



Gaelscoil na Lochanna

Polasaí ar Imeachtaí Iar Scoile

(Policy on Extracurricular Activities)

Ar dTús

Fáiltíonn ⁷ tacaíonn an Bord Bainistíochta le úsáid áitreabh na scoile chun imeachtaí iarscoile a chur ar siúl, chomh fada is a chlaíonn siad le saol agus éiteas na scoile.

The Board shall not grant the use of the school premises for purposes other than the education of the pupils unless authorised to do so by the Trustees of the school (Rules 6, 7, 9 Rules for Vocational schools CPSMA Management BoM Handbook 2007)

I ngach cás, is faoin mBord Bainistíochta cead a thabhairt chun imeacht iar scoile a reachtáil sa scoil.

I ngach cás tá na pointí se le glacadh san áireamh

- Árachas
- Cúram na bpáistí
- Sábháilteacht
- Conradh
- An Fhoirginimh / Operational Issues

Firstly

The Board of Management welcomes and supports the use of the facilities of the school for extra-curricular activities, providing the activities are in line with the ethos and life of the school.

In every case, it is up to the Board of Management to allow an extra-curricular class activity to be run in the school.

In every case, the following points will be taken into consideration

- *Insurance*
- *Care of the children*
- *Health and Safety regulations*
- *Contract for the activity*
- *Operational issues*

Árachas

I gcás na bpáistí scoile a bheidh ag glacadh páirt sna himeachtaí, tá árachas pearsanta féin íochta dóibh agus tá siad clúdaithe 24 u a chloig (Personal Accident Insurance).

I gcás duine / nó grúpa a bheidh ag reachtáil imeacht sa scoil, caithfidh a árachas féin a bheith íochta ar dtús agus cóip den árachas (teastas árachais) a bheith tugtha don bhord. (Muna bhfuil an duine nó an grúpa clúdaithe cheana féin ag árachas na scoile).

Insurance

In the case of school children attending classes outside school hours in the school, they are covered by their 24 hour personal accident insurance (paid by each child through combined payment) at the beginning of each school year.

In the case of a person / group running a class in the school, they must provide their own insurance cover and provide proof of this (insurance certificate) to the Board of Management (except where they are already covered by the existing school insurance policy).

Sláinteachas, Sábháilteacht

I gcás imeacht iarscoile a chur ar siúl sa scoil is gá go mbeadh aire faoi leith tugtha do phointí Sláinte agus Sábháilteacht..

Cinntéofar

1. Go dtugtar cóip de pholasaí slainte, sábháilteacht don duine/ghrúpa atá i mbun an imeachta agus go nglacann siad leis.
2. Go mbeadh cóip d'uimhreacha teagmhála tábhachtach ag an duine/grúpa i gcás éigeandála.
3. Go mbíonn fáil acu ar fhearas céad-cabhrach.
4. Go mbíonn socraithe i láthair maidir leis bailiú/aire na bpáistí.
5. Go mbíonn socraithe i láthair maidir le réamhscrúdú na nGardaí.
6. Go mbeadh cóip de pholasaí Cosaint Leanáí GSNL ag an duine agus go nglacann siad leis.

Health and Safety issues

In the organisation of extra curricular activities the following health and Safety points will be ensured.

1. *That the service provider receives a copy of the Health and Safety policy of the School and accepts it.*
2. *That the service provider has a list of emergency phone numbers.*
3. *That the service provider is aware of the First-Aid materials/procedures of the School.*
4. *That arrangement is in place for the care and collection of Children.*
5. *That arrangement is in place with regards to Garda vetting.*
6. *That the service provider receives and accepts the Child Protection policy of the School.*

Conradh

I ngach cás, cinnteoidh an Bord go bhfuil conradh ann idir an Bord agus an duine/grúpa atá ag reachtáil na himeachta agus go bhfuil an conradh seo ag cláil le leas an aitrimh.

Sa chonradh beidh na pointí seo ann;

1. Cur síos ar imeacht iar-scoile
2. Amchláir an imeachta
3. Costas (más ann é) dona páistí/eile
4. Nósanna i leith cúram na bpáistí
5. Cruthúnas i leith réamhscrúdú na nGardaí
6. Cruthúnas i leith polasaí slándála, sábháilteachta na scoile glactha ag an duine/grúpa
7. Socraithe maidir le costais breise (teas, soilse, glantúcháin, coiméad ar an áitreabh)
8. Cruthúnas i leith chlúdach árachais

Contract

In every case the Board will ensure that there is a contract in place between the Board and the service provider and that this contract is in conformity with the lease of the building.

The contract will include the following key points;

1. *Description of extra-curricular activity*
2. *Timetable of activities*
3. *Price (if applicable) to Children /others*
4. *Arrangements for supervision/collection of Children*
5. *Proof of Garda clearance approved by the Board for persons organising extracurricular class*
6. *Proof of acceptance of School's Health and Safety policy*
7. *Arrangements for covering additional costs (heating, lighting, cleaning, maintenance)*
8. *Proof of insurance cover*

Conradh samplach

Conradh idir Bord Bainistíocht GSNL agus _____

Ainm/Grúpa: _____

Imeacht Iar-scoile: _____

Amchlár don imeacht: _____

Costas ar ranganna: _____

- Tá cóip den pholasáí slándála agus sábháilteacht GSNL léite agam agus go nglacaim leis.
- Tá árachas eagraithe agam/againn agus cóip tugtha don Bhord.
- Tá réamh-scrúdú na nGardaí déanta i mo Leith.

Costais breise (teas, soilse, glantúcháin, coiméad)

Sa chás seo tá na pointí seo i láthair;

Cúram na bpáistí

- Tá liosta teagmhála éigeandála agam/againn.
- Tá cóip de pholasáí Cosaint Leanaí GSNL leite agam/againn agus glacaim/glacaimid leis.
- Tá fios againn ar nósanna chéad-cabhrach na scoile.

Is faoin bPríomhoide/Múinteoir ranga an scoil a chur faoi ghlas inár ndiaidh
(nó socrú eile i gceist mínithe thíos)

Oibreoidh mé/muid le chéile go cooibritheach i dteannta le príomhoide/foireann na scoile i gcónaí agus muid ag eagrú na ranganna.

Fágfaidh muid na seomraí ranga neata i ndiaidh aon rang sa scoil.

Síniú _____ (ar son Bord Bainistíochta)

Síniú _____

Sample Contract

Between Board of Management GSNL and _____

Name/Group: _____

Extracurricular Activity: _____

Timetable: _____

Cost of Classes: _____

- I/We have read and accept the Health, Safety Policy of the school.
- I/We have arranged insurance cover for our activity and have provided certificate of insurance to the Board of Management.
- I/We have been vetted by an Garda Síochána prior to undertaking this activity in the school.

Extra costs (heating, lighting, cleaning, maintenance)
The following arrangement is in place.

Care of Children

- I/We have a list of contact numbers in case of emergency.
- I/We have read and accepted the Child Protection Policy of the school.
- I/We know of the 'First Aid' arrangements in case of an accident.

It is the duty of the Principal/other Teacher to lock up the school after our activity
(or other arrangements detailed here)

I/We will always work with together with the Principal and staff of GSNL in providing our class.
I/We will leave the rooms neat and tidy after our classes.

Síniú _____ (ar son Bord Bainistíochta)

Síniú _____