SCHOOL HIRE OF PREMISES POLICY

Barham Primary School

A. Adoption

The school governors at their meeting on **24th June 2016** adopted this hire of premises policy (the 'Policy') and the scale of charges set out below:

B. Introduction

The Governing Body of **Barham Primary** is keen to see the school's premises and grounds used for the benefit of the whole community for a range of reasonable and acceptable purposes including but not limited to: cultural events, festivities and learning.

The school's prime purpose is to provide the best possible education for its pupils. The school wishes to be at the hub of our community promoting equality of opportunity in an overall inclusive and accessible environment and this Policy is designed to give access to our facilities whilst keeping with our commitments towards our pupils and community, and also sets out the:

1. facilities that are made available to our community;
2. charges for the hiring of the school's premises;
3. responsibilities of the Governing Body; and
4. responsibilities of the Users/Hirer.

Our lettings policy operates within the framework of the London Borough of Brent's Equal Opportunities Policy as adopted by the school and the Governing body without prejudice.

C. Considering Applications for Hiring of the School

The Governing Body has delegated the responsibility for the hiring of school premises to the Head Teacher . Where appropriate the Head Teacher may delegate all or part of this responsibility to other members of staff.

The Head Teacher/ Facilities Manager member of staff will consider the hiring of the School's premises from any person(s) able to comply with this policy and in deciding whether or not to hire the School's premises, he/she will have regard to the following:

- the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking including parking in the immediate area;
- the interference with school activities;
- the availability of facilities and relevant premises staff;
- the school's health and safety and child protection policies;
- the specific health and safety issues with regard the number of Users, qualifications of instructors, type of activity and so forth;
- the adequacy of management procedures during the Hire Period;

- the appropriateness of the hiring and if it is considered to be consistent with the ethos of the school;

The Head Teacher / Facilities Manager member of staff will not hire the School's premises to organisations or person(s) that encourage racial discrimination and/or disharmony between persons of different religious and or racial groups or are otherwise involved in activities prejudicial to good race relations and strong communities including but not limited to the duty to have due regard to the need to prevent people from being drawn into terrorism.

D. Safeguarding

The **Head Teacher/Other designated member of staff** will ensure that those undertaking activities on school premises that require the hirer to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not i.e. supplementary schools; theatre groups; sports activities; cubs and scouts etc. have produced and implemented appropriate safeguarding polices and procedures.

Where the letting is to an individual (i.e. a self-employed tutor) the school will follow the same safe recruitment procedures as if the individual concerned were a member of the school staff, regardless of whether the children to whom they provide a service attend the school or not.

a) It is an obligation of the hirer to confirm that:
   - Where required Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) checks have been carried out on all persons over the age of 16 who work, either in a paid or voluntary capacity, with vulnerable people (children, young people or adults) on the activity or activities it undertakes on the school premises and that these checks demonstrate that they are safe to do so. The Hirer is responsible for ensuring compliance with the CRB/DBS 'Code of Practice' and relevant Brent Local Safeguarding Children Board requirements.
   - There are policies and procedures in place to address any concerns raised in respect to the welfare or safety of children and young people (e.g. signs of potential abuse are exhibited) and that staff and volunteers will act upon any concerns without delay.
   - Staff and volunteers are aware of how and to whom they should refer to should any concerns arise and that such information is detailed within their safeguarding policy.

b) The hirer shall be required to provide evidence of the above at the request of the governing body of the school, the Headteacher, or the Council.

c) The hirer is responsible for supervising any children participating in the activity or activities it undertakes on the school premises until they are collected by a responsible adult from the school premises

d) The hirer must make clear in any advertisement for the service/activity offered on

school premises that the school does not endorse, have involvement or responsibility for the service/activity being provided other than *emergencies including fire safety* (see section **J**).

The following activities fall within the corporate life of the school and therefore, the costs arising from the following uses are charged against the school's delegated budget:

- Governing Body meetings;
- extra-curricular activities for pupils organised by the school;
- school performances;
- family learning;
- parents' meetings;
- meetings of the PTA:
- PTA organised events.

The school and the Governing Body reserve the right to require a reference before any booking is accepted and/or decline a booking or application for the hire the school's premises. ***The Head Teacher/Facilities Manager*** (on behalf of the school) and the Governing Body in consultation with the appropriate local authorities and in line with health and safety requirements will have the final decision.

Please ensure that you have fully read and understood this policy documentation attached before submitting your application.

E. Charges

The scale of charges are set by the governors and reviewed annually. Details of the latest charges are enclosed and/or can be obtained on request from the **school website**. A deposit to cover potential damage(s) will also be applicable.

The applicable charges are required to be paid, in full within **14 working** days before hire. The hiring of the school will not be considered booked until full payment is made. Payment in instalments may be available for block bookings. For regular hires ie more than 2 events per month in voicing will be monthly with payment due on the 15th of the following month. Please contact **the Head Teacher or *Facilities Manager*** for details.

F. Hiring Times, Available Facilities and Equipment

The facilities and equipment which are available for hire at the following times, are as follow:

Hire times

The school is available for hire during the following hours i.e.,

Monday - Friday 6.00pm -10.30pm term time.

Weekends 8am- 10.30pm

Monday - Friday 8.am -10.30pm School holiday periods

Available Facilities and restrictions

The governors of Barham allow the premises to be hired but impose restrictions on numbers of occupants and types of usage which take place within areas of the school.

Main school hall (Private usage)

Main School Hall (Max Capacity 200 Persons)
Stage Area
100 adult size chairs
8 x 7ft folding table
Conventional Lighting (excluding stage floodlighting)
Heating when outside temperature necessitates
Male and Female toilets (located on first floor) Disabled toilet available on request (located in different part of building on ground floor)
Entrance hall/corridor area
Limited parking on Site

Sports Hall (certificated trainer and first aider to be present at all times**)**

Sports Hall (Max Capacity 40 Persons)
Changing Rooms
Conventional Lighting
Heating when outside temperature necessitates
Male and Female toilets Disabled toilet
Entrance hall/corridor area
4 tables 40 chairs
Limited parking on Site.

Educational premises usage (areas hired by agreement)

Main School Hall (**Max Capacity 150 Persons**)

Maximum Capacity per classrooms **31 Persons**
Conventional Lighting (excluding stage floodlighting)
Classrooms as hired
Heating when outside temperature necessitates
Male and Female toilets
Disabled toilet available on request (may be located in different area of
Entrance hall/corridor area
Limited parking on Site

Small hall (Parents and staff)

Usage limitations: 12.00hrs - 16.00hrs Saturday's term time only

Partitioned off small section of School Hall (Max Capacity 50 Persons)
50 adult size chairs
8 x 7ft folding table
Conventional Lighting (excluding stage floodlighting)
Heating when outside temperature necessitates
Male and Female toilets (located on first floor) Disabled toilet available on request (located in different part of building on ground floor)
Entrance hall/corridor area
Limited parking on Site

The school reserves the right to vary the facilities available for hire and/or times when these will be available for hire..

G. Insurance and Public Liability

Barham Primary school holds an insurance policy with Brent Council. Hires are advised to hold insurance cover in regards to 3rd parties.

H. Cancellation

A cancellation fee will be charged at the following rates:

- More than 10 working days in advance of booking 10% of total hire charge
- Within 10 working days of booking : 10% of total hire charge plus caretaking staff costs.

I. Personal Property

Barham Primary School will not be liable for any damage, injury or loss of property brought to or left in the school premises or school car parks by persons using the premises.

J. Statutory Requirements, Licenses and Permissions

The Hirer shall adhere to all laws relating to Health and Safety, Equal Opportunities, sale of alcohol and other items, Public Entertainment and noise nuisance. The Hirer shall obtain any license and permission necessary for the event, with or without a paying audience. Barham Primary school does not accept events or bookings sale or provide alcohol .

Emergencies including fire safety

The school's fire risk assessment will include and assess the risks in relation to lettings of their premises and those attending the lettings.

Any arrangements (e.g. alarms, maximum numbers) that arise from the assessment shall be communicated to all users of the premises, as appropriate. There must be a clear procedure for the hirer to summon emergency services, if required. All participants engaged in the school's activities must be aware of the procedure for vacating the premises in the case of an emergency such as a fire and the nearest assembly point.

The hirer must understand the school's evacuation procedures in the event of an emergency and be aware of fire exits and the assembly point.

In the event of the fire alarm sounding the building will be evacuated and the function will be suspended/terminated. All persons on Site must assembly in the main playground where they must remain until they are informed by a Fire Officer ,or a School Representative that it is safe to return to the building. Any missing person must be reported to the Fire Office/School Representative and on no account must anyone return to the building. **(If this is as a result of any action taken by the Hirer or Guests of the Hirer no monies will be refunded)**

K. Issuing a Hiring Agreement

Applicants should complete an ***Application for Lettings Form*** and submit this to the **Head Teacher/ Facilities Manager** for consideration. Once a hiring has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the Hiring Agreement.

The Hiring Agreement should then be signed and returned to the school. The school shall be in receipt of these signed documents before a hiring takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the School's current scale of charges. Payment will be sought in advance in order to reduce any possible bad debts and a deposit to cover potential

damage may be charged. An official receipt will be issued for all payments received.

The income and expenditure relating to lettings will be clearly recorded by the school and reported under the guidelines for Financial Management in Schools.

The Head Teacher on behalf of the Governing Body has at all times the right to refuse an application, and no hiring should be regarded as booked until approval has been given in writing and payment received in full. The reason for refusals will be recorded at the bottom of the application for lettings form and explained to the enquirer further if requested.

SCHOOL HIRING APPLICATION FORM

[INSERT SCHOOL NAME HERE]

APPENDIX A

SCHOOL HIRING
Model Confirmation Letter
[INSERT SCHOOL NAME HERE]

APPENDIX B

SCHOOL HIRING AGREEMENT

[INSERT SCHOOL NAME HERE]

APPENDIX E

DRAFT

APPENDIX E

DRAFT