

# SOLWAY COMMUNITY SCHOOL

## School and Sports Hall Lettings Policy

### School Values

These values are shared by the staff, governors and students in the school and underpin the education we offer at Solway Community School.

We have the moral purpose and courage to do the right thing for our students, to allow and inspire everyone to be what they are meant to be; to reach their potential; to be happy, safe and hardworking.

We work together as a community to make learning exciting and inspirational.

We have high expectations of everyone - students, staff and governors.

We are creating an environment which is free from cynicism and does not put limits on what our children can achieve.

Our values:

- Courage and compassion
- Inclusion and equality
- Respect and courtesy
- Optimism and perseverance
- Forgiveness and tolerance

These values inform our work. We share these values constantly through our day-to-day ethos and actions, through our assemblies, through our curriculum and through excellent teaching which provides rich opportunities for learning. We show our responsibility for others through our compassion, courage and determination to change things for the better.

| Version No | Author/Owner | Date Written | Note of amendments made                                     | Signature | Review Date |
|------------|--------------|--------------|---|-----------|-------------|
| 2009/01    | K Evans      | 18/03/2009   |   |           |             |
| 2010/01    | K Evans      | 23/02/2010   |   |           |             |
| 2011/02    | K Evans      | 01/03/2011   | Approved on 22/03/2011                                      |           |             |
| 2013-01    | J Rowlands   | Feb 2013     | Minor amendments, revised costs. To be reviewed autumn 2013 |           | Nov 2013    |
| 2013-02    | J Rowlands   | Nov 2013     | Reviewed  |           |             |
| 2015-01    | J Rowlands   | 13/12/14     | Approved by Governors 13/12/14                              |           |             |
| 2016-01    | J Rowlands   | Nov 2015     | Reviewed by Governors 10/11/15                              |           |             |
| 2018-01    | J Rowlands   | Sept 2017    | Substantially re-written                                    |           |             |

## **School Values and Ethos**

We have the moral purpose and courage to do the right thing for our students, to allow and inspire everyone to be what they are meant to be; to reach their potential; to be happy, safe and hardworking.

We work together as a community to make learning exciting and inspirational.

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Our values:

- Courage and compassion
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**This means that we must set appropriately high standards for those who hire our school and sports hall, and must ensure that whatever activities are planned are in line with our core values.**

This means that we will assess each application for hiring of the School / Sports Hall accordingly, and will not hire to those groups whose purposes are contrary to our values. If we are not able to accommodate any group or organisation, we will write to them explaining the reasons why we cannot help them. In these cases the Headteacher will be fully consulted and their decision is final.

## **Charging and Pricing**

The charges for use of the School and Sports Hall are available from the Sports Hall Coordinator and will be reviewed in line with our costs on an annual basis, usually in September of each year. Hirers will be informed of any price increases in advance.

## **Liability Insurance**

All hirers must provide evidence of Public Liability Insurance with an indemnity of at least £5million. This evidence is required before bookings are confirmed. The school does not hold insurance which provides cover for hirers of our premises and accepts no liability for any claims that arise from the use of the premises.

## **Safeguarding**

While hirers are responsible for ensuring the safety and safeguarding of any children or adults using our premises, where hirers are providing activities that involve children we must protect the school's reputation. Therefore, the hirer must provide copies of their own safeguarding arrangements, including details of DBS checks on adults working or volunteering for the hirer, when children or vulnerable adults

are taking part in the hirer's activities. This can be in the form of written confirmation that appropriate safeguards and checks are in place but must be provided before bookings are confirmed.

## **Supervision**

Unless specifically agreed in the booking agreement, we will provide supervision in terms of site security and emergency assistance only, when the school and/or Sports Hall is being used. Our staff cannot be used for supervision of children or adults, and the hirer is responsible for ensuring appropriate numbers of adults are in place to ensure the safety of the users of the premises.

## **Health and Safety and Risk Assessments**

The school will endeavour to provide a safe and secure environment for the hirer's activities and will risk assess for our own purposes. However, the Hirer is responsible for ensuring the safe operation of their activities, for ensuring the safe use of any and all equipment and premises, and is responsible for risk assessing any activities being carried out, and for putting suitable control measures in place. They must take appropriate precautions to ensure the Health and Safety of users of the premises & spectators. This includes being aware of the means of alerting the duty Site employee and the emergency services, the location of the first-aid kit etc. Hirers are advised to have a first aid trained person and their own first-aid kit.

## **Spectators**

While spectators are welcome to watch activities and are the responsibility of the Hirer as outlined above, the general public is not allowed in the School or Sports Hall.

## **Loss or Damage**

In the event of loss or damage occurring as a result of negligence or carelessness on the part of the organiser of the letting, or the group on whose behalf the letting has been made, or where the school has grounds for presuming that the damage occurred at this time and was not reported, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.

## **Standard Conditions of Use**

(If the hirer is in any doubt as to the meaning of the following, the Business Manager should immediately be consulted)

1. **The Hirer** will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. **The Hirer** shall provide up to date insurance cover at an minimum
3. **The Hirer** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow consumption of alcoholic liquor without written permission.

4. **The Hirer** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. **The Hirer** shall indemnify the governing body for the cost of repair and any damage done to any part of the property including the cartilage thereof or the content of the buildings which may occur during the period of the hiring as a result of the hiring.
6. **The Hirer** wishes to cancel the booking before the date of the event and the governing body is unable to conclude a replacement booking, the question of the **payment or the repayment of the fee shall be in the discretion of the governing body.**
7. **At the end** of the hiring, the hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition, and any contents temporarily removed from their usual positions properly replaced, otherwise the governing body shall be at liberty to make an **additional charge.**
8. **The governing body reserves** the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a refund of any deposit already paid.
9. **In the event** of the hall or any part thereof being rendered unfit for the use for which it has been hired the governing body shall not be liable to the hirer for any resulting loss or damage whatsoever.
10. **The Hirer** must comply with any additional conditions which the school considers necessary

This document should be signed by the Hirer and School representative at the start of each booking or block of bookings.