

Scoil Mhuire gan Smál, Cill Choirle



# Hire and Use of School Premises Policy

## Document Details

Name of Document: Hire and Use of School Premises Policy

Date Developed: Dec 2022

Signed by

Date Reviewed:

Chairperson: *Geraldine Kelly*

Ref Code:

Principal: *Donna Kirby*

Edition:

Date commenced: *28/11/2022*

## **1. Policy Statement**

The Board of Management of Scoil Mhuire gan Smál of Plaster, Kilkerry are responsible for ensuring the appropriate use of the property and facilities of the school, and that access and use is primarily for school-related activities.

## **2. Policy Purpose**

To provide guidance on the appropriate use of school property and facilities, and the management of approved access by third parties.

## **3. Policy Scope**

This policy applies to all students, outside agencies and individuals.

## **4. Access to School Property**

1. The Board of Management reserves the right to change/cancel the use of the school hall/facilities by outside organisations/groups at any time. In such an instance, the Board of Management will endeavour to give notice in writing at least one week in advance.
2. In the event of unforeseen circumstances, where the school hall and/or facilities are urgently required by the school, the school will notify the third party at the earliest opportunity of the non-availability of the school premises on that date.
3. Scoil Mhuire gan Smál Parents' Association shall be granted access to the school hall/facilities for Parents' Association events by prior arrangement with the Board of Management/Principal.
4. The Board of Management reserves the right to refuse /discontinue the use of the school hall/facilities to organisations/groups as deemed appropriate by the Board.

## **5. Procedures**

External group use of the school premises is dependent on compliance with the following directions and with the approval of the Board of Management:

1. A request in writing for the use of the school property, outlining the purpose of the event/activity, the duration, supervision being provided, and the persons responsible for organising the event/activity.
2. Evidence of appropriate insurance including public liability must be provided in writing to the Board of Management (unless the BoM agrees alternative arrangements).
3. A child protection policy must be provided where children are involved with the use of the school.

4. 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.
5. 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.
6. The standard and quality as regards organisation, discipline and instruction (where it applies) must be in keeping with the professional standards of the school.
7. Where it applies, the quality of care shown to children involved in specific activities must be in keeping with that of the school.
8. 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.
9. 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
10. 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
  - 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
  - Where applicable, ensuring that the exit door used is closed securely, setting the alarm, locking up the school building and grounds
11. The agreed school hire charges are paid by cheque to 'Kilkerry National School' or in cash. Typical hourly rate is €\_\_ per hour or €\_\_ for 2 hours. Other financial arrangements may be agreed should the Board of Management see fit.
12. The Board of Management will periodically review the hire of the school premises.