

# Hire and Use of School Premises by Outside Groups

## Rationale:

This policy was drawn up in May 2012 to meet with enquiries from outside groups regarding use of the school premises and yard. Updated February 2020, May 2022. Current review, April 2024.

The Board of Management has implemented the following policy for use of the school premises/yard by external groups for whatever approved purpose. External groups must comply with the following conditions and directions:

1. Provide a copy of the details of the appropriate insurance including public liability to the Board of Management The Insurance policy must meet the requirements of the BOM. Only members of the group covered by the groups insurance may use school premises.
2. Any person/s hiring the premises must provide proof of Garda vetting where appropriate if working with children.
3. The names of those in the group using the school premises shall be provided to the school authorities in advance of use.
4. 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.
5. The standard and quality re-organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
6. 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.
7. The supervision of children attending extra curricular activities is the responsibility of the adult/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. Parents will be made aware that the activity is not run by the BoM and that the BoM are not responsible for the person or the organisers of the event. If a leaflet or other advertising of the event is issued, it will be made clear that the event is independent of the BoM. The issue of Garda Vetting should be raised and the organisers informed that this is best practise. Garda vetting is required for all activities involving children.
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
  - Turning off lights
  - Returning equipment and furniture to proper storage points

- Restoring classroom furniture to its proper order.
- Any necessary cleaning
- Setting the alarm system and locking the school ensuring the security of the school properties

11. The agreed school hire charges are paid by cheque to Scoil Mhuire Clondra as agreed with the Board of Management.
12. The school reserves the right to use the hall/room for its own purposes, should the need arise. School activities and requirements take precedence at all times in relation to use of school premises and properties.
13. The BOM will periodically review the hire of the school premises.

**REVIEW:** The Board of Management will review this policy every 3 years or earlier if necessary but at latest April 2027.

### **RATIFICATION**

This policy was ratified on \_\_\_\_\_

Signed: \_\_\_\_\_

Ms Mary Duignan, Chairperson, Board of Management, Scoil Mhuire, Clondra.