

## **Extra-Curricular Activities Policy and Procedures**

It is considered good practice for schools to facilitate Extra-Curricular Activities for its pupils. In Saint Patrick's a wide variety of such activities is available to the children.

This policy applies only to activities which take place between 1.10pm and 4.00pm Monday to Friday. Activities that take place after 4.00pm on Friday and at weekends are overseen by Diswellstown Community & Recreation Centre. (DCRC)

A person or organisation wishing to run an extra-curricular activity rents the space from the Board of Management. Organisation, communication and collection of fees are the organiser's sole responsibility.

In order to ensure safe handover, particularly of younger children, all activity organisers and parents of participating children are obliged to adhere to the following:

- **Activity Organisers** must have access to up-to-date contact details for the parents of all participants with them at each session. The school may request these details at any time.
  
- It is the **sole responsibility of the organiser** to contact the school and all parents about changes to the regular schedule including cancellation. Parents should be informed in writing (text, email or note).
  
- If a child is not attending an activity session or not resuming after a term, the **PAR-ENT must contact the ORGANISER** directly to advise him/her of the absence/non resumption. Parents are asked not to contact the school with regard to extra-curricular activities.
  
- Parents register their child/children for extra-curricular activities on the understanding that it is not the school's responsibility to:

- Accompany a child to an activity.
- Act as liaison between the activity provider and the child/parent.
- Make decisions as to whether a child is fit to attend on any given day.
- If children are not collected after an activity, it is the organiser's responsibility to contact the parent/guardian and remain with the child until he/she is collected. The school office/secretary is not available to organisers to make such calls.
- All activity providers must be Garda Vetted by the school **in advance of commencement** of activities, unless there is a special arrangement in place with the Garda Vetting Bureau.
- All activity providers must furnish a copy of their Public Liability Insurance and a Health & Safety Statement to [extracurr@stpatricksns.ie](mailto:extracurr@stpatricksns.ie). A template for the latter is available on request to the email address.
- The school's Child Safeguarding Statement extends to extra-curricular activities. This is displayed in the rooms and is also available to view on the school's website, [www.stpatricksns.ie](http://www.stpatricksns.ie) .
- Under GDPR, the school cannot furnish the activity organiser with names, addresses or contact details of any children or parents. These must be obtained from the parents by the organiser during the registration process.
- The Board of Management has no role in assessing the qualification of anyone wishing to run an extra-curricular activity in the school.

## **Organiser Collection Procedures for Junior & Senior Infants attendees**

- Signs for each activity are displayed on the inside windows of Courtyard Two. This area is situated halfway between the Junior Infant Block and the Senior Infant Block.
- The activity provider is asked to meet the children at this designated area at the designated time.
- Organiser and children should exit through Courtyard 2, re-enter the building through the Diswellstown Door and go up the Blue Stairs to access the rented space.

Organisers may wish to advertise their activity on the School Newsletter and/or on the notice board in the outer foyer. Please note that newsletters will be circulated monthly, by email, to parents/ guardians. Submissions (by email to [extracurr@stpatricksns.ie](mailto:extracurr@stpatricksns.ie)) must be received by the last Friday of each month to ensure inclusion.

All details regarding extra-curricular activities should be included on the school calendar on our website. Please email your details to [extracurr@stpatricksns.ie](mailto:extracurr@stpatricksns.ie) .