

## 6.4 Shared Facilities Policy

### Policy Statement

The service actively strives to protect the rights, dignity and safety of all people and groups with whom they share facilities. Management will implement effective strategies that promote collaborative partnerships and respectful shared facility arrangements with the community that apply to its operations and program.

### Procedures

The shared facility arrangements shall be clearly articulated within the service agreement between the school or other community group as applicable, and will include information surrounding:

- Communication with regard to the shared arrangements
- The storage and setting-up or packing-away arrangements for equipment and materials used in the shared space
- The accessible entries and exits to the shared space by the service including emergency exits
- Evacuation and lockdown procedures for shared facilities
- The accessible amenities to be used by the service and those available to the public
- Telephone access whilst using the shared space
- Cleaning and maintenance requirements
- Security and closing procedures for the shared space detailing service and public responsibility; and
- Communication strategies for external users of the shared facility.

### References

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- Family and Child Commission Act 2014
- NQS Area: 2.3.1, 2.3.2; 3.1.3; 3.2.1; 7.1.1, 7.1.2; 7.3.4.
- Policies: 4.4 – Preventative Health and Wellbeing, 6.1 Space and Facilities Requirement, 6.2 – Provision of Resources and Equipment, 6.3 – Workplace Health and Safety.

| Date of Development | Reason for Modification | Date Ratified | Date of Review |
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