

# **Riverview Educate Together National School**

**Child-centred, Equality-based, Co-educational, Democratically-run**



## ***Request for Tender* for After-School Childcare Services**

**Date of tender issue: 24<sup>th</sup> January 2024**

## **Introduction**

Riverview ETNS invites responses to a ***Request for Tender*** for the supply of after-school childcare services to parents/guardians of our children.

## **Instruction to Tenderers**

### **Closing Date for Submission of Tenders**

Closing date for receipt of completed tenders is 5.30pm on 9<sup>th</sup> of February by soft copy to [tenders@rvetns.ie](mailto:tenders@rvetns.ie)

### **Conflict of Interest**

Any registrable interest involving the Tenderer and their staff, and Riverview ETNS, its Board of Management and Patron or relatives must be fully disclosed in response to this Request for Tender (RFT) or should be communicated to Riverview ETNS immediately upon such information becoming known to the Tenderer. In any case the information must be made known before the award of the contract. The terms “registrable interest” and “relative” shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict comes to light. Any other conflicts of interest must be fully disclosed to Riverview ETNS.

### **Confidentiality**

All documentation disclosed or furnished by the school to the Tenderers during the course of this competition;

- (a) is furnished for the sole purposes of replying to this RFT only;
- (b) may not be used, communicated, reproduced or published;
- (c) shall be treated as confidential by the Tenderer and by any third parties engaged or consulted by the Tenderer;
- (d) must be returned immediately to Riverview ETNS upon cancellation or completion of this Competition, if so requested by Riverview ETNS.

### **Environmental, Social & Labour Law**

The successful Tenderer will have to comply with all applicable obligations in the field of environment, social and labour law that apply in Ireland, including but not limited to the transfer of undertakings (TUPE).

### **Term of the Agreement**

The agreement will commence at the end of **August 2024** and finish at the end of **July 2025**. Nothing should be inferred from the agreement that a right to an extension/renewal is to be automatically assumed.

### **Pricing**

The Tender should include the proposed contribution to Riverview ETNS.

### **Tax Clearance**

Prior to the award of any contract, the successful Tenderer will be required to provide their Tax Clearance Access Number and Tax Reference Number to facilitate verification of their tax status.

### **Insurance**

The successful Tenderer shall be required to hold for the term of the contract the following insurance:

- Employers Liability
- Public Liability

The successful Tenderer shall be required to provide a Letter of Indemnity to the Board of Management of Riverview ETNS indicating cover of €6,500,000 for any one claim or series of claims arising from one occurrence, including costs and expenses.

### **Regulations regarding in-school childcare**

School-age service providers are required to register their school-age service with Tusla by completing the online registration process in order to comply with The Child Care Act 1991 (Early Years Services, Registration of School Age Services) Regulations 2018.

All tenders can be submitted as a word document with various sections or headings as Tenderers deem fit to meet or address their response to the selection criteria.

Riverview ETNS is a co-educational and equality-based school based in Dublin 12. In September 2024, we will have a projected enrolment of 230 children. In Riverview ETNS, we;

- Aim to provide an excellent education that is respectful of all, regardless of belief system, race, ethnicity, class, culture, gender, language, lifestyle, and ability.
- Believe every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

### **Our Vision and Ethos**

Educate Together schools differ from other schools in that we have a unique ethos. The ethos describes the spirit and character of the school. It permeates all the activities of the school day and enables a strong sense of community and social cohesion within the school. The aim of the Positive Behaviour Code is to ensure that the individuality of each child is respected and that individual differences are celebrated, acknowledging the right of each child to an environment in which they can grow and learn safely. The vision for our school is that we will ‘live out’ the core principles set out below and seek to create and maintain an ethos that encapsulates these principles.

### **The Equality-based Principle**

- Riverview ETNS is an Equality-Based primary school that enables equal access to the school. Children of all social and cultural groups, and of all religions and non-religious backgrounds, are equally respected and welcomed.

### **The Co-educational Principle**

- All children are encouraged to fulfil their potential in a school that is committed to equal opportunities for girls and boys.

### **The Child-centred Principle**

- The school offers a child-centred curriculum in which the teacher guides and facilitates the child's learning through both formal and informal methods and encourages the child's active participation in their learning. Each child's individual needs are considered, and they are encouraged to learn at an appropriate pace.

### **The Democratically-run Principle**

- The school is managed by the Board of Management under the patronage of Educate Together. Riverview ETNS has an active Parents' Association and a dedicated staff upholding a cohesive set of values that encapsulate the school ethos. On an on-going basis, parents are encouraged to take an active part in their children's learning under the professional guidance of the teacher.

It is essential that the school ethos carries over from the school day to the after-school.

### **Details of the service required**

**Arrangement:** After-school care is to be provided for pupils from Junior Infants to 6th class from 1.10pm-6pm in Riverview Educate Together National School. The service would only be available to pupils of Riverview ETNS. Any provision of such a service must be in keeping with the school ethos.

**Facilities:** Classroom space to be made available. Equipment/resources are to be stored elsewhere in the building and moved in and out of the classroom daily. Classrooms to be returned to their previous condition for class the next day. Staffroom will be made available for food preparation.

**School policies:** The school will make available to the provider any relevant policies which will include at a minimum:

1. Child safeguarding statement of RVETNS
2. Code of behaviour
3. Anti-bullying policy
4. Data protection policy
5. Fire safety and evacuation policy

The government tender website can be referred to for broader information on the tendering

process: <https://www.etenders.gov.ie/>

The following was also referenced when developing this document; Guidelines on the use of school buildings outside of school hours, Planning and Building Unit, Department of Education and Skills, October 2017.

**Application process:** Interested parties can apply to the Board of Management of Riverview Educate Together National School through use of Appendix A.

There will be a weighted process implemented as part of the application process:

- RVETNS will take in to account the best interests of the overall school community, in terms of the service to be provided by the operator,
- References and previous relevant experience,
- Garda vetting/supervision,
- The outcome of an interview with the Principal or Board representative,
- The revenue generated for the school alongside the quality of service provision to the pupils.

A **checklist of criteria for selection/refusal** is available in [Appendix B](#).

- The following documentation/information provided as part of that application:
  - proof of insurance should be provided by the group for examination,
  - Any policies, procedures or other measures to be detailed which are needed to safeguard the safety and welfare of the school's pupils including from a child protection or Garda vetting perspective,
  - Data protection policy of the provider,
  - Health and safety policy of the provider, including first-aid considerations,
  - Fire safety and evacuation policy.
- Important to note:
  - The space will be available for viewing by appointment and the applicant will confirm that the space is suitable for the delivery of the service.
  - The school is providing the facility only and is not endorsing/evaluating the service.
  - The provider can use the school Wi-Fi but not the school IT equipment.

- An 11 month contract will be drawn up with the service provider, with an option to renew.
- The school website will not be used for any After-school service. Providers will use their own email for correspondence and may set up their own website if desired.
- If consent is granted it is on the basis that any agreement will not give occupancy rights to the user group.
- Call-out charge for security will be paid by the group responsible for locking the area in question.
- Any damage to property will be billed to the group responsible for the damage.
- Providers will be using different classrooms on different days, this will be timetabled to allow the teachers to conduct planning elsewhere on these days.
- Classrooms will need to be returned to normal at the end of each day.
- Storage is at a premium and so the provider will need to minimise resources needed for provision of the service and will need to store them in a neat, transportable trolley.
- The providers need to operate in line with the school ethos but can operate under their own code of behaviour, a copy of which the school should be furnished with in advance.
- Any complaints relating to the service should be brought to the attention of the providers.
- The providers will be responsible for locking the school building and school gates at the end of each day. They will have a set of keys and alarm codes. Any breach in securing the school effectively would result in immediate review of the arrangement and could render the contract void.
- Providers will be responsible for the behaviour and care of the pupils in their care and will not share this responsibility with class teachers (i.e. passing on messages etc.).
- Pupils for after-school will be collected from the school yard daily, promptly at 1.10/2.10pm.
- Costs (rental of space) will be agreed with RVETNS Board of Management once the tender has been provisionally approved.

Appendix A:

**APPLICATION FOR USE OF SCHOOL ROOM/FACILITIES:**

**Along with the application form below, please include a comprehensive overview of the service to be provided by you. This should include your vision, costs and why you would be the best partner for Riverview ETNS to work with.**

ORGANISATION DETAILS

1. Name of Association/Group:
2. Address:
3. Tel no:
4. Contact name and address:
5. Tel no:

2. FACILITIES REQUIRED

Facilities/room required:

Purpose:

Date/s required: Time/s:

Name and address of person who will be in charge:

3. INSURANCE DETAILS

Name and address of insurance company: Policy number:

Expiry date of policy:

4. DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION/BODY



I/We agree to the conditions governing the use of School Property as specified on the form attached. I authorise the School to make such enquiries, as it deems necessary in connection with this application.

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

5. APPROVAL OF APPLICATION (To be completed by school management)

Use of school facilities sanctioned (dates and times):

The original insurance certificate has been inspected and a copy has been retained for School records.

A copy of the approved application has been given to the Applicant together with a copy of the approved conditions in relation to the use of School property by outside bodies.

SIGNED: \_\_\_\_\_

Chairperson of the Board of Management of RVETNS

## Appendix B:

Checklist of criteria for selection/refusal:

- Provider has relevant qualifications
- Provider operates in keeping with the ethos of the school
- Insurance is in place and certificate provided
- All relevant policies necessary to the safe and effective running of an after-school care service have been provided to the Board as part of the application process.
- Provider has met with management or Board representative and conveyed a cohesive plan (numbers of pupils, staffing, structure of provision, communication with parents, collections, grievance/discipline procedures)
- The Board perceive this service provider to be a good fit for the school in terms of organization, planning, personal approach/characteristics and vision.
- The ultimate decision for awarding the service is entirely at the discretion of the Board of Management.