be present on these occasions or a staff member will have spoken with a parent regarding these arrangements.
- Organised third-party users are welcome to use the school grounds outside of school hours if they have made these arrangements with the Principal.
- Casual third-party users are welcome to use the school grounds outside of school hours if they have made these arrangements with the Principal.

It is essential that during school hours, all visitors report to administration before proceeding elsewhere on the grounds. All visitors are required to sign a visitors' book and be issued with a visitor's identification unless they are parents or assisting in the classroom.

For designated parent waiting areas, no identification is required.

When individuals or groups are authorised to use grounds or facilities out of hours, it is important that the conditions of use, including security responsibilities, are adhered to as defined in a signed written agreement. These formal agreements will include security, parking and other relevant information in order to:

- reduce the range of excuses available to those who may otherwise exploit verbal agreements for access
- foster a sense of ownership of the school within the community
- assist with alleviating misunderstandings about the appropriate use of school facilities
- establish the foundation for successful prosecution of offenders.