



Powerstown Educate Together National School

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Hire and Use of School Premises by outside Groups Policy

This policy has been formulated by Powerstown ETNS to provide the BOM and community groups with clear guidelines on the use of school building.

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Policy Introduction

Powerstown Educate Together National School readily makes the school premises available for use by community groups outside of school hours. PETNS benefit from the improved relationship with the wider community by permitting the use of the school by external groups. Being linked in effectively with the local community assists the school to provide a wider curriculum and range of co-curricular activities to our pupils and community members.

The Department of Education and skills through [Circulars 16/05 and 18/05](#) encourage the granting of such use where possible, outside of school hours, while recognising that the decision ultimately rests with the Board of Management of the school.

Requirements for Compliance

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

- 1. Nature of activities:** 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.
- 2. Provide the school with Insurance Indemnity Form:** Evidence of appropriate insurance including public liability is provided in writing to the Board of Management (unless the BoM agrees alternative arrangements).
- 3. Child Protection Policy:** Powerstown ETNS request a copy of organisation/groups Child Protection Policy. PETNS will present the organisation/group with a copy of its own Child Protection Policy and request compliance with Children First Guidelines. This is referred to in lease agreement.
- 4. Garda Vetting of staff working with children:** All persons who work with children are required to be Garda vetted. School requests copies/proof of Garda vetting from all persons working with children on the school grounds.
- 5. Health and Safety Statement:** PETNS will present the organisation/group with a copy of its own Health and Safety Statement and request compliance with same. This is referred to in lease agreement
- 6. Sign a lease:** A lease must be signed and agreed to by Board of Management and any third party using the school.

Guidelines for external community groups

- External groups must guarantee that the standard and quality re-organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
- 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.
- 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.
- Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
 - Starting/finishing dates and times
 - Cancellations, re-scheduling etc
 - A contact phone number should be provided to parents
- The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
 - Ensuring classrooms/hall is left in condition it was received
 - Ensuring that school property/property of staff/property of pupils is not disturbed in any way
 - Ensuring that the school's no smoking status is upheld
 - Turning off lights / electronic equipment
 - Returning equipment and furniture to proper storage point
 - Re-arranging classroom furniture
 - Any necessary cleaning
 - Ensuring school is secure in line with lease agreement
- The agreed school hire charges are paid as outlined in lease
- Leases require review and renewal annually
- The school reserves the right to use the hall/room for its own purposes, should the need arise.
- The BoM will periodically review the hire of the school premises.

Ratification

Ratified by the Board of management in September 2015