



## USE OF SCHOOL GROUNDS & FACILITIES POLICY AND GUIDELINES

### RATIONALE

Loreto Normanhurst is responsible for the security and safety of its students, parents, staff and invited visitors when on the school grounds. The grounds and facilities of Loreto Normanhurst are private property and are in use 24 hours per day, 7 days per week.

The grounds and facilities of Loreto Normanhurst are intended for the exclusive use of the school community, with the exception of pre-approved access to other authorised users. Such users are required to leave the grounds promptly upon completion of their approved use.

The school is specifically defined as "inclosed lands" under the *Inclosed Lands Protection Act 1901*. This Act provides a basis for taking action in relation to what is commonly referred to as trespass and allows the Principal to deal with issues such as:

- Entry without lawful excuse;
- Remaining on inclosed lands after a request to leave; and
- Behaving in an offensive manner after a request to leave.

### DEFINITIONS

#### *Authorised users*

- School community: Loreto Normanhurst students, ex-students, staff, parents, prospective students and their parents, members of the IBVM, members of the school's governing body and its committees.
- Other authorised users: community users who have been given permission to use school facilities that have been approved for community use; authorised contractors and suppliers, and other invited visitors.

### PEDESTRIAN ACCESS

The school acknowledges that neighbours of the school access the school grounds occasionally. The school accepts this providing it does not interfere with school activities and the safety of the school community. Access to other areas of the school may be granted on occasion. Enquiries should be made through the school's Business Operations department.

*This policy is published on the School's website and the HR section of the Staff Intranet.*

Version	Approved By	Version Date	Comment	Policy Owner	Next Review Date
1	Leadership Team	February 2008	Original	Chief Operating Officer	2012
2	Leadership Team	2012,2013,2014,2015,2016,2017	Review, no change	Chief Operating Officer	2018
3	Leadership Team	March 2019	Revised	Chief Operating Officer	2020