



External Hire and Use of School Premises Policy

Introduction:

This policy should be read in accordance with the Department of Education's Guidelines on the Use of School Buildings outside of School Hours 2017 and Circular letter Prim 16/05. The Department of Education and Skills encourages the granting of use of the school buildings by 3rd party/community groups outside of school hours, while recognising that the decision ultimately rests with the Board of Management of the school.

Relationship to School Ethos:

St Patrick's BNS strives to provide a child friendly, secure environment catering for all the needs of all students as far as is practicable. In support of our child-centred and holistic orientation, the school offers its facilities as a venue for after school enrichment activities that contribute to a well-rounded educational experience for the children of the school. Likewise, the practice of having after-school activities in the school facilitates links with the community. The nature of after-school activities must be in keeping with the general ethos and with the professional standards of the school. All school policies apply during after-schools activities. These policies include the Healthy Eating, Child Safeguarding, Code of Behaviour/Anti Bullying, Health and Safety, Acceptable Use Policy and Special Educational Needs.

After school-hours use of the school premises for whatever purpose is dependant on **compliance with the following directions** and with the approval of the Board of Management:

1. Evidence of appropriate insurance including public liability must be provided in writing to the Board of Management.
2. A child protection policy must be provided where children are involved with the use of the school. The school will also make available its own Child Safeguarding Statement and request compliance with Children First Guidelines.
3. All persons who work with children are required to be Garda vetted. School requests copies/proof of garda vetting from all persons working with children on the school grounds.
4. The school will make available to the organisation/group, a copy of its own Health and Safety Statement and all relevant policies, and request compliance with the same.
5. While the provider uses the venue, the name of the school cannot be used as (part of) the Club name.
6. A licence must be signed and agreed to by the Board of Management and any third party using the school

Application:

1. Third parties interested in offering an after-school activity should contact the principal by 1st June in the year preceding the next school year. The decision on approval at the June Board meeting rests with the recommendation of the principal and the senior management team.

2. The basis of approval will include:

→ that an applicant is able to provide a quality after-school activity in a safe environment, and that the Board is fully indemnified for the operation of these activities.

→ that there is adequate availability of space

→ the nature of the club and the range currently offered

→ the day/frequency of the activity

→ the impact on school infrastructure

Duty of Care:

1. In the interest of Health and Safety, there will be a minimum 2 adults per club, which will increase to 3 adults when there are over 30 pupils.

2. Providers should have details of any allergies or medical needs of pupils in their care, and be aware of action required if necessary e.g use of epipe

Fee:

A contribution towards the running costs of the school will be agreed between the school and the provider, and paid by bank transfer to the school at the start of the year.

The fee to attend the activity will be paid by parents to the provider by electronic transfer at the start of each term. Receipts will be issued by the providers.

Ideally, the fee should be paid by the parent/guardian to the provider by electronic payment at the start of the school year. Payment should not be made by pupils.

General Guidelines for External Groups***Timing of activities:***

Providers should draw up a time-table for each term to include the dates, start-time and end-time of the activities. Parents should be given a copy of this timetable at the beginning of the term. A copy of this timetable will also be provided to the cleaning staff to assist them in their work.

After-school activities should not be time-tabled during the following periods:

- During the week before the Christmas holidays
- During the week before Summer holidays
- The last day of term or half-term

The school reserves the right to use the hall/room at any time for its own purposes, should the need arise. The school also reserves the right to discontinue the use of the hall/room at any time for any specific reason.

Communication :

1. The provider should keep a list of all pupils, including contact phone numbers and alternative contact details.
2. It is the duty of the provider to notify parents of the start/finish times, cancellation or rescheduling of after-school activities. It is expected that the provider will use their own email account or have a mobile phone for this purpose.
3. At the commencement of the school-year, the club organiser may contact the P.A with the name and day of the club, and contact details. The PA will share a list with parents by whatsapp of all proposed after-school activities. This should facilitate parental choice and help with planning of after-school provision. Parents may then apply to the individual provider for a place.

Arrival and dismissal of children

1. It is the responsibility of the provider to ensure that children arrive safely at the venue of the activity and are supervised at all times until they are dismissed.
2. All pupils attending external after-school clubs will be collected from their class-lines by a club teacher/instructor.
3. At the end of the after-school activity, children will be returned to a designated point where they will be collected by their parents or make their own way home, as agreed *in writing* with parents.
4. Children should not be allowed to leave the building in advance of the end of the activity, and should never travel through or leave the school building unaccompanied.

General Responsibilities:

The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:

1. Reporting and repairing any damages to property or facilities
2. Turning off lights and unplugging equipment on leaving the premises
3. Returning equipment and furniture to proper storage point
4. Re-arranging classroom furniture
5. Any necessary cleaning
6. Where applicable, opening up or locking up the school building and grounds

Ratification and Review:

This policy was ratified in October 2021, and will be reviewed in 2022.

Signed:

A rectangular box containing a handwritten signature in black ink that reads "Anne Looney".

Prof. Anne Looney
(Chairperson)

A rectangular box containing a handwritten signature in black ink that reads "Natasha Bassett".

Ms. Natasha Bassett
(Principal)

Appendix 1

APPLICATION FOR EXTERNAL USE OF SCHOOL ROOM/FACILITIES

1. ORGANISATION DETAILS

Name of Association/Group:

Address:

Tel no:

Contact name and address:

Tel no:

2. FACILITIES REQUIRED

Facilities/room required:

Purpose:

Date/s required:

Time/s:

Name and address of persons who will be in charge: (minimum two)

3. INSURANCE DETAILS

Name and address of insurance company:

Policy number:

Expiry date of policy:

proposed number of children:

4. DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION/BODY I/We agree to the conditions governing the use of School Property as specified in the EXternal Hire of School Premises Policy. I authorise the School to make such enquiries, as it deems necessary in connection with this application.

Signed: _____

Date: _____

APPROVAL OF APPLICATION

Use of school facilities sanctioned (dates and times):

The original insurance certificate has been inspected and a copy has been retained for School records.

A copy of the approved application has been given to the Applicant together with a copy of the approved conditions in relation to the use of school premises by outside bodies.

SIGNED: _____

Patron and/or Property Owners/Trustees

