

San Carlo J.N.S.

Policy re Hire and Use of School Premises by outside Groups 2018

External group use of the school premises for whatever purpose is dependant on compliance with the following directions:

1. Evidence of appropriate insurance including public liability is provided in writing to the Board of Management (unless the BoM agrees alternative arrangements).
2. Evidence of Garda Vetting must be in place.
3. The nature of the activities for which the school is hired is in keeping with the general educational aims and/or ethos of the school.
4. The standard and quality re-organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
5. Where it applies, the quality of care towards and responsibility shown to children involved in specific activities is in keeping with that of the school.
6. The supervision of children attending extra curricular activities is the responsibility of the teacher/instructor present on behalf of the group/individual hiring the school. This includes the supervision and care of the pupils waiting beforehand and waiting to be collected afterwards.
7. Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
 - a. Starting/finishing dates and times
 - b. Cancellations, re-scheduling etc
 - c. A contact phone number should be provided to parents
8. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
 - Ensuring that the school's no smoking status is upheld
 - Turning off lights
 - Returning equipment and furniture to proper storage point
 - Re-arranging classroom furniture
 - Any necessary cleaning
 - Setting the alarm system and locking the school
9. The agreed school hire charges are paid by cheque / by a single annual instalment.
10. The school reserves the right to use the hall/room for its own purposes, should the need arise.
11. The B.O.M. will periodically review the hire of the school premises.

Signed: Catherine Allis, Chairperson B.O.M.

Date 21.02.2018

Signed: Catherine Diggins, Principal

Date 21.02.2018