



# Loreto College

## Coorparoo

### **GUIDELINES FOR HOLDING REUNIONS AT PRIVATE RESIDENCES**

#### *Background*

From time to time, alumni of Loreto College Coorparoo wish to hold functions, such as reunions, at private residences to which fellow Loreto past pupils are invited. These functions are held in a spirit of community and aim to build links and relationships with others.

In light of tragic events which occurred at such a function for another Brisbane independent school in recent years, the College is aware that there can be risks associated with holding such events and that potential liability could arise for the College and others.

#### *College Position*

The College is supportive of functions and activities which help foster community and encourages engagement in such activities. The College is also committed to ensuring safe environments exist and procedures are followed to help minimise risk and protect members of our community.

In an endeavour to achieve the College's position, it is preferred that, wherever possible, reunions are held away from private residences with the aim of potentially reducing risk and removing liability from the College and members of our community. Alternative venues could include the College's premises and commercial premises such as restaurants, hotels and the like. If members of the community wish to use the College's premises, prior approval from the Principal is required and function organisers will be required to comply with directions from the Principal and/or Business Manager in relation to issues such as security, alcohol, noise etc.

While the College prefers for functions not to be held at private residences, we recognise that our alumni community are legally able to hold such events. Advice from the College's insurers (Catholic Church Insurances Ltd - CCI) is that indemnity under the Public Liability policy would extend to any such events that are operated in connection with or sanctioned by the College. CCI advises also that details of a proposed event should be provided to the College and if the College considers that the event is inappropriate it should inform the organisers that the event must not take place, at least not as a College sanctioned event. It was recommended also that the College should ensure that risk assessments are carried out to minimise any safety hazards at any approved event.

In order to comply with the advice of CCI, if a past pupil wishes to hold a College sanctioned event at their private residence and is seeking approval, application is to be made through the College for subsequent consideration by the Development Office and the Principal. It will be a requirement that, prior to the Principal approving such an event to be held, the College's Facilities Manager and WHS

Advisor visit the premises to undertake an initial assessment of the site in terms of its appropriateness for the function or to advise if, in his opinion, there is need for any further professional assessment of the site. The costs associated with any such further professional assessment will be borne by the owners of the premises.

Written: February 2013

To be reviewed: February 2015