



*John Purchase Public School  
Parents & Citizens Association  
"Participate and Communicate"*

# John Purchase Public School P&C Event Organiser Handbook

## Purpose

All Parents and Citizens Association, as registered charities, have the purpose of advancing education. The John Purchase Public School Parents and Citizens Association has the specific purpose of advancing education within John Purchase Public School.

As result we organise events to secure funding and other resources to support the work of the charity and achieve this purpose.

But organising these events mandates certain obligations and responsibilities that are transferred to the event organisers. These obligations are defined by organisations such as the Australian Charities and Not For profits Commission, the Australian Taxation Office, the Fair Work Ombudsman, Safe Work Australia, Human rights Commission and the P&C Federation.

In a broad sense, these obligations encompass expectations with regard to:

- Safety for all participants;
- Respect for participants;
- Transparent and secure management of finances;

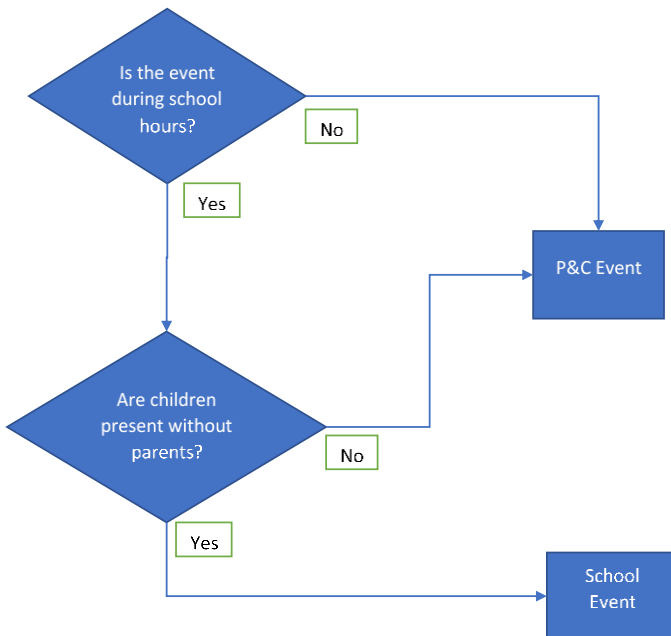
## Audience

The intended audience for this procedure are the JPPS P&C event organisers and volunteers.

## School Event or P&C Event?

The following flowchart helps you determine whether the event should be organised by the school or by the P&C.

**IF** An event is held during school hours **AND** Children require supervision (ie. Sans Parents) **THEN** It is a School Event.  
**OTHERWISE** It is a P&C Event.



## School Event

- The School is responsible.
- The school may invite the P&C to supply volunteers or organise tasks that do not require supervision of children.

If the circumstances indicate that it is a school event, then it is organised by the school. The school will assign a teacher or teachers to organise the event. The teacher or teachers will have complete authority and will be responsible for the supervision of children. The P&C employees or volunteers may be called upon to assist, but follow the direction of the teacher(s) in charge.

### P&C Event

- The P&C is responsible.
- Staff will NOT attend P&C events in any official or supervisory capacity.
- They may be invited and attend as any other member of the public.

### Examples

#### Band Camp:

Since the band camp is operated over 2 school days and children require supervision, it should be an event organised by the school.

JPPS will be organising Band Camp.

The school will request parent volunteers to assist in helping to organise.

#### Band Rehearsals, Band Workshop, Disco:

Is outside of school hours and parents drop their children off to be collected later. It is therefore a P&C event. Parents must leave a contact number where they can be reached in case any issue (disciplinary or welfare) arises. The P&C must take all measures necessary to ensure the safety of our guests.

#### Easter celebrations:

Easter Celebrations will be a school event (During School Hours and Children are present requiring supervision).

The School operates "Easter Celebrations" while the P&C is invited to organise some tasks that do not require supervision of children

The raffle is P&C task (parents are sold raffle tickets)

The morning Tea is P&C task (only parents present)

The Colouring Competition is P&C (P&C organises prizes)

The Easter Hat Parade is School (Children are present and require supervision)

A morning tea:

Is a P&C event (since its organised for parents)

Welcome BBQ

Is outside of school hours. It is therefore a P&C event and teachers are invited to attend as guests. Parents supervise their children.

Mother's Day, Father's Day Breakfasts

Is outside of school hours. Is a P&C event and teachers are invited to attend as guests. Parents supervise their children.

Colour Run

The colour Run, if organised as it was in 2018, held during school hours with teachers present then it would be a school event. The P&C would be invited to run a BBQ and organise fruit.

However if the colour Run was organised on a weekend, then it would be a P&C event. Teachers can be invited but may not supervise. Parents would be responsible for their children.

The Fair

The fair, which was organised for a weekend and teachers were invited to attend would be a P&C event.

## Our Responsibilities

### **Thank you for volunteering to organise one of the JPPS P&C events**

The P&C is inviting members of the public to attend an event organised by the P&C, thus we are required to act with reasonable care and diligence to ensure that the physical and mental wellbeing of participants is our priority.

The JPPS P&C relies on its organisers to:

- Communicate expectations regarding behaviour and respect;
- Ensure Patron Safety
- Meet our Legal Obligations

## All Events

The following responsibilities apply to all events organised by the JPPS P&C:

1. The behaviour expected of all members of the community is outlined in the
  - a. Behaviour Code for Students;
  - b. JPPS P&C Code of Conduct;
  - c. Extra Curricular Expectations;
  - d. Event behaviour expectations.
2. All P&C Association employees and volunteers who have face-to-face contact with children require a WWCC clearance
3. The P&C is responsible for ensuring that we provide a safe environment ensured through the
  - a. Creation and execution of Risk Plans
  - b. Ensuring valid Insurance coverage
  - c. Awareness of Evacuation procedures
4. It is imperative that we advise parents and participants of essential information through our Communication. Notes from previous events can be provided if available.
5. Financial controls are demonstrated in a management of Money Handling

## Supervision

When organising an event, the first question to determine is whether children are in the care of their parents.

Event organisers are called upon to organise events where children are most likely present. It is imperative to understand the P&C may not accept the responsibility of instruction (discipline or education)

for another parent's child. Please refer to the document "Event behaviour expectations" for more details.

We must accept the responsibility of ensuring the safety of all guests (parents and children) that attend a P&C event.

**IF** The child's parent is present **THEN** The parent is responsible for themselves and their children

**OTHERWISE** Parents must provide a contact number which they can be called upon during the time their children is under the supervision of the P&C.

Some examples follow:

<b>Example</b>	<b>Responsibility of Children</b>
Mother's Day Breakfast, Father's Day Breakfast, Twilight Concert, Fair, Education Week	Parents are present and responsible for their children
Disco, Band Competition (Performance and Rehearsals), Band Rehearsals (Note 1)	Parents have left contact numbers

Note 1: Band Rehearsal has a teacher present and on duty: Mr Felton. We should be aware that our obligations change if he is not available. The same is true at the competition when the children are not in the direct care of their parents.

## Expectations

The John Purchase Public School has defined expectations of our guests to ensure a safe and happy environment for our children. This includes the standards of behaviour expected in all NSW public schools encompassing Respect, Safety, Responsibility, Anti-Racism and Anti-Bullying.

These are derived from universal principles such as Respect for Law and Respect for all persons.

No one is perfect and everyone is not always aware of acceptable behaviour. By documenting and distributing and extending the same expectations to our community we are proactively making our community an inclusive and safe place for our children, their families, their teachers and our employees.

The goal is to communicate our expectations to our community regarding conventions that may not have been obvious to them and avoid inadvertent, yet potentially harmful, missteps. More information can be found in the following documents.

1. **JPPS P&C Handbook** (Bullying, aggression and child friendly);
2. **JPPS P&C Code of Conduct** (Respect)

Are you organising an event and planning for children to help organise or fundraise?

3. **Fundraising Policy** (Children and Gambling);

Communication: Flyers, Email and Bag Drops

<http://www.johnpurch-p.schools.nsw.edu.au/p-c/p-c-rules-and-guides>

Events organised by the JPPS P&C should contain the following advisories:

1. JPPS P&C events expect that participants are always respectful and responsible;
2. Children should remain in the area designated for the event for the duration of the event for their own safety;

If parents are present with their children

3. The parent of a child is responsible for their own actions and behaviour and the behaviour and actions of their child and no other;

If parents have left a contact number

4. The JPPS P&C will contact a parent if their child requires attention or discipline;

If food is being sold at the event

5. Parents and Children should remain alert to Allergens

If items are being sold at the event

6. Parents and children should remain vigilant to items that pose dangers to young children

**If parents do not remain at the event, then it is a mandatory requirement that we have a contact number for the parents of all children for events organised by the JPPS P&C.**

Exception Band Rehearsals, Band Competition

Because Mr Felton is a teacher, he is assumed to possess the necessary qualifications to instruct children.

*A conductor who is not a teacher should not be disciplining children.*

## Working with Children Check

**All P&C Association employees and volunteers who have face-to-face contact with children require a WWCC clearance**

Please advise JPPS P&C WWCC Officers of any persons that will have face-to-face contact with children. The JPPS P&C WWCC Officers will advise the results of any necessary WWCC.

## Responsibility Work, Health and Safety

***The JPPS P&C is responsible for ensuring that we provide a safe environment.***

The P&C engage in activities on property that does not belong to them, thus they are required to ensure that our invitation to the public does not place any member of the public at risk of injury or



loss. The onus is on the P&C to ensure that any danger or potential danger within the environment is minimised through an active approach through site and risk management.

This is achieved through our risk documentation. We have existing risk documents for previous events from previous years that may assist you.

Risk documentation must be supplied to the following in advance of the event:

1. Deputy Principal;
2. P&C Federation (via Notification of Events)

### Risk Documentation

**All events organised by the JPPS P&C should produce a Risk Plan. There are no exceptions.**

Since some events are consistent from year to year, the pre-existing Risk Plans are reusable and may only require minor adjustments such as dates or personnel. Event organisers should produce a checklist from the risk plan and show evidence that the checklist was applied through the event.

If a Risk plan does not exist a generic document exists with many risks encountered at JPPS P&C events. This document may be requested from the president.

Event organiser can delete any risks that do not apply to their event, make minor alterations to relevant risks and submit the risk plan.

There are some basic questions that you should work through:

- Have you reviewed the requirements for Working with Children Check?
- What areas may be unsafe for children or families?
- Who will be preparing food and will it be done safely?
- Have you distributed advisories regarding allergens where food and beverages are served?

- Do you have a check list for safe operation of equipment (e.g. BBQ, Toaster, Music, Hot Beverages)?
- Do the volunteers sign in at the office or on a sign in sheet?
- Are volunteers and participants aware of our code of our expectations regarding behaviour?
- Does the area need lighting?
- How will First Aid be managed?

## Submit a Notification of Events form

Where a P&C hosts an event it is important to register the activity with P&C Federation. This is done by completing a Notification of Events form.

A notification of event form should be completed and submitted 14 days prior for any P&C association event. Once submitted a Certificate of Currency is issued by Andrews Insurance for the specific date of the event.

This form needs to be submitted at least 14 days prior to the event to ensure that it has time to be reviewed and checked information supplied.

<https://www.pandc.org.au/noe/>

## Public Liability

While our Risk Plans are present to mitigate the possibility of accidents or injury, it is not feasible to guarantee that someone is not injured. Federal Law requires that Public Liability Insurance is made available to compensate resulting injuries.

1. We have Public Liability insurance coverage for all P&C events. This is obtained through the P&C Federation. This is renewed by one of the JPPS P&C Officers each year during the registration process with the P&C Federation.
2. All P&C Federation affiliates receive public liability cover for 50 million dollars for their P&C Association when they pay their membership.

3. P&C Federation's current insurance policy period is 1 August of the current calendar year through to 31 July of the following year.
4. The Public Liability insurance has been extended to cover events organised before or after school hours (e.g band rehearsals).

**Event organisers organising a JPPS P&C event on a site other than the JPPS grounds should confirm that the site has Public Liability of at least \$20 Million.**

**Contractors organised for events should be requested to supply their Public Liability certificate and be at least \$20M.**

The following table contains examples of which policy applies depending on who was injured and how

<b>Who</b>	<b>Cause</b>	<b>Coverage</b>
Student, P&C Volunteer, Employee, Patron	Site Equipment or facilities	Sites Public Liability
Student, P&C Volunteer, Employee, Patron	All other causes	JPPS P&C public liability
Contractors	Site Equipment or facilities	Sites Public Liability
Contractors	All other causes	Contractors Public Liability

Contractors are not covered by our Public Liability (as advised by P&C Federation Insurance representative through which we acquire Public Liability).

Example:

If students are injured on school grounds due to fault of a JPPS equipment or facilities, then the Department of Education school Public Liability is applied.

## Evacuation Protocol

Organiser of the JPPS P&C event should advise volunteers that they are required to sign in and sign out.

If a JPPS P&C volunteer is on site at the school, during school hours, then they are required to sign in and sign out electronically at the school office.

Otherwise the organiser of the JPPS P&C event should create a sign in sheet that contains the following columns as minimum

Volunteer's Name	Sign In Time	Sign Out Time	Signature

### *Example:*

Parents setting up for band rehearsals (on site, before 8:25 AM) should sign in using a sign in sheet organised by Band Coordinator.

Parents packing up for band rehearsals (on site, after 8:25 AM) should sign in using the office facilities.

## Legislation

New South Wales (NSW)

Act: [Work Health and Safety Act 2011 \(NSW\)](#)

Regulation: [Work Health and Safety Regulation 2017 \(NSW\)](#)

Codes: [NSW Codes of Practice](#)

Regulator: [SafeWork NSW](#)

## Responsibility Finances

All event organisers should make sure that the JPPS P&C meets its financial obligations, manages its finances and operates transparently. For more information refer to

## **“JPPS P&C Cash Handling Guidelines”**