

Compassion – Courage – Hope – Integrity – Justice
Respect – Responsibility - Wisdom



Herne Bay Junior School

Lettings of School Facilities

Policy Agreed: Sept 2017

Review Date: Sept 2018

POLICY FOR LETTING OF SCHOOL FACILITIES (BAY CENTRE)

This policy was developed in response to the need to clarify practice in the use of school facilities by groups other than those organised by the school.

The following principles apply:

1. Any use by groups other than the school should not interfere with the running or fabric of the school in any way.
2. Letting of the building does not include access to provisions without prior arrangement. Including food stuff and equipment.
3. The school is a community facility and should therefore endeavour to provide support by encouraging lettings after consider point 1.
4. Hire charges must cover running costs (heat, light, security.)
5. Hire charges will reflect the purpose of the hiring i.e. encouraging local non-profit making groups or peripatetic lessons.
6. The hirer is responsible for all participants and those accompanying them whilst on site and has a duty to contact them and the school in the event of cancellation.
7. The hirer has no access to use outdoor play equipment belonging to the school or Bay Centre.
8. Access to site for the Bay Centre is via the side gate. Registration of those visiting the premises is the responsibility of the event provider.
9. The premises must be vacated by 2.30pm.

HIRE PRICING STRUCTURE

Cost per hour

| | | |
|---|---------|-----|
| PERIPATETIC MUSIC LESSONS | £0 p/h | |
| CHARITABLE ORGANISATIONS AND NON-PROFIT REHEARSALS | £16 p/h | |
| PRIVATE HIRE/COMMERCIAL BOOKING FEE (NON REFUNDABLE & PAYABLE IN ADVANCE) | £20 p/h | £25 |

The headteacher and/or governors may alter this pricing structure as the need arises. Additional rooms may be available on request.

A request for hire form must be completed (available from school office.)

The headteacher will then sign it if in agreement.

One-off bookings must be paid for in advance.

Regular bookings may be paid monthly in arrears, no later than 14 days after receipt of invoice.

RESPONSIBILITIES

It is the responsibility of the hirer to ensure all persons on site abide by the terms and conditions set by the school. The headteacher will consider suspension or cancellation of lettings without notice if the terms and conditions are not met.

PURPOSE OF HIRING/OTHER USERS

The Bay Centre may be used only for the uses as stated on the booking form. Other uses may result in cancellation without notice.

DAMAGE

Suspected damage should be reported to the headteacher who will take appropriate action to recover the costs of repair or replacement.

CLEANING

The hirer is expected to leave the hired room(s) as they are found. A cleaning charge of £15 will be levied if the facilities (particularly toilets) are required to be cleaned.

INSURANCE

The hirer assumes responsibility for the building, its contents and the participants.

All hirers should have a minimum of £2,000,000 Public Liability insurance and should provide evidence when placing a booking. This evidence should be photocopied and kept on file.

HAZARD REPORTING

Any hazards must be reported to the main office as soon as practical.

SMOKING

Herne Bay Junior School is a non-smoking site.

CANCELLED BOOKINGS

Bookings cancelled with 48 hours notice will not incur a cost.

Bookings cancelled without 48 hours notice will incur the full charge.

PAYMENT

All lettings will be invoiced and must be paid in full within 14 days of receipt. A late payment charge will receive an administration charge of £25 per reminder.

Non payment after 28 days will result in long term lettings being suspended immediately.

SECURITY

A member of staff will ensure that the building is unlocked at the beginning and locked at the end of the hire period.

In the event of the hire period finishing early, the hirer must remain on site until the member of staff returns to secure the building.

PERIPATETIC LESSONS

The hire charge for peripatetic lessons shall be set at £0. The health and safety of participants and those accompanying them is the responsibility of the peripatetic teacher.

The peripatetic teacher has the responsibility to contact participants and the school in case of cancellation.

HOSTING SPEAKERS ON SCHOOL PREMISES AND LETTING SCHOOL FACILITIES

Background: Through hosting external speakers, Herne Bay Junior School provides a safe space for children to engage with a variety of issues and hear and debate different perspectives. The school has a

responsibility to ensure that the people invited to speak are suitable and that all safeguarding procedures are followed.

Keeping children safe in education is statutory guidance that all schools must have regard to when carrying out their duties to safeguard and promote the welfare of children. When inviting speakers, the school does so in the context of their overarching safeguarding requirements.

The statutory guidance on the Prevent duty makes clear that as part of their safeguarding policies, schools should 'set out clear protocols for ensuring that any visiting speakers whether invited by staff or pupils themselves are suitable and appropriately supervised'.

All schools are subject to requirements to forbid political indoctrination and secure a balanced treatment of political issues. This extends to extra-curricular activities which are provided or organised for registered pupils at the school by or on behalf of the school.

Schools play an important role within the community and will often let their premises to external organisations.

When inviting speakers or letting facilities, Herne Bay Junior School observes the following guidance and procedures:

Herne Bay Junior School observes the requirements set out in Section 406 and 407 of the Education Act 1996 and will only let its premises to organisations and individuals whose conduct is in accordance with the ethos of the school;

- The school, under its duty to promote community cohesion, must be satisfied that any speakers they invite will not undermine that duty;
- In making any decisions about whether to host an external speaker or agree a letting, Herne Bay Junior School will comply with the public sector equality duty and relevant guidance from the Local Authority and DfE;
- There are clear protocols for ensuring that any visiting speakers whether invited by staff or pupils themselves are suitable and appropriately supervised;
- Visitors to the school are suitable and checked and monitored as appropriate, for example, external speakers at school assemblies
- Teaching misconduct guidance clearly states that staff are 'likely to face prohibition if they deliberately allow exposure of pupils to such actions that undermine fundamental British values including promoting political or religious extremism by inviting individuals to speak in schools;

When hosting a speaker or letting a facility, the school will consider the following:

- The topic of the event (including the purpose of the speaker's visit and the appropriateness for the audience).
- The speaker's reputation and who may be prompted to attend, particularly whether the speaker or members from the organisation they represent have a reputation for causing disruption at venues.
- Any risks to the school's reputation and ethos.
- The status of the speaker, including their previous comments, by carrying out checks on internet search engines and across social media sites. When carrying out internet searches, it is good practice to look beyond the first page of results.
- Whether there is the potential for speakers to use language intended to stir up hatred or incite violence.
- The views of the Community safety team/ local police/ LA Prevent co-ordinator (if the school has concerns).

(Source: Education against Hate)



HERNE BAY JUNIOR SCHOOL

REQUEST FOR HIRE OF HERNE BAY JUNIOR SCHOOL (BAY CENTRE)

PLEASE COMPLETE IN BLOCK CAPITALS

1. NAME OF ORGANISATION.....

NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT.....

.....

.....

2. a) PURPOSE OF THE HIRING.....

b) MAXIMUM NUMBER OF PERSONS.....

3. ACCOMMODATION TO BE USED.....

4. PERIOD OF USE.....

DATE(S).....

TIMES (i) PREPARATION.....

(ii) EVENT.....

5. INSURANCE

INSURER.....POLICY NUMBER.....

Details of insurance must be supplied, a minimum of £2m cover is required.
Any damage caused to the site or an individual is the hirer's responsibility.

CATEGORY: PRIVATE/PERIPATETIC/CHARITY/COMMERCIAL

I confirm that during the period of hire that I am responsible for all participants and those who accompany them. It is my duty as hirer to directly contact participating individuals and the school office in the event that the event is cancelled

I have read the policy for Hiring of School Facilities (Terms and Conditions) and agree to abide by them.

HIRERS SIGNATURE..... DATE.....

Admin use only

AGREED BY.....(Headteacher)

CHARGE.....

BOOKING FEE £25.....



Emergency Evacuation Procedures - Bay Centre

(A copy of these Emergency Evacuation Procedures will be sent with confirmation of booking for any outside agency hiring any part of the premises.)

- The adult in charge of the event is responsible for ensuring that all present are briefed on the location of nearest fire exits and Assembly Point together with the emergency evacuation procedures for their event. The Assembly point is the top playground next to the field, with further evacuation to the field, if necessary.
- The adult in charge of the event will ensure that the emergency exits are kept clear and are not blocked by any equipment brought in for their event.
- If the hall is to be used for a large number of people the adult in charge must ensure that the main entrance to the hall is unlocked in order to provide a sufficient number of fire exits.
- If the curtains are to be closed for the event then “marshals” must be appointed to draw the curtains open in the event that the fire alarm is sounded.
- On discovery of a fire the nearest fire alarm call point box should be operated to start the alarm.
- On hearing the alarm the adult in charge of the event will coordinate evacuation to the Assembly Point and call the emergency services.
- The adult in charge of the event will be responsible for ensuring that all present are accounted for; give a verbal report to the Fire Services with special emphasis on any missing persons and cooperate as necessary with the Emergency Services.
- Ensure no one re-enters the building without express permission of the Fire Service.

POLICY FOR LETTING OF SCHOOL FACILITIES (NEW HALL)

This policy was developed in response to the need to clarify practice in the use of school facilities by groups other than those organised by the school.

'We recognise our duty to establish equality for all students, staff, other members of the school community and service users regardless of their ethnicity, gender, disability, sexual orientation, age or beliefs as defined within existing equalities legislation.'

School Vision:- We want a happy school where:

Learners make good or better progress

All are safe and secure

All take responsibility for making things even better

Shared Values underpin all decisions

The following principles apply:

10. Any use by groups other than the school should not interfere with the running or fabric of the school in any way.
11. The school is a community facility and should therefore endeavour to provide support by encouraging lettings after consider point 1.
12. Hire charges must cover running costs (heat, light, security.)
13. Hire charges will reflect the purpose of the hiring i.e. encouraging local non-profit making groups or peripatetic lessons.
14. The hirer is responsible for all participants and those accompanying them whilst on site and has a duty to contact them and the school in the event of cancellation.

HIRE PRICING STRUCTURE (NEW HALL)

Cost per hour

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|---|---------|
| PERIPATETIC MUSIC LESSONS | £0 p/h |
| CHARITABLE ORGANISATIONS AND NON-PROFIT REHEARSALS | £16 p/h |
| PRIVATE HIRE/COMMERCIAL | £20 p/h |
| BOOKING FEE (NON REFUNDABLE & PAYABLE IN ADVANCE) | £25 |
| USE OF MUSIC AND/OR PROJECTION SYSTEM | £15 |

The headteacher and/or governors may alter this pricing structure as the need arises. Additional rooms may be available on request. A request for hire form must be completed (available from school office.) The headteacher will then sign it if in agreement. One-off bookings must be paid for in advance.

Regular bookings may be paid in arrears, no later than 14 days after receipt of invoice.

RESPONSIBILITIES

It is the responsibility of the hirer to ensure all persons on site abide by the terms and conditions set by the school. The headteacher will consider suspension or cancellation of lettings without notice if the terms and conditions are not met.

PURPOSE OF HIRING/OTHER USERS

The school may be used only for the uses as stated on the booking form. Other uses may result in cancellation without notice.

DAMAGE

Suspected damage should be reported to the headteacher who will take appropriate action to recover the costs of repair or replacement.

CLEANING

The hirer is expected to leave the hired room(s) as they are found. A cleaning charge of £15 will be levied if the facilities (particularly toilets) are required to be cleaned.

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NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT.....

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b) MAXIMUM NUMBER OF PERSONS.....

7. ACCOMMODATION TO BE USED.....

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DATE(S).....
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TIMES (i) PREPARATION.....

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INSURER.....POLICY NUMBER.....

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CATEGORY: PRIVATE/PERIPATETIC/CHARITY/COMMERCIAL

CHARGE:

BOOKING FEE £25

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I have read the policy for Hiring of School Facilities (Terms and Conditions) and agree to abide by them.

HIRERS SIGNATURE..... DATE.....

AGREED BY:.....(Headteacher)

POLICY FOR FIRE and
EMERGENCY EVACUATION – Appendix D -

Herne Bay Junior School

Emergency Evacuation Procedures – Hall Bookings

(A copy of these Emergency Evacuation Procedures will be sent with confirmation of booking for any outside agency hiring any part of the premises.)

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- If the curtains are to be closed for the event then “marshals” must be appointed to draw the curtains open in the event that the fire alarm is sounded.
- On discovery of a fire the nearest fire alarm call point box should be operated to start the alarm.
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- The adult in charge of the event will be responsible for ensuring that all present are accounted for; give a verbal report to the Fire Services with special emphasis on any missing persons and cooperate as necessary with the Emergency Services.
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