



# Idsall School – Lettings Policy 2021

## Sponsorship & Review

### **1 Sponsor**

Viv Hulme  
School Business Manager

### **2 Reviewed & Approved**

August 2021

### **3 Next Review Date**

August 2023

## **1.Introduction**

Idsall School Board of Trustees are committed to making every reasonable effort to support the local community where possible to this end our aim is to:

- Make sure that 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.
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its students.
- Hire out the facilities in a way that is safe, within legislation and following government and local government guidelines. Including and not limited to the COVID-19 pandemic.

## **2. Areas available for hire**

### **2.1 Available areas**

The school will permit the hire of the following areas:

- Main School Hall
- Sports Hall
- School Gymnasium
- Lecture Theatre
- Standard Classroom
- Food Technology Rooms
- Outside Football Pitches
- Outside Rugby Pitches
- Netball Courts
- Tennis Courts
- All Weather Pitch
- Restaurant Area
- Conference Suite

The type of activities allowed in these areas will depend on the latest national and local government guidance on COVID-19, including protective measures and social distancing for the activity that is taking place.

### **2.2 Times of availability**

Facilities are available to hire from 5.00pm to 9.30pm on weekdays excluding bank holidays, weekend availability is by arrangement and dependant on Site staff cover.

## 2.3 Capacity and charging rates

Details of capacity numbers for all areas will be advised on application and will be subject to the latest government and local government guidance on COVID-19, including protective measures and social distancing for the activity that is taking place.

The rates for hiring each area are as follows:

| <b>FACILITY</b>                             | <b>RATE</b> | <b>LENGTH OF HIRE</b> | <b>DAILY RATE IN EXCESS OF 5 HOURS</b> |
|---|-------------|-----------------------|--|
| Main School Hall                            | £20         | Hr                    | £115 Full Day                          |
| Sports Hall                                 | £45         | 55 mins               | £ 250 Full Day                         |
| Trampoline – 1 court                        | £25         | 55 mins               | £ 150 Full Day                         |
| Badminton Court                             | £12         | 55 mins               | POA                                    |
| School Gymnasium                            | £20         | 55 mins               | £ 115 Full Day                         |
| Lecture Theatre                             | £15         | Hr                    |  |
| Conference Suite                            | £15         | Hr                    |  |
| Restaurant Area                             | £25         | Hr                    |  |
| Standard Classroom                          | £10         | Hr                    |  |
| Food Technology Rooms                       | £25         | Hr                    |  |
| Football Pitch – Adult match                | £60         | 2 hrs                 | £ 150 Full Day                         |
| Football Pitch – Youth Match                | £45         | 1.5 Hrs               | POA                                    |
| Football Pitch – Junior Match               | £30         | Hr                    | POA                                    |
| Grass Training                              | £30         | Hr                    | POA                                    |
| Rugby Pitch                                 | £60         | 2 hrs                 | POA                                    |
| Netball Courts Without Lights               | £20         | 55 mins               | £ 115 Full Day                         |
| Netball Courts With Lights                  | £30         | 55 mins               | £ 150 Full Day                         |
| Tennis Courts Without lights                | £10         | Hr                    | £75 Full Day                           |
| Tennis Courts With Lights                   | £12.50      | Hr                    | £ 87.50 Full Day                       |
| All Weather Pitch – Without Lights          | £65         | 55 mins               | £300 Full Day                          |
| All Weather Pitch – With Lights             | £80         | 55mins                | £ 300 Full Day                         |
| All Weather Pitch – Without Lights - Junior | £30         | 55 min                | POA                                    |
| All Weather Pitch – With Lights- Junior     | £40         | 55 mins               | POA                                    |

## 3. Charging rates and principles

### 3.1 Rates

The rates for hiring out different areas are listed in the table above. We reserve the right to offer certain organisations or activities the use of the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We also reserve the right to levy charges for site team cover for out of hours hire, additional cleaning, assistance with setting up specific equipment on top of the hiring rates.

Reduced charges may be considered by the school for long standing or multiple bookings.

### **3.2 Cancellations**

We reserve the right to cancel any agreed hiring without notice for any letting for which payment has not been received. This may be for a single event or, for multiple lettings, the first in the series for which payment has not been received.

For all other cancellations the school will endeavour to provide a minimum of 7 days' notice. However, in the event of forced cancellations due to Coronavirus restrictions or other emergencies, the school may have to cancel the hire with less notice. In such circumstances the school will notify the hirer immediately via telephone call or email.

A full refund will be issued if we do cancel a hire. 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 the hire.

The hirer of the premises can cancel any hire with a minimum of 7 days' notice. Cancellations made less than 7 days before the event date at the schools' discretion may be charged in full. However, if a hirer is forced to cancel due to Coronavirus restrictions i.e. local lockdown or suspected/confirmed case among the hiring group then the school will waive the charge of the hire.

Whilst every reasonable effort will be made by the school to abide by the cancellation timetable detailed above, in extenuating circumstances such as COVID-19 restrictions issued by local or national government then it may necessitate cancellation notices being issued immediately. Under such circumstances the hire charges for the school will be cancelled in full or refunded if paid in advance.

## **4. Application process**

Enquiries to use the school premises should initially be made to the school's finance team to whom the Headteacher has delegated responsibility for the management of lettings, in accordance with the school's policy; [finance@idsall.shropshire.sch.uk](mailto:finance@idsall.shropshire.sch.uk)

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the Finance Office. Approval of the request will be determined by the school's Business Manager or Accounts Manager and agreed with the Headteacher.

In situations that may present a conflict of Interest; approval of the Headteacher is always required.

If the request is approved, we will contact the hirer to outline the charging structure, provide details of emergency evacuation procedures and other relevant Health and Safety documents. Please see appendix 2 for further information.

The hirer will also need to provide proof of their public liability insurance and a COVID 19 risk assessment. Along with any other 3<sup>rd</sup> party licences that may be applicable.

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, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

## **5. Terms and conditions of hire**

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

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay full amount as stipulated by the school and shall not be entitled to set off any amount owing to the school against any liability. Whether past or future, of the school to the hirer.
3. The hirer shall occupy the part(s) of the premises agreed upon as non-exclusive hirer and no relationship of landlord and tenant is created between the hirer and the school by this agreement.
4. The hirer shall not sub-let any of the premises under the agreement.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the agreement, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the hire agreement.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time. This includes and is not exclusive to COVID-19 protective measures in line with the latest government and local government guidance.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and when requested by the school, shall provide a copy of the relevant insurance certificate no less than 10 days before the start date of the agreement.
10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
  - (a) Any damage to the premises or school equipment.
  - (b) Any claim by any third party against the school; and
  - (c) All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the agreement or any act or omission of the hirer or any person allowed by the hirer to enter the premises.

12. Save that nothing in the agreement shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid or to be paid to the school by the hirer under the agreement.
13. Any cancellations by the school made with at least 7 days' notice or in the case of cancellations in relation to COVID-19 will be refunded.
14. Any cancellations by the hirer received less than 7 days' notice will not be refunded. There will be no charge for any cancellations in relation to COVID-19.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or similar emergency.
16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind unless by prior arrangement. The school will not be liable for any damage to equipment stored on its premises, equipment stored on site is entirely at the hirers risk.
17. The hirer will be responsible for cleaning their own equipment brought on to the premises under the COVID-19 guidance, as well as cleaning the premises after use.
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
19. If the hirer breaches any of the terms and conditions the school reserves the right to terminate the agreement and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the agreement or otherwise.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
21. The hirer will acquire all appropriate licences for any activities running, including those required for use of any third-party intellectual property.
22. The hirer must seek prior approval from the School Business Manager prior to any alcohol or intoxicating substances being brought onto school premises including school grounds.
23. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running. This includes a risk assessment for COVID-19.
24. Smoking is not permitted on any of the school premises. This includes all of the school's grounds.
25. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
26. The hirer shall indemnify the Board of Trustees against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of the letting covered by this agreement.
27. The hirer and the individuals participating are responsible for adhering to the latest government and local government guidelines on COVID-19 and social distancing at all times.

28. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the agreement.
29. This agreement shall be governed, construed and interpreted in accordance with the laws of England and Wales.
30. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this agreement.

## **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 onto contact with students, for example, if the hire occurs during school hours or 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 DBS check. Please see appendix 3 for further safeguarding advice.

7. Please see our privacy notices on the school website at <https://www.idsallschool.org/policies>



## Appendix 1 Hire Request Form-Letting Agreement

Before completing the form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 & 5 of this policy. If you have any questions, please contact the Finance Office [finance@idsall.shropshire.sch.uk](mailto:finance@idsall.shropshire.sch.uk)

|   |   |  |   |
|---|---|--|---|
| Name of applicant/organisation and company number (where applicable)  |   |  |   |
| Applicant Contact Details   | Address:<br><br>Phone no:<br>Email Address: |  |   |
| Name & Address for Invoice (if different from above)  |   |  |   |
| Preferred method of contact   |   |  |   |
| Purpose/activity of organisation  |   |  |   |
| Have you got insurance to cover the event/activity?<br>(please provide a copy of the insurance certificate) | Yes   |  | <b>No</b> * please note that insurance will be required before a letting can proceed. |
| Part of premises requesting to be hired   |   |  |   |
| Date and time of first hire   |   |  |   |

|   |  |  |    |  |
|---|--|--|----|--|
| Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)                         |  |  |    |  |
| Number of expected participants in the activity<br><br><b>Please note:</b> these numbers must adhere to latest government guidance of social distancing |  |  |    |  |
| Does the event require any special licences (e.g. Temporary event notices, entertainment licences)? If yes please specify                               |  |  |    |  |
| **Will alcohol be brought onto the premises/  | Yes  |  | No |  |
| Are you obtaining a licence for the sale of alcohol   | Yes  |  | No |  |
| Will the event/activity involve children under the age of 18?   | Yes  |  | No |  |
| If yes please advise what safe guarding and child protection policies and procedures are in place<br><br>See school guidance attached                   | Safeguarding lead:<br><br>DBS Number<br>DBS issue Date |  |    |  |
| Cost per Session:   | Total Fees Payable:                                    |  |    |  |
| First Aider & Qualification   |  |  |    |  |
| Safeguarding Person, Qualification date   |  |  |    |  |
| Club Welfare Office and Contact if applicable   |  |  |    |  |
| Additional equipment you will require from the school (please note we may not always be able to   |  |  |    |  |

|  |               |
|--|---------------|
| provide this but will inform you where this is/is not possible)  |               |
| Additional equipment you will be providing yourself:<br><br>Will electrical equipment be used?<br>If so please provide PAT testing certificate |               |
| <b>By signing this form I agree to the terms and conditions set out in the school's premises hire policy.</b>                                  |               |
| <b>Signature of Hirer</b>  | <b>Dated:</b> |
| <b>Signature on behalf of the school</b>   | <b>Dated:</b> |

**\*\* The approval of the School Business Manager and Chair of the Board of Trustees must be obtained where the hirer requires alcohol to be brought on to the school premises.**

| <b>FOR OFFICE USE ONLY</b>  | <b>Initial and date when complete</b> |
|-----------------------------|---------------------------------------|
| ENTERED INTO BOOKING SYSTEM |                                       |
| COPY GIVEN TO FINANCE       |                                       |
| COPY GIVEN TO SITE          |                                       |
| COPY OF INSURANCE RECEIVED  |                                       |
| INVOICE SENT                |                                       |
| SAFEGUARDING SHEET COMPLETE |                                       |

|                   |  |
|-------------------|--|
| CONFIRMATION SENT |  |
| PAYMENT RECEIVED  |  |

## Appendix 2

### Supporting information and guidance for Hirers

#### Useful contact information

| Name                | Job Title             | Availability      | Contact Details                                  |
|---------------------|-----------------------|-------------------|--|
| Rob Hughes          | Site Manager          | Mon-Fri 9am – 5pm | 01952 468400<br>rhughes@idsall.shropshire.sch.uk |
| Viv Hulme           | Business Manager      | Mon-Fri 9am – 5pm | 01952 468400<br>vhulme@idsall.shropshire.sch.uk  |
| Finance Team        | For Billing Enquiries | Mon-Fri 8am – 4pm | 01952 468400<br>Finance@idsall.shropshire.sch.uk |
| Duty Site Assistant | On site queries       | During agreed let | A mobile number will be provided on arrival      |

#### 1. Licences and permission

The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the school the licences they hold.

Permission or a licence must be obtained from the copyright owner, the owner of the sound recordings (if applicable) and the publisher for any public performance of music, musicals, operas or stage plays.

If you will be playing recorded music you will need to apply for and purchase your own PPL Music licence, see <https://pplprs.co.uk/> for more details.

The borrowing of music scores or plays from a local library does not constitute permission to perform. Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premises Licence authorising entertainment, or by applying for a Temporary Event Notice.

The school Business Manager must be given at least 6 weeks' notice in writing of a stage play production. The letter must obtain a Temporary Event Notice from the local authority (Shropshire Council). The requirement is for the notice to be received by the Licensing Authority and Police a minimum of 10 working days before the planned event but not including the day of the delivery of the notice or the day of the event.

For more information on licensing please contact Shropshire Council 0345 678 9026 [licensing@shropshire.gov.uk](mailto:licensing@shropshire.gov.uk) It is the responsibility of any hirer to ensure that all copyright licences have been obtained to cover planned activities.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

## 2. Public safety

All conditions attached to the granting of the hire agreement, public licences and the school's Health and Safety policy (a copy of this policy can be found on the school website) shall be strictly observed.

Nothing shall be done which will endanger the users of the building, grounds or facilities, or invalidate the policies of insurance relating to its contents and in particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
- c) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- d) The Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Site Assistant in Charge/School Business Manager immediately.
- e) The Hirer is responsible for familiarising themselves with the procedure for evacuation of the premises, escape routes, assembly points and shall be familiar with the fire-fighting equipment available.
- f) The hirer is responsible for communicating the information in this section to anyone attending the activity or event.
- g) Performances involving any danger to the public shall not be permitted.
- h) Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay etc.) shall be undertaken or erected.
- i) No unauthorised heating appliances shall be used on the premises.
- j) All electrical equipment brought onto the premises shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the Letting Application form. The Board of Trustees disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
- k) Adequate supervision must be provided to maintain order and good conduct and where applicable, the Hirer must adhere to the correct adult/minor ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

## **2.1 Emergency evacuation procedure**

It is recommended that the Hirer familiarise themselves with the following, sharing with all under their control as Hirer:

- a) Anyone discovering a fire should immediately sound the nearest fire alarm. In the case of a child, they should then inform the nearest adult.
- b) The alarm signal is a continuous siren for fire and an air raid type siren for bomb/other. The function of the alarm is to warn every person in the building that a state of emergency has arisen and that the drill procedure should be put into operation at once. The school alarms for fire or bomb are completely distinguishable from any other school signal.
- c) Whenever the fire alarm sounds in school, please do not assume that this is a drill and does not affect you, please exit the school in a safe, orderly and efficient manner and congregate at the assembly point.
- d) The evacuation should be carried out quietly in order that any instructions given can be heard.
- e) To avoid fire spreading, if possible, windows as well as doors should be closed. However, the closing of windows and doors should not unduly delay the evacuation of the building or present a health or safety risk. Adults must assess the situation and use their discretion.

### **Assembly Point**

This is the grassed area/ pitch between the entrance and exit roads at the front of the main school entrance. Please note that this area is lit and that the turning circle must be kept free for emergency services.

Once at the assembly point the school's Site Assistant will come to you as soon as possible and let you know when it is safe to return or what action needs to be taken.

### **Roll Call**

The Hirer/club organiser or another designated person must take the responsibility of Fire Warden.

Once at the place of assembly a roll call or count must be taken, and it is the responsibility of the Warden to have an up to date list of all attendees. Should anybody be missing the Fire Service/Site Assistant on duty must be informed immediately. If danger to life is present the Fire Service will search for missing persons. Nobody will be allowed to re-enter a building. In the case of a drill permission to re-enter the building is given by the Site Assistant on duty.

## Notices

Fire Instruction Notices are located at each fire alarm point. Where people with hearing difficulties are present on the premises it will be necessary to make provision for alerting them in the event of fire.

### Attacking the Fire

Circumstances will dictate as to whether fire-fighting operations should be attempted; the important thing is that **FIREFIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.**

## 2.2 Hirer's responsibility

The Hirer must inform the school's Site Manager/Business Manager in writing of any fault, damage or other problems with the premises or equipment encountered during the letting.

No part of the premises should be used other than for the purpose requested.

No parts of the premises requested should be used for any unlawful purpose or in any unlawful way.

The premises must be left exactly as found with litter put into bins and furniture returned to its original position.

The Hirer must comply with the school's arrangements for disposal of any rubbish or waste materials. Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted anywhere on the school premises including the school playing fields.

The school reserves the right to pass on to the Hirer any costs incurred in making good, returning the premises to its pre-letting state (e.g. moving furniture back to position), any damage, cleaning up and/or breakages caused during a letting.

The Hirer must undertake their own risk assessments for Health & Safety and COVID 19 purposes.

It is the Hirer's responsibility to ensure all government advised COVID 19 guidance is implemented and followed and to ensure that everyone attending the event/activities abides by this.

## 2.3 Own risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so at their own risk.

## **2.4 First aid facilities**

It is the responsibility of the Hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not permitted.

## **2.5 Furniture and fittings**

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at the end of each session of use (if available the Site Assistant may be able to help, but this is still the Hirer's responsibility). No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required. The school reserves the right to pass on to the Hirer any costs incurred in making good damage caused during a letting. Hall floors are used by students for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

## **2.6 Food and drink and use of kitchen/food preparation, facilities & equipment**

No food and drink may be prepared or consumed on the premises without direct permission from the school Business Manager in line with current food hygiene regulations. Where agreement is made for the serving of food and drink the Hirer will be asked to provide food preparation certificates for the relevant personnel. No nuts or food containing nut products should be brought onto the school premises. All food served, provided or sold will be done so in line with the Food Information Amendment, 'Natasha's Law' which requires all food businesses to provide full ingredients lists and allergen labelling on foods pre-packaged for direct sale on our premises. These include Name of Food, full ingredients list with allergenic ingredients emphasised.

Third parties shall only be permitted to share use of the school's kitchens and/or equipment where they can demonstrate that the personnel involved have appropriate qualifications. The kitchen must be left in the same condition as found with special attention paid to cleanliness and hygiene. This will be agreed by special arrangement.

## **2.7 Intoxicating liquor**

No intoxicating liquors are permitted to be brought, sold or consumed on any part of the premises without the permission in writing of the school Business Manager, whose written consent must also be obtained prior to seeking any Temporary Event Note from the Local Authority for the sale of alcoholic liquor. All evidence of intoxicating liquor including crates and bottles must be removed from the premises at the end of the letting.

## **2.8 Smoking**

**Smoking is not permitted on any of the school premises. This includes all of the school's grounds.**

## **2.9 Betting, gaming and lotteries**

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries and the persons or organisations responsible for functions held in the premise shall ensure that requirements of the relevant legislation are strictly observed.

## **2.10 Nuisance/disturbance**

Hirers and organisers of events in or at the school premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

## **2.11 Sub-Letting**

The Hirer shall not sub-let the premises, underlet or share possession with any other parties.

## **2.12 Storage ancillary to the letting**

No goods or equipment should be left or stored on the premises without the express written permission from the school. The school accepts no responsibility for items left on the premises.

## **2.13 Loss of property**

The Board of Trustees cannot accept responsibility for damage to, or the loss or theft of Hirer's property and effects. It is the responsibility of the Hirer to make their own insurance arrangements if required.

## **2.14 Car Parking**

The Hirer is responsible for providing sufficient adults to supervise the parking and traffic movement of vehicles on site. Cars shall not be parked so as to cause an obstruction at the entrance to or exits from the school. In particular the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed.

Users of the school should avoid undue noise on arrival and departure.

## **2.15 Toilet Facilities**

Access to the school's designated toilet facilities is included as part of the hire arrangements.

## **2.16 Right of access**

The Board of Trustees reserves the right of access to the premises during the letting (the school Business Manager or members of the Board of Trustees may monitor activities from time to time).

## **2.17 Complaints**

Any complaints arising from a Letting agreement will be dealt with using the school's complaints procedure, a copy of which is available from the school website.

## Appendix 3

### Safeguarding guidelines for visitors to Idsall School

Idsall School has a duty of care to all its students and visitors and operates its own Safeguarding (Child Protection) Policy (a copy is available to download off the school's website), in line with the requirements of government legislation. All visitors are legally required to comply with this policy and to cooperate with its operation.

As part of this policy, all Idsall Staff are checked for their suitability to work with children through the Disclosure and Barring Service (DBS), while visitors to the site are required to be adequately supervised by staff during normal school hours.

Visiting groups who use the school facilities outside of normal school hours, whose work includes young persons or vulnerable adults are asked to have a Designated Person responsible for safeguarding issues.

Visiting groups are also required to adhere to specific Safeguarding policies and procedures given by their regulatory authority or Governing Body and, therefore, are responsible for ensuring that these measures are adopted and implemented at all times whilst using the school's facilities.

You are reminded that it is a criminal offence for individuals to work with children or young people if they have previously been disqualified from such activities.

In addition, should you or any member of your group encounter a situation which you consider to be inappropriate, or should any issue cause you concern, please inform a member of the school's staff or Designated Safeguarding Lead from the school immediately (contact details are given below).

### Idsall Students

To ensure that Idsall provides a duty of care towards its own students, external activities should not clash or overlap with school events.

Idsall will always try to maintain a distinct separation between when facilities are used by its own students during a 'normal school day' (Saturday sports fixtures and afternoon clubs are included within this period) and when the facilities are used by visiting groups.

During your booking there may be occasions when there are Idsall students present on site participating in a school activity. In such situations members of your group should not pass on personal details or enter into electronic communications with Idsall students unless this has otherwise been agreed in advance by a member of the school's staff. You should not share toilets or changing room facilities with Idsall students.

### Contact details:

*Designated Safeguarding Lead for Idsall School*

*Cath Cork, Assistant Headteacher 01952 468400 [ccork@idsall.shropshire.sch.uk](mailto:ccork@idsall.shropshire.sch.uk)*

The following information provides a framework regarding appropriate behaviour that should be adopted by all adults when working with children, young people or vulnerable adults.

### **Individual responsibilities**

All persons should be aware of issues related to the protection of young persons and vulnerable adults. Remember that someone else might misinterpret your actions, no matter how well intentioned. Even caring physical contact may be misinterpreted.

#### **You should**

Dress safely and appropriately for the tasks that you are required to undertake, and refrain from any behaviour that may bring the school or your activity into disrepute. Treat all persons with respect and dignity. Respect the privacy of people under your care and abide by all staff instructions whilst using the facilities. Avoid, wherever possible, one to one situations in enclosed environments. Be open and honest if issues do arise; talk to a member of staff or a Designated Safeguarding Lead.

#### **You should not**

- Have inappropriate physical or verbal contact with any person under your care
- Make suggestive/derogatory remarks or gestures
- Jump to conclusions about others without checking facts or exaggerate or trivialise abuse issues
- Take a chance when common sense, policy and practice suggest another more prudent approach
- Ignore concerns if you hear them raised by a child or young person.

### **Reporting: What to do**

If a person discloses to you abuse by someone else:

- Listen to them without interruption, accepting what is said, and avoiding asking leading questions
- Advise the person that you must pass on the information
- Let them know you are glad they have shared this information
- Report the matter to the appropriate person, venue management or the School's designated lead. ***DO NOT investigate the matter yourself.***

If you have any concerns about any person.

- Report the matter to the appropriate person, venue management or the School's designated lead. ***DO NOT investigate the matter yourself.***

If you receive an allegation about any person or about yourself

- Report the matter to the appropriate person, venue management or the School's designated lead. ***DO NOT investigate the matter yourself.***

Try to ensure that no one is placed in a position that could cause further compromise. In all cases you must:

- Make a record of all details as soon as possible, including time, date, location and the names of any others present
- Report all the facts to the School's Designated Safeguarding Lead
- Report concerns or allegations, ***you must not investigate***
- Not contact the subject of the allegation
- Not promise confidentiality, as any information received may have to be acted upon by other authorities.