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Sibling Hour Supervision Policy & Procedure

The Board of Management of Glasnevin Educate Together National School is happy to accommodate the operation of a sibling hour, primarily for siblings of older children within GET who do not finish school until 2.20pm. Infants who do not have older siblings can avail of this service also. Its operation will be reviewed in the May of each year and permission for its continuance in the following academic years will be subject to this review and availability of space. The BOM reserve the right to terminate this facility at any time with due notice of termination. This provision is subject to the following requirements being adhered to:

- The Board wishes to outsource the supervision of the Sibling Hour and so insurance cover and Garda vetting of all personnel is the provider's responsibility. It is expected that the provider will follow best practice, e.g. appropriate ratio of children to supervisors.
- There must be a key contact person who will interface with the school principal on all matters that relate to the Sibling Hour.
- The provider will have their own Child Protection Policy and inform the school and parents of who their Designated Liaison Person is.
- Respect for the school ethos will be upheld at all times.
- The provider will familiarise themselves with the school Fire Policy/Fire Drill etc.
- Respect for confidentiality will be maintained at all times. If homework is completed during this hour, the communication is between home and school.
- The space used will be left clean and tidy.
- The hour is from 1.20pm to 2.20pm and does not include days when all children finish school early due to whatever circumstances.
- The children must be supervised at all times and the operation of the hour cannot interfere with any other classes, in particular noise levels. The club will operate in specified areas which are not adjacent to classrooms.
- It is the provider's responsibility to cater for children going home at 2.20pm in the unlikely event of parents not turning up.
- The service provider must ensure that proper supervisory arrangements are in place including contingency plans in the event of any problems which may arise.
- The sibling club will make use of their own play materials.

- A reasonable rental fee is included to cover basic costs, with the understanding that this service will be provided for parents at a reasonable rate.

All parents/guardians partaking in the sibling hour must sign below to state that they have read and accept the above rules and procedures and this document must be retained by the key contact person of the sibling hour.

Ratified by the Board of Management on:

Catherine Clune Mulvaney

Signed: _____
Chairperson of Board of Management

Date: 7th April 2022

R London

Signed: _____
Principal

Date: 7th April 2022

Signed by Parent: _____

Date: _____

Child: _____

Class: _____