

Kilnamanagh, Dublin 24

Roll No.: 19466E

Telephone: 01-4517981

Fax: 01-4526339

info@stkevinsgns.com



After-School Activities and Use of the School Premises Policy and Guidelines

The Board of Management of St. Kevin's GNS is favourable to after-school classes/activities being offered to its pupils on the school premises and within the school grounds bearing in mind the criteria and operational issues listed below. The Board is sensitive to the needs of the school community and to the educational enrichment of the children.

As is made clear in DES Circular 16/05, the decision in relation to after-school activities ultimately lies with the Board of Management whose first priority is at all times the best interests of the school, its teachers and pupils.

The Board welcomes proposals, via the principal, offering classes to the school's pupils, both from within the school community and from private individuals or groups. All submissions will be given due consideration. Board approval is required for all such activities, and a contract (see Appendix 1), 'After-School Classes/Activities Contract' will be completed before formal approval is given for the activity or class to begin.

Criteria:

In considering and approving activities and classes, the Board will take account of the following criteria for which the organiser(s) is/are responsible:

- Preference will be given to proposed activities which can be shown to be complementary to the in-school curriculum – i.e. have an educational component.
- Inclusive: that the organiser(s) to ensure that the activity/class is inclusive of all children, and to accommodate children with additional needs. This will require the employment of additional staff in some circumstances to meet the needs of particular children. All students should have equal access to activities with places offered by time/date of application.
- Qualifications: the activity/class will be run by suitably qualified and competent instructors/teachers/coaches. The Board will need evidence of qualifications/experience.

- Child Protection: that everyone involved is familiar with and has access to the school child protection policy.

- Health and Safety:

⇒ The school health and safety policy is adhered to.

⇒ Knowledge of exit points and fire safety drill

⇒ Adequate supervision

⇒ Nuts are not permitted in the school due to severe nut allergies. Organisers must ensure that all children with allergies are catered for.

⇒ The activity/course organiser and teacher/coach/instructor must have a list of participating children as well as their parent contact details.

⇒ Children not involved in an after-school activity must leave the school grounds at the normal closing times.

⇒ The organiser and instructor/coach/after-school teacher are responsible for the safety and well-being of the children during the after-school period.

⇒ Children are to be collected from classes. **Operational Issues:**

The Board of Management is not responsible for organisational, promotional, financial or other arrangements relating to after-school activities or classes; however, the Board must be satisfied that the following operational issues have been addressed fully:

- All instructors who intend to run an after school activity:
 - During Term 1 should submit an application to the BOM by the end of the first week of September.
 - During Term 2 should submit an application to the BOM by the end of the first week of December.
 - During Term 3 should submit an application to the BOM by the end of the first week of April.
- All applications will be considered at the same time by the Board of Management.
- Suitability/availability of current temporary accommodation for the proposed activity/class will be considered.
- Garda vetting: all instructors/teachers/coaches must have garda vetting related to St. Kevin's G.N.S. Forms are available from the school office.

- **Contract:** (for outside agencies) organiser(s) with responsibility for the activity/course will ensure that a contract for a specified period, agreed by Board and organiser(s) (see Appendix 1) is signed by both parties. Any one contract shall not exceed a school year, but further contracts for a similar activity will be considered for subsequent periods if desired.
- **Insurance:** organiser(s) of activity/course is/are responsible for insurance; Proof of insurance must be supplied to the Board of Management, and must indemnify the Board of Management.
- **Activities/Courses:** exclusivity in providing activities and/or courses is not guaranteed by the Board of Management; additional proposals will be afforded similar consideration.
- **Schedule:** details of activities/courses including dates, times etc. will be provided by the organiser to the Board and to participating families, and will be displayed on the school website and school newsletter.
- **Use of school facilities:** the organisers will supply all their own materials and equipment. If school equipment is being used with the school's prior permission, it must be used only by the designated organiser/instructor/coach/teacher. Use of other equipment may be possible after consultation with the Principal, and provided this equipment is taken care of and/or replaced if necessary.
- **Additional costs:** arrangements must be made in advance and in consultation with the Principal and Board in relation to costs pertaining to heating, lighting, cleaning and maintenance of the area used during the after-school activities. Any such costs must be reimbursed to the school and due consideration taken for a rise in these costs.
- It will be agreed in advance with the Principal, staff and Board which room(s) will be used.
 - Cleaning of these rooms is the responsibility of the organiser/provider of the activity/course; respect is important for everything in the room(s) and the room(s) should be left as they are found.
 - Any breakages or damage during the activities/courses must be reported to the Principal/Board, and the school must be indemnified against any expenditure arising from it.
 - Any tax liabilities are the sole responsibility of the course organiser. The Board shall not accept any responsibility for loss or damage to personal effects while the premises is being used.
 - The Board reserves the right to terminate the contract at any time at its sole discretion if it is deemed necessary. In such cases, a written explanation will be provided.

- The decision of the Board is final in such matters. Should activities/courses be cancelled, the organiser must refund monies paid, or schedule an additional class.

Parents/Guardians

Parents/Guardians who wish to enrol a child in an after-school activity/course must:

- ⇒ Contact the organiser directly, pay the fee (if there is a fee), provide contact details and agree to the arrangements for the activity/class by signing a form at enrolment.
- ⇒ Parents/Guardians should inform themselves of the dates and times of the classes.
- ⇒ Children are to be collected punctually in the school yard, where their parents/guardians wait for them, at the end of the activity/class.
- ⇒ In the event that a parent/guardian is going to be late to pick up their child at the end of the afterschool activity period, the **organiser** and/or instructor must be informed immediately.
- ⇒ The school staff is not responsible for the activities/classes organised by outside agencies.
- ⇒ The school is not responsible for cancellation of classes or any related supervision and notification of parents.
- ⇒ All enquiries should be made directly to the class instructor/organiser (not the school office).
- ⇒ The phone number/email and other contact details for after-school activities/classes must be made available to all participating families. The school office phone, Aladdin or email cannot be used.
- ⇒ Locking up of the school and security are the responsibility of the organiser and procedures for this will be pre-arranged with the Principal before the classes/activities begin.

Evaluation:

The Board reserves the right to conduct regular checks on after-school activities/classes that are being run in the school to ensure their compliance with this and other related policies (as mentioned above). At the end of the specified period in the contract, the Board will review the activity/class before sanctioning a further contract agreement with the organiser(s).

This policy was approved by the Board of Management on 25/04/2024

Chairperson B.O.M.:  25/04/202

Principal:  25/04/2024

Appendix 1

After-School Classes/Activities Contract

Class/Activity Name/Description: _____

Name of Organiser: _____

Contact Details: _____

Relationship with the school if any: _____

Dates: _____

Days: _____

Times: _____

Room: _____

Financial Terms: _____

I have read and agree with the St Kevin's GNS After-School Activities Policy. I accept responsibility to ensure full compliance with it. I further agree to indemnify the school for any additional expenditure incurred by the school arising, directly or indirectly, from this activity.

Signed: _____

Date: _____