

## **Appendix 2**

### **Application for Patron/Trustee approval for third party operator** *(to be returned to St. Senan's Education Office)*

The Board of Management (BOM) of (Insert School Name, Address and Roll number) formally request Patron Approval to make the school premises available to a 3<sup>rd</sup> party operator for the purpose of establishing a \_\_\_\_\_ on the school premises on a licensed basis.

Where applicable (where the property is to be used for Early Learning & Care during the school day), the consent of the Minister for Education must be obtained-this must be applied for by St. Senan's Education Office.

The Board of Management (BOM) confirm the following is in place:

<b>Actions taken</b>	
The BOM has discussed the considerations outlined in Appendix 1 and this has been recorded in the BOM minutes.	<b>Yes / No</b>
The BOM has agreed to proceed with 3 <sup>rd</sup> party provision and this has been recorded in the BOM minutes.	<b>Yes / No</b>
The BOM has notified the Parish Priest / Moderator of the parish and has received written confirmation that the parish has no objection to the proposal. <b>This confirmation has been forwarded to the Patron together with this checklist.</b> (N/A Archdiocese or Cashel & Emly).	<b>Yes / No</b>
Where a school is under the Trusteeship of another organisation <b>other</b> than the Archdiocese/Diocese in which it is located (eg ERST, Ceist, Salesians or Department of Education etc..) has written consent been obtained from the school Trustees. This confirmation has been forwarded to the Patron together with this checklist.	<b>Yes / No</b>
The BOM has formally notified Allianz of the 3 <sup>rd</sup> Party Provision as the schools insurer.	<b>Yes / No</b>
Where applicable, the BOM has advertised for an operator in accordance with the procedures outlined. (Before /after school & pre-school provider – see Appendix 3).	<b>Yes / No</b>
The BOM is in receipt of a letter of indemnity from the operator's insurers showing that the operator has public liability insurance to a minimum value of €6,500,000. This must indemnify the Patron, the BOM and the Trustees / Property Owners.	<b>Yes / No</b>
The BOM has received verification via ROS that the operator's Tax Clearance Certificate has issued	<b>Yes / No</b>
Written assurance that the operator has a child protection policy/child safeguarding statement in place.	<b>Yes / No</b>
Written assurance from the operators that all staff/volunteers have been vetted in accordance with current Garda Vetting requirements and the vetting does not contain any disclosure/specified information which would render that staff/volunteer unsuitable to carry out relevant work/activities with children/vulnerable adults. (Please note, the school/Board is not required to	<b>Yes / No</b>

review the Garda Vetting disclosure/specified information, neither should the school keep any such documentation on file. It is a written assurance from the operator in the terms outlined in this paragraph that is required). This written assurance should be kept by the school/Board.	
A written undertaking from the operator(s) of the facility that they are/will be compliant with the requirements of any relevant statutory agency with regulatory powers pertaining to the service	<b>Yes / No</b>
Written assurance from the operator that the service is registered with TUSLA in accordance with the Child Care Act 1991 as amended by the Child and Family Agency Act 2013.	<b>Yes / No</b>
The Operator has its own health and safety plan in connection with the use of the school facilities and this is compatible with the school's health and safety plan – to include access and toileting arrangements and any implications for child protection.	<b>Yes / No</b>
Documentary evidence that the operator is either a sole trader or a corporate body	<b>Yes / No</b>
The BOM are also asked to confirm that the proposed licence fee to be charged for the use of the premises, the fee charged should ensure that there is no cost to the BOM for the running of this service. This can include any additional fee to cover energy contribution	<b>Fee Amount (per month)</b>
The BOM are asked to confirm the financial contribution from the operator towards heating, electricity and water / sewage charges.	<b>Amount (per month or annum)</b>
Confirmation that the operator has obtained independent legal advice prior to the signing of any Licence Agreement and that the signature of the operator has been witnessed by a solicitor. The operator should furnish a letter from their solicitor confirming this independent legal advice prior to signing the licence agreement and that the terms of the licence agreement have been explained to the operator and the operator understands the same. <b>(This includes renewals)</b>	<b>Yes / No</b>

Name of Chairperson: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Patron Signature \_\_\_\_\_

Date \_\_\_\_\_

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**For SSEO office use only:**

Approval from Minister for Education and Youth for the use of part of the school premises for Early Learning & Care during the school day obtained by St. Senan's Education Office on:

Date: \_\_\_\_\_