

AP 535 – School Based Events Appendix A

Guidance for School Events

CATEGORY A (School Events – Internal)	CATEGORY B (School Events - External)
Events in this category meet <u>all</u> the following criteria: • Held for invited school staff, students and parents only • Organized and supervised by school staff • Controlled environment with formal supervision for duration • No high-risk elements or 3rd party-provided equipment or activities Examples: Pancake Breakfast, Welcome Back BBQ, School Fun Day	Events in this category meet <u>one or more</u> of the following criteria: • May have been advertised to the public, or public invited • Have some higher risk elements from 3rd parties (ie mechanical rides, climbing walls, animals). Note: please see district guidance regarding inflatables and animals. • Less structured environment, more informal school staff supervision Examples: School BBQ, Grade 12 Graduation Event, Food Trucks
CATEGORY C (PAC-sponsored events)	CATEGORY D (Unsanctioned events)
Events in this category meet <u>both</u> the following criteria: • Are organized, advertised and run by PAC • Have been approved by school And meet <u>one or more</u> of the following criteria: • May be an uncontrolled environment, and supervision (if any) is provided by PAC and/or parent volunteers, and/or 3rd party providers • May have some higher risk elements from 3rd parties (ie mechanical rides, climbing walls, animals) Note: please see district guidance regarding inflatables and animals. • May serve alcohol (please refer to AP 547) Examples: Carnival or Fair, Casino, Auction	Events in this category meet <u>all</u> the following criteria: • Are organized and run by parents • Do not require/have school approval • Are not promoted or advertised by the school • Do not require/have PAC approval • There are no school staff participating • There are no PAC members participating in the role of a PAC member • Do not take place on school or district property

Category A: School Events – Internal

Insurance

- Event needs to be approved by the school administrator
- WVS (district and participating staff) are covered by SPP against liability claims
- Incident reports must be filed with SPP if an accident occurs
- School staff need to supervise the event
- Supervising staff are covered by Worksafe BC against personal injury
- Participants must rely on their own insurance for personal injury

Space

- If your event occurs outside of regular school hours, please check in with our rentals clerk to ensure there are no space conflicts
- School events will always take precedence over outside rentals
- Please reach out to facilities if you need special equipment or additional custodial service

Food Service

- If treats are served, please ensure a staff person trained in Foodsafe Level 1 is on site for the duration of the event

Category B: School Events – External

Insurance Considerations

- Event needs to be approved by school administrator
- WVS (district and participating staff) are covered by SPP against liability claims
- Incident reports must be filed with SPP if an accident occurs
- School staff need to supervise the event
- Supervising staff are covered by Worksafe BC against personal injury
- Participants must rely on their own insurance against personal injury
- Administrators should vet 3rd party contracts with the district Purchasing department.
- 3rd party providers must provide proof of liability insurance: minimum \$5m per occurrence; WVS named as an Additional Insured
- 3rd party providers need to provide a valid copy of their Technical Safety BC operating certificate for all rides
- 3rd party providers need to rely on their own insurance against liability claims, property and security loss; they aren't covered by SPP

Space

- If your event occurs outside of regular school hours, please check in with our rentals clerk to ensure there are no space conflicts
- School events will always take precedence over outside rentals
- Please reach out to facilities if you need special equipment or additional custodial service

Food Service

- If treats are served, please ensure a staff person trained in Foodsafe Level 1 is on site for the duration of the event
- Events serving food to the public need a temporary events permit from Vancouver Coastal Health
- Food trucks should confirm they are self-sufficient and don't need any assistance from district facilities
- Food trucks should have a business license

Category C: PAC-sponsored Events

Insurance Considerations

- Event needs to be approved by the school administrator
- WVS (district, school staff and PAC members and volunteers) are covered by SPP against liability claims
- The event needs to be supervised by PAC members/parent volunteers/3rd party providers
- PAC must inform school staff if an accident occurs
- School must file an incident report with SPP
- Participants must rely on their own insurance against personal injury
- SPP does not insure PAC property & securities so PACs need to carry their own insurance
- 3rd party contracts must be vetted with the district Purchasing department.
- 3rd party providers must provide proof of liability insurance: minimum \$5m per occurrence; WVS named as an Additional Insured
- 3rd party providers need to provide a valid copy of their Technical Safety BC operating certificate for all rides
- 3rd party providers need to rely on their own insurance against liability claims, property and security loss; they aren't covered by SPP

Planning

- PACs should consult with school administration when planning their event
- Please submit newsletter notifications and publicity for the event to the district's Manager of Finance prior to release
- If tax receipts are anticipated, please check in with the district's Manager of Finance to review eligibility guidelines, and **review the PAC Treasurer's handbook**, prior to publicizing your event

Space

- If the event occurs outside of regular school hours, please check in with the district's rentals clerk to ensure there are no space conflicts
- Please ask the school administrator to reach out to the district's facilities department if special equipment or additional custodial service is required

Food Service

- If treats are served, please ensure a staff person trained in Foodsafe Level 1 is on site for the duration of the event
- Events serving food to the public need a temporary events permit from Vancouver Coastal Health
- Food trucks should confirm they are self-sufficient and don't need any assistance from district facilities
- Food trucks should have a business license

Category C: PAC-sponsored Events Continued

Silent Auctions

- **Please refer to our PAC Treasurer's Handbook for details**
- Not all donations are eligible for tax receipts
- Fair market value of eligible items must be established to qualify for a tax receipt
- Donations must be reviewed by the Manager of Finance to determine eligibility and value
- Tax-receipt eligible funds raised at events must be held in trust by the school district

Gambling Events

- **Please refer to PAC – Treasurer's Handbook for details**
- PAC needs a license
- Proceeds need to be held and managed by the PAC
- Disbursements of proceeds must directly enhance student extracurricular activities
- Minors can't sell tickets unless PAC has Class B license
- School district and staff can't participate or assist in the operation of any type of gaming, including raffles.

Examples: Casino nights, raffles,

Category D: Unsanctioned Events

Insurance Considerations

- Unsanctioned events are not considered to be school, PAC or district events, and don't require school, PAC or district approval
- Event organizers aren't covered by SPP and need to rely on their own insurance against liability claims
- Event organizers need to rely on their own insurance against property and security loss
- Event organizers and participants need to rely on their own insurance against personal injury
- Any 3rd party contracts must be made in organizer name, not school or district

Planning

- School communications (newsletters, etc.) shouldn't be used to publicize these events

Space

- School sites are not available, through rentals or otherwise, for non-sanctioned events
- Rental contracts must be made in organizer name, not school or district
- Supervision must be provided by organizers