

Newtownwhite Educate Together NS

Ballysakeery,
Ballina,
Co. Mayo.
F26 TP63

Tel: 096 32728 / 086 7933559

Roll Number: 09040K

Email: newtownwhite@gmail.com

Website: www.newtownwhiteetns.com



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

Relationship to Characteristic Spirit of the School:

Newtownwhite ETNS is an Educate Together primary school. Educate Together schools are committed to the values laid down in the Educate Together Charter. Our school is learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Our equality-based principle informs all policies and practices in the daily life of the school. In exercising this policy-making and decision-making responsibilities, the school's Manager/Board of Management upholds the characteristic spirit of the school. The Board of Management of Newtownwhite ETNS is favourable to after-school classes/activities being offered to children on the school premises and within the school grounds bearing in mind the criteria and operational issues listed below.

The final 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 of Management welcomes written 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 of Management 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 of Management will take account of the following criteria for which the facilitator/organiser of the classes is responsible:

- Preference will be given to proposed activities which can be shown to be complementary to the school curriculum – i.e. have an educational component.
- Ethos: the activity/class is in conformity and does not conflict with the Educate Together ethos of the school.

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- Inclusive: that the facilitator/organiser endeavours, in so far as is possible & feasible, to ensure that the activity/class is inclusive of all pupils in the school. Only pupils from Newtownwhite ETNS will be involved in these activities/classes.
- Qualifications: the activity/class will be run by suitably qualified & competent facilitator/organiser. The Board of Management should be provided with evidence of qualifications/experience.
- Child Safeguarding: The facilitator/organiser that everyone involved is familiar with and has access to the school child safeguarding policy.
- Facilitators / teachers must provide the school with evidence of their Public Liability Insurance

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Health and Safety

- The school's health and safety policy must be adhered to.
- First aid kits should be supplied by the facilitator/organiser.
- Accident/incident report should be completed as needed and a copy filed with the school office.
- Facilitator/organiser should ensure that they have knowledge of exit points and fire safety drill.
- Adequate supervision should be provided at all times
- The facilitator/organiser must have a list of all participating children as well as their parent contact details.
- If a child attends school but will not be attending their scheduled afterschool activity, parent(s)/guardian(s) should notify the facilitator/organiser of the after-school activity.
- The facilitator/organiser is responsible for the safety and well-being of the children during the after-school period -
- When classes take place straight after school, the pupils should be collected from their class teacher and brought to the designated room. At collection-time pupils should be escorted to the front of the school building where the facilitator/organiser is responsible for ensuring that each child is picked up by their parent/guardian/childminder.

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Code of Positive Behaviour:

The facilitator/organiser need to familiarise themselves with the school's Code of Positive Behaviour. In the event of non-compliance with the Code of Positive Behaviour, pupils may be asked to leave the activity/class.

Operational Issues:

- The Board of Management is not responsible for organising or promoting after-school activities or classes; however, the Board of Management must be satisfied that the following operational issues have been addressed fully: Suitability/availability of accommodation for the proposed activity/class.
- Garda vetting: all instructors/teachers/coaches must have garda vetted.
- Contract: organiser(s) The facilitator/organiser with responsibility for the activity will ensure that a contract for a specified period, agreed by Board of Management and the facilitator/organiser) (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: the facilitator/organiser is responsible for ensuring that insurance requirements are met; the school insurance policy must be checked and, if an activity is not covered, additional insurance will be necessary. Proof of Public Liability Insurance must be supplied to the Board of Management, and must indemnify the Board of Management.
- Activities/Courses: exclusivity in providing a particular activity or class is not guaranteed by the Board of Management; additional proposals will be afforded similar consideration.
- Class Schedule: details of activities/courses including dates, times etc. will be provided by the facilitator/organiser to the Board of Management and to participating families.
- Use of school facilities: the facilitator/organiser 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 facilitator/organiser. 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. The allocated room shall be used solely for the agreed activity.

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- Additional costs: arrangements must be made in advance and in consultation with the Principal and Board of Management in relation to costs pertaining to heating, lighting, cleaning and for maintenance of the area used during the after-school activities. At the Board's discretion, any such costs must be reimbursed to the school.
- 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 facilitator/organiser of the activity; 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 of Management, and the school must be indemnified against any expenditure arising from it.
- Any tax liabilities are the sole responsibility of the facilitator/organiser.
- The Board of Management shall not accept any responsibility for loss or damage to personal effects while the premises is being used.
- The Board of Management 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 of Management is final in such matters. Should activities/courses be cancelled, the organiser must refund monies paid, or schedule an additional class.
- Locking up of the school and security are the responsibility of the facilitator/organiser and procedures for this will be pre-arranged with the Principal before the classes/activities begin.
- The Board of Management reserves the right to conduct regular checks on after-school activities that are being run in the school to ensure their compliance with this and other related policies. At the end of the specified period in the contract, the Board of Management will review the activity/class before sanctioning a further contract agreement with the facilitator/organiser.

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Parents/Guardians

- Parents/Guardians who wish to enrol a child in an after-school activity/course must contact the facilitator/organiser, they should provide up-to-date contact details and agree to the arrangements for the activity by signing a form at enrolment.
- Parents/Guardians should inform themselves of the dates & times of the classes.
- Parents should provide the facilitator/organiser with details of any medical conditions their child may have and ensure that the facilitator/organiser is familiar with any necessary procedures.
- Where a child requires the support of an Additional Needs Assistant during the school day, parents and guardians should bring this to the attention of the facilitator/organiser, so that appropriate support may be organised.
- Children are to be collected punctually at the school gate, where their parents/guardians wait for them, at the end of the activity/class.
- In the event that a parent/guardian is unavoidably late for collection, the facilitator/organiser must be informed as soon as possible
- The facilitator/organiser is responsible for pupils attending after-school activities / classes. Other school staff are not responsible pupils attending these activities/classes.

Cancellation / Postponement of Activity

- The school is not responsible for the facilitator/organiser cancelling or postponing classes nor for any alternative supervision and notification of parents. The facilitator/organiser is solely responsible for notifying parents of cancellations and postponements and any subsequent need for supervision of pupils. In the case of cancellation due to sudden absence of either the facilitator/organiser, the school principal is responsible for organising the supervision of pupils until collection by parent or guardian.

All inquiries should be made directly to the class facilitator/organiser. A phone number and other contact details for after-school activities/classes must be made available to all parents/guardians..

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Implementation & Reviews

This policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, An Garda Síochána, Department of Education and Skills, Audit units (internal and external to the school), national management bodies, legislation and feedback from parents/guardians, students, staff and others.

The date from which the policy will apply is the date of adoption by the BoM. Implementation of the policy will be monitored by the Principal of the school.

Ratification & Communication

Ratified at the BoM meeting on 11th October 2022 and signed by the Chairperson. The Recording Secretary of the Board of Management recorded the ratification in the Minutes of the meeting.

Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management.

Reviewing and evaluating the policy

The policy will be reviewed and evaluated after 2 years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

This protocol has been reviewed in September 2022 & will be ratified by BOM on 13th October 2022.

Signed: Gerry Mc Kevitt Chairperson, Board of Management

Signed: Caroline Walkin Principal of Newtownwhite ETNS