



# Lettings Policy

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**It is the responsibility of all Cathedral Schools Trust employees, governors and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.**

## **Cathedral Schools Trust Stoke Park Primary School**

**November 2023**

Google/Policies

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## **1. Introduction**

- 1.1. The Trust has the benefit of outstanding facilities across its schools that it is keen to make available to the local community and beyond. Use of school sites can benefit schools, their pupils and their parents as well as the hirers. The aim of this policy is to ensure that these benefits are realised whilst providing for the health and safety of all involved.
- 1.2. Organisations / individuals whose purpose, beliefs or aims are not aligned to those of the School and Trust in relation to safeguarding and promoting the welfare of children will not be allowed to let any part of Trust premises at any time.
- 1.3. The use of the Trust premises is permitted by the Trust on the understanding that the following rules are adhered to at all times. Failure by the hirer to comply with any of the following regulations where applicable, whether intentionally or not, may be deemed by the Trust to be just cause for the immediate cancellation of any lettings or series of lettings.

## **2. Procedures**

- 2.1. Procedures may vary between schools and in some cases visits may be appropriate prior to applications or agreements of a letting. A fully completed application form will need to be submitted to the School with a minimum of three weeks notice prior to the commencement of the event. Failure to do so will result in the booking being cancelled unless discussed otherwise. Where the proposed date falls within a school holiday, the lettings form must be received at least 21 days before the end of term.
- 2.2. The person signing the application form, on behalf of their organisation, (referred to as the hirer) is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to. The hirer must be over 18 years of age. Once the hirer has received agreement from the School/Trust to use the Trust premises, (s)he is automatically bound by all terms and conditions of usage of the premises. The Trust has the right to vary these terms and conditions at any time.
- 2.3. The hirer may not assign or sublet the premises.
- 2.4. All lettings must be approved. No letting shall be considered approved or any change confirmed until approved by the School/Trust. Approval will be communicated to the hirer in writing from the School/Trust.]
- 2.5. The School/Trust may cancel any letting at any time; either the fee will be refunded, or an alternative date offered, except in the case of misconduct.
- 2.6. It is the responsibility of the hirer to complete their own risk assessment having due care to the regard of the nature of the event/activity, the equipment being used, the age of the children/adults taking part and the premises being utilised. A copy of the risk assessment must be attached with the application form.
- 2.7. The Trust reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its pupils, employees or property. The Trust may exercise this right or authorise any other

person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the Trust to be desirable including requirements as to fire precautions, security of persons or premises, the employment of security or other staff, the exclusion or admission of any person, persons or class of person or any animal, animals or equipment, the giving of bonds or the effecting of insurance.

- 2.8. The School/Trust reserves the right of access to the premises during any letting. The Headteacher or members of the School's staff may monitor activities from time to time.

### **3. Charges**

- 3.1. All charges must be paid within 15 days of the invoice date by cheque or BACS with the reference and account codes quoted on the invoice. A minimum let is 1 hour.
- 3.2. Charges will be made at rates which will be determined from time to time by the School/Trust and shall be liable to change without prior notification. We reserve the right to require a deposit in advance of the booking. In cases where the incorrect charge has been quoted, the School/Trust reserves the right to charge the correct rate, although the hirer may consider the booking cancelled.
- 3.3. The School/Trust does not undertake to refund any charge on cancellation of a booking by the hirer unless 21 days' written notice of the cancellation has been given in writing.
- 3.4. It is the hirer's responsibility to notify participants in writing (where appropriate) of any changes in dates or venues or cancellation at least a week in advance.
- 3.5. A 4 weeks notice period will be expected from all hirers in relation to cancelling a long term, repeat booking.

### **4. Care of premises**

- 4.1. The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting. No person under the age of 18 years is permitted on the premises without adequate adult care and supervision.
- 4.2. The hirer is liable for any damage, loss or theft of school equipment they are using and for the equipment's safe and appropriate use and is required to pay to the School/Trust the cost of making good any damage to the property or to any fittings, fixtures, sports or other equipment or property which may result from the letting. Any damage arising from the hire must be reported to the School. The hirer is required to clear away any rubbish and leave the premises and / or grounds in the condition in which they were found. The hirer shall be responsible for reimbursing the School/Trust for any additional costs incurred in cleaning the premises and / or grounds after a letting.
- 4.3. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or moved without prior approval of the School/Trust. Any movement of furniture required must be undertaken by the hirer under the direction of the Site Team/School. Standing on seats, furniture, windowsills etc.

- is not permitted. Any furniture used must be returned to its original position at the end of the hire period.
- 4.4. No additional staging, curtaining, scenery, fixtures, fittings or decorations may be installed without the prior consent in writing of the School/Trust. Any such alterations and additions as may be authorised shall be purely temporary arrangements requiring no permanent fixings which would damage or disfigure any part of the premises. Any temporary arrangements such as curtaining, or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the Trust premises nor taken away while the School is in session. Any alterations shall be returned to their original state immediately after usage, at the expense of the hirer.
  - 4.5. No alterations or additions to the electrical installations at the School may be made without previous consent in writing of the Trust. Any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Trust and shall be reinstated forthwith at the expense of the hirer to the satisfaction of the Trust. The intention to use any electrical equipment must be notified on the application.
  - 4.6. The Trust will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.
  - 4.7. The hirer must bring all equipment on site for each use. There are no facilities in the school to store materials between use.
  - 4.8. The hirer is responsible for informing the School/Trust of any person sustaining injury or loss on the Trust premises during the period of the let. This information must be presented in writing to the School/Trust within 24 hours of the event. Any further information required by the School/Trust must be made available on request.
  - 4.9. The hirer must have vacated the premises at the agreed finishing time of their let. The hirer must ensure that the period for which they have hired the Trust's facilities allows for setting up and putting away any equipment. If the period of usage exceeds the period hired, then the hirer will be liable for a minimum penalty of 1-hour hire charge for each area hired. The School/Trust will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.
  - 4.10. It is the responsibility of the hirer to ensure that they provide adequate supervision to prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the function.
  - 4.11. No food or drink is allowed in any area except the dining hall,, unless prior written permission has been granted.
  - 4.12. Appropriate footwear to be worn. No stiletto heels or similar objects are allowed in the halls.
  - 4.13. The School/Trust does not provide access to the public telephone system for calling assistance during lettings. Hirers should make their own arrangements in this respect.
  - 4.14. The School/Trust does not provide first-aid medical facilities for hirers. The hirer should have a member of staff who is first aid trained and access to a first aid kit. It is the responsibility of the hirer to check the qualifications of those

supervising activities that are considered to be of a hazardous nature (eg. karate, gymnastics, judo etc) or where the club/organisation is for young people under the age of 18. A copy showing proof of this must be attached to the application form.

- 4.15. The School/Trust may provide and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled.

## **5. Equipment and accommodation**

- 5.1. Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested in the application form and approved by the School/Trust. Such applications must specify the name and qualifications of the person taking responsibility for their proper use.
- 5.2. Chairs installed in the premises may be used by special arrangement with the School/Trust, but the School/Trust does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting.
- 5.3. Any IT/AV equipment that you bring onto the premises must carry a valid and up to date PAT certificate.

## **6. Conditions of premises**

- 6.1. The Trust gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, but every effort will be made to see that they are in a reasonable state.
- 6.2. Where facilities booked by the hirer turn out not to be available during the letting, the Trust will consider applications for ex gratia refunds of a proportionate part of the letting charge, always providing that no such refund shall be given for facilities not included in the letting charge. The Trust decision shall be final in respect of any refund made.

## **7. Playing fields**

- 7.1. The Trust does not give any guarantee as to the standard of the playing fields nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any field upon submitting his/her application and such application will be deemed to be for the particular pitch or field as seen.
- 7.2. The School/Trust shall deem whether any pitch or field is fit for use and their decision shall be final.

## **8. Catering facilities**

- 8.1. The Schools' catering facilities are not available for hire. However, separate arrangements can be agreed for the provision of refreshments for special events.

## **9. Car parking**

- 9.1. Where car parking is required and agreed by the School/Trust, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles. The School/Trust will not accept responsibility for any loss or damage to vehicles that occurs on the premises, including car parking areas.

## **10. Insurance**

- 10.1. It is the responsibility of the hirer to effect whatever insurance he/she considers necessary to cover his/her liabilities. Insurance effected by the School/Trust does not extend to a hirer's liabilities. Hirers using the facilities must provide proof of adequate insurance to the School/Trust including Public Liability Insurance Certificates with minimum cover of £5 million to cover all their legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed giving details of the Insurers, the limit of indemnity and the expiry date of the policy. This requirement may not apply in the case of individual hirers subject to prior approval from the School/ Trust.

## **11. Legal requirements**

- 11.1. The hirer shall comply with all legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright – whichever is in place. The hirer shall be fully responsible for obtaining any licences or other permissions required, always providing that no such application shall be made without the prior approval of the Trust. The hirer shall indemnify and keep indemnified the Trust, from and against all costs, claims and demands which may be made against the Trust for any breach or infringement of copyright.
- 11.2. No intoxicating liquor shall be brought or consumed on Trust premises or any part thereof except by recognised organisations. It is the responsibility of the hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of intoxicating liquor. Copies of all licences will be submitted prior to the date of let.
- 11.3. Smoking or vaping is not permitted anywhere on site and includes all outdoor areas. This includes E Cigarettes.

- 11.4. The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or to any part of the building than can be safely accommodated there and to control the movement of children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of children.
- 11.5. The hirer will ensure that the requirements of the Equality Act 2010 are observed at all times (in particular the need to promote good relations between people with protected characteristics and others). Protected characteristics are defined in the Act as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.
- 11.6. The hirer will adhere to all Health and Safety requirements as required by the Trust. The behaviour and safety of persons on the premises for a letting booking are the responsibility of the hirer.
- 11.7. The hirer is specifically forbidden to use or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.
- 11.8. In the event of a breach in these conditions the hirer may be asked to leave the premises immediately by a member of the School. If the hirer fails to leave the premises, then the local police authority will be summoned and asked to remove the hirer from the premises.

## **12. Fire safety**

- 12.1. The hirer must familiarise themselves with the emergency procedures for fire and first aid, including fire evacuation routes, and carry them out to the best of their ability.
- 12.2. Hirers are responsible for ensuring that all adults and children involved in their activity leave the building as quickly as possible. Adults waiting for their children do so at their own risk but will be evacuated by School staff or the hirers using the premises. All users should familiarise themselves with the fire alarm and evacuation procedures. Copies of these are in Reception and in the rooms/halls.
- 12.3. There is no public telephone available within the premises: hirers are required to have access to a mobile phone as a term of their letting.



### **13. Safeguarding and child protection**

- 13.1. This policy should be considered to apply to all lettings regardless of whether a hirer is also an employee within the Trust.
- 13.2. If the hirer is working with children they must follow the guidance issued in Keeping Children Safe In Education (KCSIE), Working Together to Safeguard Children 2015 and Keeping children safe during community activities, after-school clubs and tuition; non-statutory guidance for providers running out-of-school settings.
- 13.3. The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
- 13.4. The School's Headteacher will ordinarily be the arbiter as to whether an individual event operates under the auspices of the Trust Safeguarding Policy.
- 13.5. When services or activities are provided by the School or the Trust, or are under the direct supervision or management of their staff, the Trust's Safeguarding Policy and arrangements for child protection will apply.
- 13.6. Ordinarily ALL other paid lettings should operate under the Safeguarding Policy of the business taking out that letting. Where any business may seek to operate a letting anywhere within the Trust and the management of the business involves any person or persons employed by CST, then before the letting can be agreed this must be escalated to the Central Team for processing with regard possible related party transactions to ensure there is clear separation in all communications and policy from any positions of trust held within the School/Trust.
- 13.7. Where the School/Trust hires or rents out facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) appropriate arrangements should be in place to keep children safe. The School/Trust should seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the School or Trust on these matters where appropriate.
- 13.8. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll. Safeguarding requirements are included in any lease or hire agreement as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement. The guidance on Keeping Children Safe in out-of-school settings details the safeguarding arrangements that providers must have in place.
- 13.9. Furthermore:
  - All hirers must complete Annex B Safeguarding Information Form
  - Hirers who are using the Trust premises to provide activities for children and young people aged 18 and under ("children") must provide the School with a copy of their Safeguarding and Child Protection Policy which must clearly reference:

- Safer recruitment, training and induction for staff;
  - Welfare and reporting arrangements for raising concerns about young people including a named 'designated person' for referring child protection and safeguarding concerns;
  - Arrangements for raising concerns with regard to adults working with young people;
  - Arrangements for Disclosure and Barring Service ("DBS") checking and barred lists checks where appropriate
- It is a condition of hire that all supervising adults have had all appropriate pre-employment checks. The hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of them, in addition to the provision of policy and procedures, the hirer and any person identified by the hirer likely to have contact with children, must have been subject to enhanced DBS checks and barred list checks where appropriate. It is the responsibility of the hirer to arrange the vetting (DBS for persons over the age of 16) of those teaching or supervising activities involving young people under the age of 18 and to ensure that all persons have had appropriate DBS and identity checks.
  - The Trustees, via the onsite Headteacher or Designated Safeguarding Lead or their designate, reserve the right to require the hirer to produce evidence that enhanced DBS checks and barred list checks where appropriate have been carried out on all persons; to review safeguarding policies and procedures; and, to impose any additional requirement they consider appropriate in connection with the hiring.
  - If for any reason the Trustees are not satisfied in relation to the above matters then they reserve the right to cancel any hiring without notice and there shall be no liability to the hirer other than to refund any hiring fee or deposit paid. In coming to such a decision, the Trust will act reasonably at all times including communicating any concerns or reassurances sought etc. with the hirer. However, the Trust's decision to cancel the hiring on these grounds will be final and no further correspondence will be entered into.
- 13.10. Hirers are reminded that Trust facilities may be used for a range of activities with users arriving and leaving at varying times. Hirers are responsible for the safeguarding of all young people for whom they are providing activities while those young people are on Trust premises. It is recommended that all children are met at Reception, escorted to their activity, and returned to Reception at the end of the activity for collection by their parents or carers.
- 13.11. Where the hirer is providing sporting activity or coaching, valid and current First Aid certificates must be in place when the school's First-Aiders are not present.
- 13.12. If allegations or concerns are made relating to incidents that occur whilst using the School/Trust premises that involve children and young people aged 18 and under, the hirer must notify the School/Trust Designated Safeguarding Lead (DSL) within 48 hours. The hirer should also, as part of their own procedure, notify the LADO and any other relevant agency where necessary. The School/Trust will follow its safeguarding policies and procedures, including informing the LADO where appropriate.

- 13.13. If the School/Trust becomes aware of a Prevent concern regarding a group or individual using the premises and facilities or applying to do so, they will report their concerns through 101, through Children’s social care or Adult services or through any other official reporting routes available to them.

#### 14. Version control and approvals

Version	Date	Amended by	Recipients	Purpose
1	November 2023	AM/NA/AH	Risk and Audit Committee	Aligned policy

#### Approvals

Version	Date	Approved by
1	November 2023	Risk and Audit Committee
Date for next review of this policy	November 2024	

## **Annex A LETTINGS APPLICATION FORM**

Note to applicant: Before completing this form, please carefully read the terms and conditions as detailed in the letting policy.

**Return completed forms to: [contactus@stokeparkprimary.org](mailto:contactus@stokeparkprimary.org)**

<b>Section 1: Contact details</b>	
Name of Applicant:	
Name of Organisation:	
Address:	
Email address:	
Telephone:	
Areas of the school to be used:	
Rooms required:	
Will this be a one time only booking?	
<b>Section 2: One off Letting</b> <i>Please complete this section if this is a one off let.</i>	
Starting date and time:	
End date and time:	
Booking duration:	
<b>Section 3: Regular letting</b>	
Day(s) required:	
Starting date and time:	
End time:	
Booking duration and date the booking ends:	
Do you wish the letting to continue through the school holidays?	
<b>Section 4: Additional Requirements</b>	

Will you be applying for a one off event licence?	
Please confirm what the licence is for and please send us a copy of this licence:	
Please state any special facilities/school equipment required:	
Details of any electrical equipment to be brought in to the premises:	
Maximum number of participants:	
<b>Section 5: Responsibilities to children using the premises</b>	
Please complete the separate safeguarding form (Annex B)	
Please confirm you have provided the following information: 1. A copy of the applicant's insurance cover with a minimum of £5m Public Liability 2. A copy of the applicant's Risk assessment of the event and use of premises 3. A copy of your safeguarding and child protection policy where you are supervising children under 18. here children under 18 4. A form of photo ID.	
<b>Section 6 : Key Holder Undertaking</b> Where the let is provided with keys or key / fobs to enter the building.	
I confirm I have taken possession of (list number of key fobs, giving access which areas).	
By providing the names of those taking possession of key cards, I agree to the following: 1. I will not pass the keys/cards to any other person without the direct permission of the School.	

2. I will be responsible for keys/cards at all times. Among other security measures, we will not put the name of the school or any other identifying feature on the keys and we will keep them in a safe place when they are not in use.
3. I will notify the school immediately if the keys/cards are lost or stolen.
4. I will be liable for any loss or damage incurred by the school resulting from the loss or theft of the keys/cards.
5. We will be responsible for any fees incurred by the School as a result of the alarm malfunctioning or being improperly activated by us, our staff or our participants.

The hirer accepts all the terms and conditions of hire as set out in the lettings policy. The hirer's attention is specifically drawn to the indemnities contained in the policy and the need to obtain suitable insurance cover for any loss, damage or injury. Where the hirer has approval to be a key holder, their attention is drawn to the conditions of key holding and the accompanying indemnities.

I, the applicant hereby confirm that I have read and accepted the terms and conditions of this hire agreement.

Name:

Signed:

Date:

<b>To be completed by the school</b>			
Deposit paid		Constitution received	
Balance paid		Insurance checked and copied	
		Licences checked and copied	
		Safeguarding and child protection policy received (for activities involved children aged 18 and under)	
		DSL contact details provided	

## Annex B SAFEGUARDING FORM

The Cathedral Schools Trust is committed to ensuring that all organisations that use their premises comply with the guidelines recommended by the Local Safeguarding Children Partnership, and also as set out by the Department for Education.

Detailed below are a set of questions which we expect all organisations to be able to answer. As part of its safeguarding responsibilities, the School/Trust will monitor and periodically check that the information provided is accurate and all hirers must provide additional evidence where requested, in accordance with our Lettings Policy.

### CONTACT DETAILS

Details of organisation requesting the letting arrangements:

**Name:**

**Address:**

**Telephone No:**

PLEASE ANSWER ALL THE QUESTIONS BELOW	YES	NO
<b>POLICIES &amp; PROCEDURES</b>		
Will you be supervising children under the age of 18?		
Has your organisation read the DfE guidance <a href="#">"After-school clubs, community activities and tuition: safeguarding guidance Sept 2023"</a>		
Have you considered the suitability and safety of the setting for employees and children?		
Do you have an appropriate Safeguarding and Child Protection Policy, along with procedures and codes of conduct that are compatible with those held by the Cathedral Schools Trust and by the Local Safeguarding Children Partnership and set out by the Department for Education?		
Do you have an approved procedure in place in the event of concerns being raised or a child protection allegation being made against a member of your staff, volunteer or organisation?		
Do you have in place a Code of Conduct for staff that is compatible with the Trust's Code of Conduct and expectations?		
Are you aware of the procedures to follow if you think a child is being abused and have you shared this information with your members of staff?		



Does your organisation keep records and registers of all children attending the activity?		
<b>SAFER RECRUITMENT</b>		
Do you have robust practices in place which meet the safer recruitment guidance set out by Department for Education in their 'Keeping Children Safe in Education' publication		
Can you confirm that job interviews have been carried out for all staff and volunteers and that full application details exist?		
Can you confirm that individual identity, right to work and qualification checks have been satisfactorily completed?		
Can you confirm pre-employment checks including enhanced DBS checks with the children's barred list check have been obtained on all staff or volunteers working with children, including transporting children as part of the activity?		
Can you confirm that all volunteers have had enhanced DBS checks or will not be left unattended with children?		
Can you confirm that a minimum of 2 satisfactory references have been received (from previous employers where possible) which address the individual's suitability to work with children & young people?		
Can you confirm that staff or volunteers have not had a break of 3 months or more from employment since their latest CRB/DBS disclosure was obtained?		
Can you confirm that a record of recruitment and vetting checks is kept by your organisation and that this is kept up-to-date and is available for inspection by the School on request?		
Can you confirm that staff have had training on specific safeguarding issues that put children at risk?		
Can you confirm you have an appointed designated safeguarding lead (DSL) who has undertaken safeguarding and child protection training?		
Can you confirm you have provided parents with the DSL contact details so they can raise any concerns?		

Can you confirm all staff have the contact details of the DSL and local authority designated officer (LADO).		
<b>SAFETY &amp; WELFARE</b>		
Do you have a trained first aider in attendance at all times and suitable first aid equipment?		
Do you have a member of staff who is familiar with the school's fire evacuation plans?		
Do you have appropriate arrangements in place for other emergencies?		
Do you have more than one emergency contact number for each child and, where possible, know of any medical concerns/allergies?		
Are you aware of the arrangements that are in place to liaise with a member of school staff if there are any particular concerns?		
If using potentially hazardous equipment provided by the school, can you confirm that it will be operated by suitably trained staff and it will be supervised at all times by an adult member of staff?		
Can you confirm your organisation does not condone bullying, racism or any other forms of prejudice by your members of staff or any of your clients and their family members?		
Do you have specific arrangements in place for dealing with situations where children are not collected after the activity?		
If providing childcare, please confirm that the organisation is registered with Ofsted?		
Please provide Registration details:		
Is your organisation registered with the appropriate national registered body (e.g. FA for football organisations)?		
Please provide details:		

<b>DATA PROTECTION</b>		
Does your organisation have procedures in place to protect staff and client personal information in line with the requirements of GDPR and the expected provisions of the DPA 2018?		
<b>UPDATES</b>		
Do you agree to notify the School of any changes in Ofsted registration, adults regularly present and any other changes as relevant? Changes will need to meet the same safeguarding criteria applied for the original application.		
Can you confirm that you will liaise with the school on safeguarding matters where appropriate and you accept that the school may need to follow their own safeguarding procedures in certain circumstances.		
Please confirm you have provided the following information: 1. A copy of the applicant's insurance cover with a minimum of £5m Public Liability 2. A copy of the applicant's Risk assessment of the event and use of premises 3. A copy of your safeguarding and child protection policy where you are supervising children under 18. here children under 18 . 4. A form of photo ID.		

**Signed on behalf of organisation**

**Date**

**Print Name (Nominated Club Official)**

**Telephone number**

**Email address**

(It is the club's responsibility to advise the School if the person who has hired the facilities on behalf of the club changes). In this case a new Safeguarding form will have to be completed.

COPY TO BE RETAINED IN THE LETTINGS FILE OF STOKE PARK PRIMARY SCHOOL

## **Annex C ROOM HIRE CHARGES**

	<b>Community Rate*</b>
<b>Classrooms</b>	
Rate for 1 hour booking	£15
<b>Main hall/ dining hall</b>	
Rate for 1 hour booking	£15



## Annex D TEMPLATE LETTER TO SEND TO HIRERS

[Insert hirer's name and address]

Dear [insert name]

### Letter of Confirmation of Hire Agreement

I am writing to approve your application for the use of Stoke Park Primary School premises on the [insert date] between the hours [insert start time] to [insert end time]. This use is for [insert nature/ name of event] and

The facilities which you have permission to use are:

[List all accommodation including access to toilets, kitchen, first aid, reception as appropriate]

With further provision of hire for [List all equipment - ONLY IF APPLICABLE]

These special arrangements apply [insert any special requirements relating to setting out the room, caretaking, cleaning, access] [Insert specific details if key holders re returning of keys and charges, access eg If the hirer is approved as a key holder they will receive training on how to operate the School's security system and how to lock the building securely. The hirer will not pass the keys to any other person without direct permission of the school. The hirer will be responsible for any fees incurred by the School as a result of the alarm malfunctioning or being improperly activated by the hirer, their staff or participants ]

Your use of the premises will be subject to the terms and conditions of use, outlined within our Lettings Policy (distributed to you with the application form).

All other areas and facilities unless outlined above are not to be used without prior permission and will have restricted access, with alarm and security measures active.

An additional cost will be charged should any alarm systems be activated within the duration of your hire. A copy of the site plan showing fire escape routes is attached to this letter.

The emergency contact for the duration of your hire will be:

Caretaker/Site Manager: Sharon Knight [sknight@stokeparkprimary.org](mailto:sknight@stokeparkprimary.org)

Designated Safeguarding Lead (DSL): Amy Higgitt [ahiggitt@stokeparkprimary.org](mailto:ahiggitt@stokeparkprimary.org)

The caretaker should only be contacted in a clear and credible emergency situation and an additional charge may be incurred should contact be made without due reason. The Designated Safeguarding Lead should be contacted in line with section 13 of the lettings policy.

Kind regards

Alison Lambert, Headteacher,

Stoke Park Primary School