

<b>Approved Date:</b>	<b>21/11/2016</b>
<b>Review Date:</b>	<b>21/11/2018</b>

### **Hire and Use of School Premises Policy**

**Rationale & Aim:** The aim of this policy is to ensure the safety of the patrons both requesting the use of the school premises and those attending the extracurricular activities. It is also imperative to the protection of school property.

External group 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 (unless the BoM agrees alternative arrangements).
2. A child protection policy must be provided where children are involved with the use of the school.
3. Written confirmation that instructors/teachers have completed the Garda Vetting procedures must be provided to the school where children are involved with the use of the school.
4. The nature of the activities for which the school is hired must be in keeping with the general educational aims and/or ethos of the school. The ethos of Scoil Cholmcille encompasses collective attitudes, beliefs, core values, traditions, aspirations and goals. Scoil Cholmcille is a Catholic school and thus the school aims at promoting the full and harmonious development of all aspects of the pupil, including his/her relationship with God, with other people and with the environment.
5. The standard and quality as regards organisation, discipline and instruction (where it applies) must be in keeping with the professional standards of the school.
6. Where it applies, the quality of care shown to children involved in specific activities must be in keeping with that of the school.
7. The supervision of children, at all times, attending extracurricular 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.
8. 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
9. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
  - Ensuring that those attending the extracurricular activities park correctly and safely. Parking is allowed at the school premises only and not at neighbouring houses.
  - Ensuring that the school's no smoking status is upheld

- Reporting and repairing any damages to property or facilities
  - Turning off lights on leaving the premises
  - Returning equipment and furniture to proper storage point
  - Re-arranging classroom furniture
  - Any necessary cleaning
  - Setting the alarm, locking up the school building and grounds
10. The agreed school hire charges are paid by cheque to 'Scoil Cholmcille' or in cash. Other financial arrangements may be agreed should the Board of Management see fit.
11. The school reserves the right to use the room at any time for its own purposes, should the need arise. The school also reserves the right to discontinue the use of the room at any time for any specific reason.
12. The Board of Management will periodically review the hire of the school premises.

On behalf of \_\_\_\_\_, I have read this policy and accept all these conditions.

We/I wish to hire the school premises from \_\_\_\_\_ to \_\_\_\_\_ (times) every \_\_\_\_\_ (days).

Signed on behalf of group: \_\_\_\_\_

Date \_\_\_\_\_

Chairperson, BoM: \_\_\_\_\_

Date \_\_\_\_\_