

Glasnevin ETNS
Griffith Avenue
Glasnevin
D11 A2YT
Ph: 01-8572086
scoilgetns@gmail.com
www.get.ie
Roll No: 20168D



Policy on Extra Curricular Activities (ECA)

ECA Provider: teaches activity

ECA Committee: Coordinate and run ECAs

BoM: Regularly review policy

The wellbeing of pupils is a priority in Glasnevin ETNS, and we are delighted to facilitate opportunities for participation in a broad range of extra-curricular activities (ECAs) on site, at the end of the school day. Pupils get the chance to explore interests, develop skills, and mix with different age peers. Many Glasnevin ETNS staff members offer to share their expertise and passions through ECA provision and in so doing get to know pupils from across the school. Parent volunteers form the ECA committee and are instrumental in the organisation and running of this facility. As such, the BoM fully supports ECA provision as a mutually beneficial, community-spirited endeavour.

General Guidelines

- The School's Code of Positive Behaviour applies in all activities, and respect for the school ethos will be always upheld.
- Full compliance with other relevant school policies is required. See <https://get.ie/policies> for Child Protection; Bi Cineálta; Health & Safety; ECA policy.
- For health and safety reasons, parents/guardians of children attending afterschool clubs need to provide their up-to-date contact details. No child will be allowed attend an ECA unless this information is provided.
- Pupils taking part in activities must remain on the school premises and be supervised until collected.
- If an activity is cancelled, the ECA provider will notify parents/guardians and make necessary arrangements for collection.
- In the interests of equality, ECAs should be affordable for all families, therefore room rental (where applicable) is kept to a minimum, and this should be reflected in charges.

- Charges/class should be consistent within each school year, and any significant increases approved ahead of implementation by BoM.
- When ECA providers have vacancies, recruitment of pupils for their classes can take place.
- The classroom/hall must be left clean and tidy after activity, and any damage/issue reported to school office.

Setting up an Extra Curricular Activity

Application to become an ECA provider

Initial application comes through the ECA Committee via getns.eca@gmail.com. Applications are assessed on a case-by-case basis in conjunction with the existing timetable of activities on offer. Criteria such as available space, suitability of class on offer and providers' capacity to comply with existing school opening hours and procedures and policies are assessed. The ECA Committee requires information from ECA providers such as, name, contact details, Garda vetting, insurance, proposed schedule of dates and times, and nature/subject of ECA.

Once approved:

All ECA providers must sign that they have read and accepted the rules and procedures, thus confirming that they will comply with the relevant policies on <https://get.ie/policies>. This is done electronically, and organised and recorded by ECA committee.

The school will inform the ECA committee of rental fee, suitable day-of-the-week, and room availability for the activity. Each term, the ECA Committee will submit to the school office a list of children involved in the activity and schedule of activities, along with ECA providers' details for the term. If an ECA Provider is a staff member in the school he/she will provide a list of children involved in the activity directly to the school office, rather than through the ECA committee.

Registration of pupils:

For round 1 of registration, pupils can only attend ECAs following registration through ECA committee's central booking system. Subsequent confirmation from ECA Committee must be then accepted.

All parents/guardians of pupils partaking in ECAs must sign the ECA booking form to state that they have read and accepted the rules and procedures. This is done electronically, and organised and recorded by ECA committee.

Oversight:

On a termly basis, ahead of issue of timetables, ECA committee will share with the school evidence that:

- All providers have been Garda vetted; including where there is a change of personnel.
- Where applicable, all providers have their own insurance coverage.

Review:

Considerations for reviewing ECAs:

- Compliance with this policy and other relevant policies by all, particularly Child Protection.
- Informal feedback &/complaints from participants, providers, parents, ECA committee, BoM, and school community, other.
- Maintenance of school building and property.
- Diverse balance across activities to cater for broad interests and alignment with ethos.
- Maintenance of appropriate standards of delivery.
- Sufficient uptake for ECA; e.g. where applicable, minimum numbers reached.

ECAs will be reviewed by the ECA Committee at the end of each term for their overall suitability and success. *ECAs may be terminated before the subsequent term following such review by BoM on the advice of the ECA Committee, e.g. codes of behaviour, codes of conduct, or child protection policies are not adhered to.*

In September each school year, following discussion with the ECA Committee, BoM will sign off on the continuation of this facility as per this policy for that school year; and/ approve any amendments to be made. This *may* be completed via email.

The BOM reserve the right to terminate this facility at any time with due notice of termination.

Ratified by the Board of Management on: 5th February 2025

Catherine Clune Mulvaney

Chairperson to Board of Management

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Secretary to Board of Management

Appendix: Glasnevin ETNS After-School Activity Roles and Responsibilities

Board of Management

The Board of Management's responsibilities are as follows:

- ✓ To ensure that all providers have been Garda vetted and are insured
- ✓ To review and ratify the ECA policy.
- ✓ To engage in regular review of the running of ECAs and re-approval for ECA provision in the school ahead of each new school year.
- ✓ To ensure that this service is carried out in line with the school ethos.

ECA Committee

The ECA Committee consists of a group of co-coordinators and are voluntary parents from the school community, and the BoM are grateful for their significant input.

The ECA Coordinators will:

- ✓ Source internal (school staff) and external ECA providers.
- ✓ The ECA Committee is the first point of contact for the process of application by providers using getns.eca@gmail.com
- ✓ Direct external facilitators to the School Principal to process Garda Vetting.
- ✓ The ECA Committee is the first point of contact for enrolment of pupils into ECAs, using getns.eca@gmail.com.
- ✓ Coordinate central booking system for enrolment in ECAs.
- ✓ Create initial class lists for each ECA and send to ECA provider.
- ✓ Liaise with the school principal on activity selection, date/time scheduling and room assignments.
- ✓ Draft a timetable with relevant information for the school community.
- ✓ Disseminate information to the school body regarding ECA offerings and registration procedures (on a term basis).
- ✓ Manage the launch and communication of ECA programme every term.
- ✓ Keep ECA providers updated with school calendar & school closures.
- ✓ Keep the PTA and BoM up to date on ECA activities, progress, and matters arising.
- ✓ Liaise with ECA providers to update them on the ECA policy & expectations, including:
 - Glasnevin ETNS ECA Policy
 - Glasnevin ETNS Behaviour Policy
 - Other relevant policies (i.e., Child Protection, Health and Safety, etc.)
 - Requirements for Garda Vetting, Insurance, and Facility Fees

NB. Where a pupil requires extra attention or accommodation (e.g. due to illness/disability) this will be included in enrolment application by parent, and the ECA committee will inform relevant ECA provider, in advance of enrolment.

NB. In the interest of inclusion and if the school is oversubscribed with suitable ECAs, the ECA committee reserves the right to limit each provider to one class/week.

ECA Providers

ECA providers may be Glasnevin ETNS teachers or outside providers. The ECA provider must have appropriate knowledge of their activity and experience delivering their class to primary school children.

ECA Providers' responsibilities are as follows:

- ✓ The first priority is the safety of the pupils. Supervision at all times is paramount.
- ✓ Liaise with ECA Committee in a timely fashion to finalise timetables ahead of term and;
 - Confirm that they have read and signed a copy of the ECA Policy, and all relevant docs/policies prior to the start of the ECA Term via email to getns.eca@gmail.com. (Documents are attached to the ECA Information email and may also be obtained by contacting the school office).
 - Specify in advance to ECA committee if a minimum/maximum number is required for the class.
 - Adhere to the school's policy of maximising inclusion of all children. Facilitate parents waiting outside the classroom in case support is needed, as no additional support is available in ECA activities.
 - ECA Providers can specify age groups for their activities.
 - Ensure Garda vetting is conducted through the school office in advance if ECAs, and confirm same with ECA committee
- ✓ Present contact information and insurance details to school.
- ✓ Collect fees from parents/students.
- ✓ Begin and end activities on time.
- ✓ Take roll at the start and end of each activity.
- ✓ Handle matters of discipline during the activity, in line with the Schools Code of Positive Behaviour and respect for the school ethos.
- ✓ Ensure that all furniture, materials etc., are returned to their original state at the end of each activity.
- ✓ Ensure that all pupils in their care are handed over to the person designated to collect them unless written permission is given to allow them to leave the premises unaccompanied.
- ✓ Maintain any written instructions from parents / guardians with regard to pick up and drop off.
- ✓ In the event of a pupil requiring medical treatment, the ECA provider will contact the relevant parent/guardian immediately. ECA providers may bring the class to a close and contact remaining parent / guardians to collect their charges in cases of emergency.

- ✓ All incidents/accidents must be recorded by the ECA provider, and any serious discipline incidents or injury requiring medical attention must be reported to the school principal.
- ✓ In the eventuality of a class being ceased or cancelled it is the responsibility of the ECA Providers to liaise and communicate this information to families.
- ✓ ECA providers will remit their facility payment to the school office before the halfway point of the Term, by electronic funds transfer only.

Where required, a rota of Responsible Adults *may* be put in place to provide extra supervision for ECAs. The requirement for this will be agreed between the ECA Committee and BoM/School Management and relevant ECA Provider.

Parents/Guardians

The roles and responsibilities of parents/guardians are as follows:

- ✓ Fully complete and sign the ECA Policy/Enrolment Document for each child prior to the commencement of the ECA. Failure to do so will result in the child not being able to attend the class. This will be done electronically.
- ✓ Collect their children promptly at the end of the class. If a child is permitted to walk home alone, or to be collected by someone other than the parent, this must be stated, in writing, prior to the class.
- ✓ Notify the ECA provider prior to the class if their child will not be in attendance, for any reason.
- ✓ Remind their children that all Glasnevin ETNS School Rules are in place during ECAs and should be followed.
- ✓ Where a child has additional needs that could impact on their engagement with an ECA, parents must email the relevant ECA provider when the timetable is released and highlight any potential issues and confirm suitability with the provider prior to completing the application form. Please note that additional support is not available during ECAs
- ✓ Ensure that course fees are paid to the ECA provider at the start of the term or that alternate arrangements are agreed with the ECA provider in advance. Please note: free Trial classes are not offered as a matter of course. Nb.If you wish to arrange a trial class, you **MUST** agree this in advance of the class with the ECA provider.

Children/Students:

All pupils participating in ECAs must:

- ✓ Always adhere to the ethos of Glasnevin ETNS.
- ✓ Respect the rights of others to learn in a secure and happy atmosphere
- ✓ Co-operate with instructions given by ECA providers