

Whitnash Primary School
'Learning, growing and succeeding together'

Whitnash Primary School Hiring Policy



WHITNASH PRIMARY SCHOOL POLICY ON HIRING OF SCHOOL PREMISES OUT OF SCHOOL HOURS

1. The Governors would encourage the use of the school premises out of school hours to endorse and facilitate the promotion of educational and social opportunities for the personal and social development of people in our local community.
2. Whilst all uses of the accommodation will be considered the Governors retain the right to refuse an application for hire, without having to state reasons and if necessary in consultation with the Strategic Director for People Group (SDPC) or other relevant advice.
3. The Governors delegate the responsibility for agreeing all applications for hiring of school premises to the head teacher in the first two categories of use listed under 6.1 and 6.2 below. All applications in category listed 6.3 will be referred to the Governing Body before approval. This is hire for a Full Rate by profit-making/business groups, social and non-educational purposes.
4. The terms and Conditions laid down by the SDPC apply in all cases and in which the following conditions are also met:
 - 4.1. All hirers must provide evidence that they maintain public liability insurance cover or pay an additional sum in order to be covered by the policy maintained by the Communities Group on behalf of hirers. The additional sum is determined annually and is based on the cost of the premium to the Authority. This policy will not be available to all hirers, please refer to the declaration on the reverse of the hiring application Form A).
 - 4.2. The school and grounds are designated non-smoking areas.

OR

 - 4.2. To comply with legislation smoking is not permitted in any parts of the school buildings. A smoking area for hirers has been designated outside and smoking may be permitted if the hirer obtains approval in writing for this area to be used for smoking.
 - 4.2.1. No other outside area may be used and smoking is strictly prohibited in front of open doorways and windows
 - 4.2.2. A receptacle for smoking debris must/will be provided.
 - 4.2.3. The hirer is responsible for ensuring smokers use the receptacle provided and for clearing the area at the end of the hiring.

OR

 - 4.2. To comply with legislation smoking is not permitted in any parts of the school buildings. However, in the event of a social occasion smoking may be permitted subject to approval in writing prior to the event. This will be subject to:
 - 4.2.1 No hirer or person involved in a hiring, other than those with prior approval, is permitted to smoke.
 - 4.2.2 An area outside the building will be designated and under no circumstances may any other area be used.

- 4.2.3 Smoking is strictly prohibited in front of the building or near doors or open windows. Etc
 - 4.2.4 Governors reserve the right to make an additional charge if cleaning or damage has occurred in the area where smoking is permitted.
 - 4.2.5 Governors will deem it reasonable cause to refuse a hiring or cancel hires already booked if non-smoking rules are broken.
- 4.3. The accommodation and the hours of hire submitted on the application Form A. and agreed by the school must be observed or extra costs will be incurred. All additional costs charged are pro-rata the cost agreed.
5. Rates for hiring are determined by the Governors/Senior Management Team and are reviewed annually. Energy costs will be raised in line with inflation (or other such way as Governors/Senior Management Team intend to review charges).
6. Separate hiring charges apply to different categories of use. The categories are:
- 6.1. Children and Youth Groups: Use will be wholly or mostly by and for the benefit of young people under the age of 14 years
 - 6.2. Concessionary: Use will be usually non-profit making concerns for a (local) community or educational purpose.
 - 6.3. Full Rate: Use by profit-making/business groups, social and non-educational purposes educational purpose.
7. Governors may consider a separate charge for one off hires in order to cover initial costs of booking.

This is because the cost of booking one day is likely to be the same as for regular weekly use (most usual). Admin costs should be split over a period of weeks so using the same charge for single bookings will not be a true reflection of some of the costs. However as some of the uses may be at a higher charge the charging policy may be deemed to cover this if they were charged at a higher band, eg. Concessionary or full, rather than the lower band. -

- 8. All individual bookings will be at the full rate to take into account the initial cost of booking.
- 9. All hirers will be supplied with a copy of Warwickshire County Council's Policy, Terms and Conditions of Hire of School Premises Out of School Hours and application Form A. These documents shall be deemed to be included in and form part of the hiring agreement.
- 10. Hirers, other than social, personal or family events, will have a written complaints procedure, which may be requested as part of the booking confirmation.
- 11. All adults working with or in charge of children and vulnerable adults are required to have current Disclosure and Barring Service Clearance. Hirers will provide details of DBS certificate.
- 12. If in the event of a hirer not being able to provide evidence of DBS clearance on all adults involved in the hiring governors will consider whether the hiring can still

proceed. The hirer may be required to fulfil the following criteria and/or submit additional information which includes but is not limited to:

Please Note For further guidance on this point, see Disclosure and Barring Service (DBS) Checks for Hirers of School Premises document.

13. Car parking is only allowed in designated parking areas. Additional parking may be allowed in certain circumstances and only by express permission of the Governors. Any damage incurred as the result of hirers use of the car parking facilities may incur and extra cost e.g. cleaning of oil, damage resulting from a collision etc. All hires park at their own risk and the school will not be liable or responsible for any damage or thief that may occur to vehicles or their contents.
14. Certain areas of the school are not available for hire. These are: (examples only)
 - 14.1. All Science Rooms
 - 14.2. School Offices
 - 14.3. Staff Room
 - 14.4. The Timber Trail – unless evidence of sufficient insurance cover and necessary training is provided.
 - 14.5. Forest School Area – unless evidence of sufficient insurance cover and necessary training is provided.
 - 14.6. Physical Education Equipment e.g. gymnastics equipment – unless evidence of sufficient insurance cover and necessary training is provided.
15. The school and grounds may not be hired before 8.00 am and after 11 pm/12 am unless express permission of the governors is sought. This is so not to create *any problems with your local neighbours/ access/and the key holding firm (Oakwood Security)*.
16. The school and grounds will not be available to the community or for hire on the following days: E.g. Bank Holidays, Good Friday, Christmas Day.
17. All accidents on school premises must be reported to the school administrator at the earliest opportunity. An accident report form is required to be completed. This form is available in the school office and staffroom for completion.
18. All users of the school premises are required to follow all Fire Safety and Health & Safety guidelines and procedures. Your attention is drawn to:
 - the Main Notice Board and where copies may be obtained of the school's fire procedures, Lockdown Procedures, H&S Guidance and H&S Policy.
 - External doors to be kept closed whilst not under adult supervision to ensure the safety of all children at all times.
 - the main safeguarding Notice Board in the school entrance where copies may be obtained of the school's Safeguarding Policy, and the 'Keeping children safe in Education Guidance'.
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Signed: _____ **Headteacher**

Signed: _____ **Chair of Governors**

June 2017