

REGENTS PARK



Community College

# Premises Hire Procedure

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**Policy signed by: Chair of Governors**

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**Non-Statutory**

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### 1. Aims

We aim to:

- › Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- › Allow the hiring of the premises without using the school's delegated budget to subsidise this
- › Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- › Hiring out of the premises should not interfere with the school's primary purpose of providing education to its pupils

### 2. Areas available for hire

#### Available areas

The school will permit the hire of the following areas:

- › Hall
- › Classrooms
- › Tennis Courts
- › All Weather Pitch
- › Swimming Pool
- › Gymnasium

### 3. Charging rates and principles

#### 3.1 Rates

The rates for hiring out different areas are listed in the table in the section above, also see Appendix 1. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

## 3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 days notice. The hirer will not be charged in this event. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 14 days notice, unless it is a single hire and then 7 days notice is required. If less notice than this is given, the hirer will still be charged.

## 3.3 Review

The revenue raised from hiring out will be reviewed by the Business Manager and will be fed into the school's financial reporting, to ensure best value is being achieved.

## 4. Application process

Those wishing to hire the premises should fill out the Application Form, which you can find in Appendix 2 of this policy, and read the terms and conditions of hire set out in Appendix 3.

The hirer should fill out and sign the Application Form and submit it to the school office. Approval of the request will be determined by Lettings Officer and Business Manager.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, or reputational damage may occur.

## 5. Terms and conditions of hire

The terms and conditions – See Appendix 3 must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

## 6. Safeguarding

The school is dedicated to ensuring the safeguarding of its students at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with students, for example if the hire occurs when students may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

All adults involved with groups where children (under 18 years) or vulnerable adults are participating will have a current DBS at an appropriate level and must attest to be compliant with all current DBS checks by signing the booking form. No access to any changing facilities being used by children will be permitted until the previous group has vacated them. This is particularly relevant for the first hirers after the school day when all school students must be confirmed clear by a member of school staff before entry will be allowed. Each term all adults working with your group may be asked to hand in copies of their DBS certificates for checking.

Children should be under the guidance of supervising adults at all times, running and games are not permitted in buildings other than designated Hall and Gym.

***It is the hirers' responsibility to ensure that all adults working with the children are adequately trained and have the appropriate DBS clearance level. All hirers will need to provide written confirmation of***

***names, disclosure number and date of disclosure for all adults undertaking activities for their organisation /club to RPCC. Hirers will also be required to bring photo ID with them at all times.***

The organiser is responsible for ensuring that any activities for children are supervised by two responsible adults and that they have a Designated Safeguarding Officer on site at all times. This Designated Safeguarding Officer, must have the relevant training and update this training yearly. Training must include; Prevent and Radicalisation and they should have good knowledge regarding safeguarding issues that young people are faced with e.g. sexting, grooming, peer on peer abuse etc. The organiser must have a clear safeguarding policy that includes health and safety and the photography of young people engaging with the activities. The organiser and its employees must also know how to refer safeguarding issues to MASH. All groups working with children are required to ensure that all of their paid and volunteer staff has been cleared by an enhanced check with the Disclosure and Barring Service

In case of a safeguarding issue please contact reception and ask for Mr D Strange (Designated Safeguarding Lead) on 023 8032 5444. Or contact MASH (Multi agency safeguarding hub) Southampton 02380 833336/02380 832300 (Office hours) 02380 233344 (Out of hours). Regents Park Community College safeguarding and child protection policies can be found on the school website.

If you believe a child to be at immediate risk of harm, or that harm has occurred, please contact the Police.