

Kilmocomogue Union of Parishes

Policy for Users of the Parochial Hall

Welcome to the Parochial Hall at St. Brendan's National School.

These rules and regulations will be updated regularly. The rules and regulations are put in place to protect children and to govern the health and safety of all hall users, and also the staff and the pupils of St. Brendan's National School who use the hall on a regular basis. As you are aware, rules and regulations have become very strict, particularly in relation to children's activities and insurance in general.

We have a duty of care and responsibility to all concerned. These rules and regulations are our considered reflections as to 'best practise'. Some of these rules and regulations have been introduced as a result of incidents and bad practise that have been reported to us by hall users and others.

We have done our best to ensure that the hall and environs are safe and secure. The fencing which we erected last year, the key system and the door code mechanism are all designed to keep uninvited and unwelcome persons out and to protect all activities therein.

We have has a very happy and harmonious relationship with hall users in the past and we will play our part in ensuring that your time in the hall is safe and pleasurable.

For the purposes of this document, please note that this policy forms part of our parish Health and Safety Statement.

Groups, societies, organisations and individuals who use the hall at St. Brendan's National School will be referred to as 'hall users' or 'groups'.

Children means those who are under 18.

'We' or 'Us' means The Patron, Trustees, Chairperson, Principal and Board of Management of St. Brendan's National School and The Bishop of Cork, Cloyne and Ross, the Diocesan Trustees, The Rector, Churchwardens and Select Vestry of Bantry (Kilmocomogue) Parish).

The School phone number for reporting incidents is 087 3139550

A reference copy of this document will be placed on the notice board at the lobby entrance to the hall.

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Child Protection and Insurance

1. Any current hall user or potential hall user whose activities include children must have a recognised child protection policy in place. Without such a policy in place we cannot make the hall available. This is non negotiable and is an integral part of Safeguarding Trust, the child protection policy of the Church of Ireland.
2. Any current hall user or potential hall user must have an insurance policy in place. Without such a policy in place we cannot make the hall available. This policy must clearly indemnify 'us' in the event of an incident 'on your watch' in our building and on our property.
3. From September 2011 The Principal of St. Brendan's National School, Yvonne Beamish, will be in charge of hall bookings. Any current hall user or potential hall user must produce the policies mentioned in 1 and 2 to her. A copy of each will be retained for our files.
4. The practise of requiring Child Protection policies and insurance will take place every September.
5. Hall users should have their own policy or code of conduct and behaviour in place.
6. Hall users will be responsible for monitoring their own policies, codes of conduct, rules and codes of practise in respect of child protection, accidents and emergencies.
7. In particular, hall users must strictly adhere to the policy of their own group or organisation in relation to the number of adult leaders required for a particular number of children.
8. Failure to produce the above mentioned documentation in 1 and 2 will result in the immediate suspension of an existing group/ hall user from using the hall until the situation is rectified.

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Supervision, Arrival, Departure and Security

In the past, children have been dropped off or arrived early for events without leaders being present. They have therefore been on our property unsupervised and in some instances they have gained entry to the hall by having access to the door code! The gate will be locked once school is over and the teachers have left. Hall users will be solely responsible for children who arrive early or are dropped off early for a meeting, scheduled weekly event or gathering at the hall. We bear no responsibility for them whatsoever. We have taken steps to ensure that they cannot gain entry until a leader from their group is present. Should they gain entry by climbing over the gate or the wall or fence they do so at their own risk and expressly without our permission.

1. Only the leader/s of a group can be a keyholder.
2. Each group is responsible for designating their own keyholder.
3. Each group will be issued with one key. This key cannot be copied.
4. If your key gets lost you must inform us immediately because it will have implications for all the other key holders also.
5. A key charge of €30 will be introduced for new users.
6. If your group would like another key there will also be a charge of €30
7. The key holder will be given the door code.
8. This door code must never be passed on to members.
9. Hall users must ensure that leaders are in place to welcome their membership.
10. The leaders will be responsible for unlocking the gate and locking it afterwards.
11. Hall users must strictly adhere to their time slot.

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Cleaning, Tidying and Hazards.

In the past, on a few occasions, the hall has been left in a very poor condition. This is not fair on the following hall user group. Please leave the hall in the same condition you found it.

1. If the hall is in a poor condition when you arrive please report this to the rector. This is particularly important in the case of damage or vandalism. Compliance is essential because otherwise your group will be held responsible and may incur charges. If damage or vandalism takes place and is discovered the following morning and there is no report from a group the repair costs will be shared among all the groups having access to the hall on that occasion.
2. You are welcome to use the chairs, benches and tables in the hall but please put the chairs and tables back in the storage room and the benches back against the wall where they were. But never place chairs, benches or tables in front of the fire exits, even during your sessions.
3. Please make yourself familiar with the fire exits from the building and inform your membership regularly where they are.
4. Please do not allow members to climb in and out of the window on the Wolfe Tone Square (south) side of the hall.
5. Spillages should be cleaned up immediately. Cleaning materials, brushes, mops and buckets are available.
6. Hall users will be charged the full cost if it becomes necessary to bring in our cleaner or if we have to carry out repairs.
7. Please make sure that the lights are all turned off. This is particularly important if you are the last group on a particular evening.
8. The heating system in place in the hall is a night storage heating system. Adjusting the dials will not make any difference at the time of your session. The system has been set to make the hall comfortable. If it is too cold/ hot please inform us and we will rectify the issue for your next session.

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Toilet and Kitchen

1. Your key will also open the door into the kitchen from the Hall.
2. Please make sure that the toilet is checked and left in the same condition in which you found it.
3. You are welcome to use the kitchen facilities. Please also ensure that the kitchen is left in the same condition as you found it.
4. The kitchen is a 'leaders only' area and therefore children should not be left unattended in it.
5. If we have to bring in our cleaner or carry out repairs or non routine maintenance we will pass on the full cost to the group concerned.