



HIRE AND USE OF SCHOOL PREMISES POLICY SCOIL SAN CARLO SENIOR 2017/18 Specific to Extra-Curricular Activities for Pupils attending Scoil San Carlo Senior

SCOIL San Carlo welcomes the use of its facilities to its staff members and to the community at large.

Please fill in the following information, if required and return by hard copy or by email to sancarlo@eircom.net

Insurance certs	Required for instructors/tutors/coaches not working as Staff members of Scoil San Carlo Senior
Garda vetting certs for all instructors	
Bank Details for Scoil San Carlo Senior	Required for instructors/tutors/coaches not working as Staff members of Scoil San Carlo Senior
Name of Instructor/Tutor/Coach	
Details of Activity	

Use of the premises is dependent on compliance with the following directions and with the approval of the Board of Management:

- 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
- The standard and quality as regards organisation, discipline and instruction must be in keeping with that of the school, including San Carlo Senior Code of Behaviour Policy, Child Protection Policy and Anti-Bullying Policy.
- Adult : Child ratio is in keeping with recommended best practice
- The supervision of children waiting beforehand and waiting afterwards to be collected is the responsibility of the instructor.

Please ensure that children

- travel quietly to activities
- are supervised both on corridor and in classroom at all times

Responsibility rests with the group/individual hiring/using the premises with BOM approval to communicate with parents on practical arrangements with regard to recording:

- attendance/absence;
- parental permission to walk home alone/wait to be collected
- additional needs (eg medical needs etc)
 - Starting/finishing dates and times
 - Cancellations, re-scheduling etc

- A contact phone number should be provided to parents
 - Receipt of payment (if applicable)
 - Contact Number for parent should be recorded and kept on file
-
- The school reserves the right to use the hall/classroom at any time for its own purposes
 - The Board of Management will periodically review the hire of the school premises policy.

I/We have read this policy and accept the conditions

Date: _____

Signed on behalf of the BOM of Scoil San Carlo Senior:

A. Ni Ghallchobhair
Chairperson

Date: **26/02/2018**