



St. Patrick's National School, Drumcondra, D09 XH52

Scoil Phadraig, Droim Conrach, Ath Cliath D09 XH52

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Charity number:20116453**

Policy on the Hire and Use of School Premises

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 Prim16/05. The Department of Education and Skills encourages the granting of use of the school buildings outside of school hours, while recognising that the decision ultimately rests with the Board of Management of the school.

The Board of Management of St Patrick's National School wishes to encourage and facilitate the development of quality after-school activities in the school, which will assist the school to provide a wide range of enrichment activities to the pupils of our school..

Relationship to School Ethos:

St Patrick's National School strives to provide a child friendly, secure environment catering for all the needs of all pupils 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 experience for the pupils of the school. 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 Healthy Eating, Child Safeguarding, Code of Behaviour/Anti Bullying, Health and Safety, Acceptable Use Policy and Special Educational Needs.

The guiding principles for the operation of clubs also apply for the operation of camps.

The Department of Education's Summer Programme for pupils with complex needs in mainstream and special classes, and for those at greatest risk of disadvantage, will be prioritised in the Summertime.

Aims and Objectives:

This policy is designed to inform the development of after-school activities in a planned, co-ordinated and structured manner and to ensure that there is consistency across all such activities

To this end, this policy is required for the following reasons:

1. To ensure that principles of child protection, safety and inclusiveness guide all after-school clubs
2. To ensure that after-school clubs are organised and run in a structured, consistent and fair manner
3. To inform management and after-school club leaders of their roles and responsibilities; and
4. To inform parents/guardians about the procedures, role and responsibilities pertaining to after-school clubs.

Operation:

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. Compliance by all club providers with the School's Child Safeguarding Statement and Children First Guidelines. A child protection policy must be provided by external club providers, and the school will also make available its own Child Safeguarding Statement.
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. Compliance with the school's Health and Safety Statement. The school will make available a copy of its own Health and Safety Statement and all relevant policies, and request compliance with 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 club providers. Licences require review and renewal annually.

Applications to operate after-school activities:

1. Potential club providers who are 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 Board meeting, rests with the recommendation of the principal and 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
 - that staff applicants have demonstrated an overall contribution to the spirit of the school
 - that, in the case of staff providers, there is a range of staff involved in offering clubs

Duty of Care:

1. In the interest of Health and Safety, there will be a minimum 2 adults per club (i.e per room), 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 epipen.
3. Staff providers are reminded that their primary responsibility as teachers in St Patrick's National School lies with the children in their class/care. Teachers must discharge their duties and responsibilities fully to these children before proceeding to after-school activities, and preparation for after-school activities should take place outside school teaching time.

Fee:

1. Payment should be made by the parent/ guardian by electronic payment to the Provider (organising teacher) at the start of the term.
2. Receipts will be issued by the providers.
3. Only in exceptional circumstances, where families do not have access to a bank account, cash payments can be facilitated. In this circumstance, payment should be made by the parent/guardian, not the child.
4. 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 each term.

Overhead charges applicable to external clubs are not applicable to staff-led after school activities.

General Guidelines for Clubs

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 to avoid uncertainty and confusion.

A copy of this timetable will also be provided to school management, to help assist the cleaning staff 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 timetable for staff led clubs should take account of school closures, staff-meetings, parent-teacher meetings, Croke Park hours and, where appropriate, Middle-Management meetings.

In order to ensure the smooth running of activities, all after-school activities led by staff will commence at 2:25pm (based on classes finishing at 2:20pm).

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. The school reserves the right to identify classrooms at the start of the school year for after-school use

Communication :

Initial notification of information of clubs/camps will be sent through the schools's administration system, Aladdin. Thereafter, all communication will be shared by the provider. The initial sharing of information will facilitate parental choice and help with planning of after-school provision. Parents may then apply to the individual provider for a place.

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, not the schools administration system (unless there is an urgent need).

The provider should keep a list of all pupils, including contact phone numbers and alternative contact details.

Arrival and dismissal of children

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.

At the end of the regular school day, children shall leave the school building in the normal manner. All pupils attending after-school clubs will be collected from their class-lines or classroom door (junior infants) by a club teacher/instructor.

Where staff providers are completing their duties by releasing their class, pupils who attend a staff providers club will wait at an agreed designated point in the yard until the teacher collects them. While waiting they will be supervised by a staff member(s) who does not have responsibility for releasing a class.

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.

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 club provider present on behalf of the group/individual hiring the school is responsible for:

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

Ratification and Review:

This policy was ratified in October 2021 and reviewed in 2024. It will be reviewed in 2026, or sooner if deemed necessary.

Signed:



Prof. Anne Looney
(Chairperson)

Date: 16 April 2024



Ms. Natasha Bassett
(Principal)

Date: 16th April 2024

Appendix 1

APPLICATION FOR EXTERNAL USE OF SCHOOL ROOM/FACILITIES	
1. ORGANISATION DETAILS	
Name of Association/Group	
Address	
Contact name and address	
Telephone no:	
2. FACILITIES REQUIRED	
# Facilities/room required	
Purpose:	
Date/s required	
Days and Time/s required	
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	
<p>I/ We agree to the conditions governing the use of School Property as specified in the Hire of School Premises Policy. I authorise the School to make such enquiries, as it deems necessary in connection with this application.</p> <p>Signed: _____</p> <p>Date: _____</p>	
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	