



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV

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Hire and Use of School Premises Policy

External group use of the school premises for whatever purpose is dependant on compliance with the following directions. (*Activities **organised by the BoM** are covered by the school insurance; therefore activities **approved** by the BoM (**not** organised by it) require the user to take out their own insurance*).

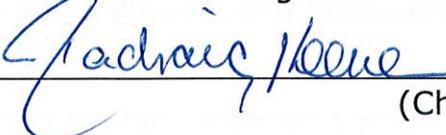
1. Evidence of appropriate insurance including public liability is provided in writing to the Board of Management (unless the BOM agrees alternative arrangements).
2. The nature of the activities for which the school is hired is in keeping with the general educational aims and/or ethos of the school.
3. The standard and quality of organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
4. Where it applies, the quality of care towards children involved in specific activities is in keeping with that of the school.
5. 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.
6. Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
 - a. Starting/finishing dates and times
 - b. Collections of monies
 - c. Cancellations, re-scheduling etc

- d. Contact details must be provided to parents
7. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
- 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
 - Ensuring that the school's no smoking status is upheld
8. Persons / groups hiring school facilities must be aware of their responsibilities under health and safety legislation and specifically with the Health & Safety Policy of the school.
9. Persons / groups hiring school facilities must be aware of their Child Protection responsibilities if working with children, and provide the school with a copy of their Garda vetting document.
10. All activities carried out on school properties must comply with all legal and taxation legislation.
11. The agreed school hire charges are paid by cash, cheque or by direct bank transfer to 'St. Francis NS '.
12. The school reserves the right to use the hall/room for its own purposes, should the need arise.
13. The BOM will periodically review the hire of the school premises.

Timeframe for Review: ^{April} ~~February~~ 2024

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Ratified by the Board of Management on 28/6/2021 (Date)

Signed:  (Chairperson, Board of Management)