



The  
**Rise**  
**Partnership**  
**Trust**  
Love • Learn • Laugh

# RPT Lettings Policy 2024

<b>Approved:</b>	January 2024
<b>Review:</b>	January 2025

## 1. ADOPTION

The Rise Partnership Trust have adopted the lettings policy set out below

## 2. INTRODUCTION

The Trustees will make every reasonable effort to ensure that The Rise Partnership Trust school buildings and grounds are available for community use. However, the overriding aim of the Trustees is to support the school in providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind.

## 3. DEFINITION OF A LETTING

A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

## 4. CATEGORIES AND PRIORITIES OF A LETTING

There are three categories of user who will be prioritised in this order.

1. Educational/statutory user (of direct benefit to the school).
2. Community/voluntary user.
3. Commercial/private user.

The following lettings are especially encouraged:

- Lettings to ethnic minority groups such as mother tongue or supplementary schools
- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self-help groups
- Lettings to women's groups
- Lettings to people with a disability
- Lettings to low income groups
- Lettings to children's groups
- Lettings to youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school's facilities.

- Commercial activities with little potential to generate income or support for the school
- Events selling or serving alcohol
- Activities promoting gambling
- Private functions, e.g. weddings, baptisms or christening parties

## 5. CHARGES

The charges set for the use of the school premises are made up of the following:

- a) **Premises** – This covers wear and tear on the building and equipment, and the cost of any additional clean up or clearing away not undertaken by the Hirer.
- b) **Caretaking** - Premises Officer opening and closing and remaining on site for the duration of the hiring
- c) **Heating and Lighting** – This covers the heating and lighting of all applicable facilities.
- d) **Administration charge** – This reflects the admin time and cost involved in booking hirings, collecting income, and dealing with any queries.

The scale of charges will be reviewed annually by the Finance and Resources Committee (FAR) for implementation from the beginning of the next financial year. Details of current charges will be provided in advance of any letting being agreed. At least a 3% increase will be applied to charges each year from the 1st September to cover costs, for more information please refer to the RPT Lettings Charging Policy found in Appendix A.

For the purpose of charging, the Headteacher is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The minimum hire period will be 1.5 hours. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the terms and conditions of use.

## **6. USE OF THE SCHOOL**

The Trustees have the right to refuse an application for hire and no letting should be regarded as 'booked' until approval has been confirmed via email. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed via email.

## **7. CONDUCT OF USERS**

This is set out in the terms and conditions for use of school premises (Appendix A). Any organisation booking a slot at the school will be required to read and agree to the School Safeguarding Policy and School Fire Evacuation Procedure

## **8. MANAGEMENT OF LETTINGS**

The Trust has delegated day-to-day responsibility for lettings to the Headteacher. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the CEO or Director of Finance & Operations

## **9. CONSIDERING APPLICATIONS FOR LETTINGS**

Organisations seeking to hire the school premises should approach the Headteacher/Head of Finance. Details of charges and conditions of use should be given or referred to.

Applicants providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safeguarding and safety, and must provide evidence of these to the school when requested; failure to have such policies and procedures in place will result in the termination of any agreement

The Headteacher or other designated member of staff will decide on the application with consideration to:

- the priorities for lettings agreed by The Trust and set out in the lettings policy
- the availability of the facilities and staff
- the schools' equal opportunities, health and safety, child protection policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc

## 10. ISSUING A LETTINGS CONTRACT

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Trust's current scale of charges. We will seek payment in advance in order to reduce any possible bad debts and or a deposit to cover damage.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account via bank transfer. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the Financial Regulations guidance and in line with the chart of accounts for academies.

The Headteacher on behalf of the Trust has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer

## 11. SAFEGUARDING

The Trust is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

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 pupils, for example if the hire occurs during school hours, or when pupils 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 AND adhere to the DfE guidance on [After-school clubs, community activities, and tuition - safeguarding guidance for providers \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61242/after-school-clubs-community-activities-and-tuition-safeguarding-guidance-for-providers.pdf) The hirer will be required to have appropriate safeguarding policies in place, and shall provide copies of these policies on request to the school. Information required includes that the hirer must have an effective safeguarding and child protection policy in place
- have a staff behaviour policy (sometimes called a code of conduct)
- be aware of and have training on the specific safeguarding issues (including online) that can put children at risk of harm
- have clear procedures on what to do if there are concerns about a staff member, volunteer or another adult who may pose a risk of harm to children
- appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training (including online)
- provide parents or carers with a named individual (such as the DSL or another named member of staff) so they can raise safeguarding concerns
- if you're a lone provider, give parents or carers the contact details of your local authority's children's services or the NSPCC helpline number
- know the local referral route into children's social care
- report any allegations of harm to a child to both your local authority designated officer (LADO) and the police as soon as reasonably practicable for the purpose of this code,
- know if the legal duty to refer to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate

***The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Headteacher or the schools DSL as appropriate as soon as reasonably practicable.***

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

The hirer must also ensure that:

- staff and volunteers have had relevant pre-employment checks, for example: DBS check/ verification of identity/references/right to work
- have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment

## **Appendix A: Terms and Conditions for Use of School Premises**

### **1. Booking Form**

1.1. All applications should be made by completing the Booking Form

### **2. Payment of Charges**

2.1. In accordance with the School's 'Scale of Charges' in operation at the date of use, an invoice will be raised and payment has to be made via BACS or cheque.

2.2. If the levied charge is not made before the date of hire, the School has the right to cancel a letting without notice.

2.3. Depending on the reason(s) for hiring, the School may wish for a deposit to be made which will be returnable after the last date of hiring. This is subject to any deductions that may have to be made e.g. broken/damaged items, items lost/stolen. In these cases, it would be typical to set the deposit as 20% of the total hire.

### **3. Cancellations**

3.1. The Headteacher or Director of Finance & Operations reserve the right at their absolute discretion to cancel a booking should they:

- a) Require the use of the facility owing to unforeseen circumstances or in an emergency for a parliamentary or any other election;
- b) Be of the opinion that the letting is likely to be potentially or proven objectionable or undesirable;
- c) Be of the opinion that the original purpose for the hire has changed to the extent that it no longer become suitable; and
- d) Be of the opinion that the facilities are unfit for use.

3.2. Where agreed, the Hirer will only be entitled to a refund regarding the cost of the letting and no compensation will be considered.

3.3. Any cancellation by the hirer must be notified in writing to the Headteacher or Head of Finance

3.4. The School will be entitled to retain:

The cancellation of a booking must be made one month in advance. Charges for cancellation that are made less than a month in advance will be charged on the following scale:

- within 4 weeks of the booking you will be charged at 50%
- within 3 weeks you will be charged at 60%
- within 2 weeks you will be charged at 75%
- within 1 weeks you will be charged the full amount

No charge will be made if the cancellation is caused by school events.

### **4. Temporary Closure**

4.1. In the case of any breakdown or failure of the supply of gas, water or electricity, fire, leakage of water or any accident or occurrence whatsoever rendering necessary the temporary closing of this facility or any interruption due to any repairs or renewals consequent upon any such breakdowns etc. the Hirer agrees that the School shall not be liable for any loss or claims arising from such closure.

### **5. Sub-Letting**

5.1. The Hirer shall not assign the benefit or burden of any interest they may have in the hire of the facility or any part thereof or sub-let of the facility.

### **6. Admission Limits**

6.1. It is the Hirers responsibility to ensure that the maximum number of people is not exceeded for reasons including health and safety and will be liable to pay any costs that the School deems fit for over occupancy.

6.2. It is the Hirers responsibility to keep records relating to the number of people admitted and who they are. These records should be made available for inspection at all times during and after the use of the facility.

## **7. Improper Use**

7.1. The Hirer shall not use any facility on hire for any purpose other than that specified on the Application Form.

## **8. Good Order**

8.1. The Hirer shall be responsible for the 'good order' being kept throughout the period of the hiring and shall ensure that any person of the group do not cause or incite nuisance or problems to other users of the Site or to local residents. Failure to comply will result in the hire agreement being revoked and the School may charge the Hirer for any expense incurred in trying to preserve order or for any damage caused, items stolen etc.

## **9. Noise Levels**

9.1. Hirers intending to play music shall consult the Headteacher or Site Manager about appropriate noise levels and noise management before hiring the facility.

9.2. When music is played, the Hirer shall be responsible for keeping the sound volume to a reasonable level which does not affect the local community.

## **10. Lighting Levels**

10.1. Hirers intending to use outdoor lights shall consult the Headteacher or Site Manager regarding any lighting issues before hiring the facility.

10.2. The School has any overriding decision regarding the appropriateness of lighting.

## **11. Damage**

11.1. The Hirer shall ensure that no loss or damage is caused to the facility or the site on hire or any part of it or to the equipment, apparatus, furniture etc belonging to the School.

11.2. Any accidental breakage(s) and or damage to the Site should be reported to the Headteacher or Site Manager.

11.3. The Headteacher or Site Manager will confirm, in writing, to the Hirer, the cost that the Hirer must pay to the School to reinstate, repair or replace any part of the site including equipment, apparatus, furniture etc caused

through damage, broken, stolen items etc. during the course of or in connection with the hiring. The amounts of such cost to be certified by the Headteacher and whose decision shall be final and binding. Payment of which must be received by the School within 21 days.

## **12. Domestic Animals**

12.1. No animals shall be allowed to enter the site without the written permission of the Headteacher or Site Manager. Guide dogs are exempt from this condition but the hirer must inform the Headteacher or Site Manager that they will be on site.

## **13. Hawkers and Venders**

13.1. No unauthorized vender, collector, hawker or canvasser shall be admitted to the School.

## **14. First Aid and Fire Safety**

14.1. The hirer shall be responsible for the provision of first aid cover and shall confirm, in writing, what arrangements are in place for first aid cover with the Headteacher or Site Manager.

14.2. The hirer shall ensure that members of the group using the site are aware of the fire safety requirements and procedures, including the location of fire exits and the drill in the event of a fire. The hirer shall therefore undertake a health and safety risk assessment and pass a copy to the School before use of the premises.

14.3. The hirer shall familiarise themselves with the location of any fire alarm and fire- fighting equipment.

14.4. The School has a no smoking policy and no smoking is permissible on any part of the site.

14.5. The fire doors in the School must remain closed at all times and only opened in emergencies.

14.6. Internal and external access to the fire doors should be left clear at all times.

## **15. Licenses**

15.1. The hirer shall notify the Headteacher or Site Manager, at the time of making the booking, on any activity/activities that require a license.

15.2. The Headteacher or Site Manager shall advise the hirer, at the time of the booking, of those permitted activities covered by any of the School's policies.

15.3. Any licensable activities not covered by the School's policies will not be permitted unless a Temporary Event Notice is obtained from the Council by the hirer in advance with the consent of Headteacher or Site Manager. A copy of the notice is required by the School in advance of use of the site.

15.4. The hirer shall ensure that all necessary licenses are obtained before the function or activity takes place. A copy of any license is required by the School in advance of use of the site.

## **16. Lost Property**

16.1. The School will not accept responsibility or liability in respect of any loss or damage to any property or articles placed or left upon the site by or on behalf of the hirer or any other person.

16.2. Hirers are advised to take out individual insurance to cover contents.

## **17. Hirer's Goods and Equipment**

17.1. Hirers shall provide their own goods and equipment unless other arrangements have been agreed with the Headteacher or Site Manager.

17.2. Any hired equipment being brought onto site can only be used with the prior agreement of the Headteacher or Site Manager.

17.3. Hirer's goods, equipment or property may only be stored with prior consent of the Headteacher or Site Manager.

17.4. Any such property or equipment shall be stored entirely at the risk of the owner and the School will not accept responsibility for any loss or damage to any property or equipment stored.

## **18. Parking**

18.1. There is no onsite parking available and local parking is usually via permit through the local authority.

18.2. If any vehicle enters the School by the hirer or any other person, the School accepts no liability for any damage, theft or incident regarding that vehicle. However, any damage to School property will be claimed against the hirer.

## **19. Modification of Conditions**

19.1. The Headteacher or Site Manager reserve the right to modify or vary any of these conditions or regulations or to impose special conditions, at any time, where the nature of an application, in their opinion, so demands.

## **20. By-Laws**

20.1. The hirer must comply with all byelaws and statutory requirements relating to the Site or the purpose of hire.

## **21. Indemnity and Insurance**

21.1. The hirer shall indemnify the School from and against:

a) All claims, demands, actions and proceedings and any loss, damage or injury which may be brought against or suffered by the School arising from or in consequence of the non-performance of any of these conditions of hire, or for any act of neglect, default or admission by the hirer, his agent(s) or servant(s) and,

b) All claims, demands, actions, proceedings in respect of the death or the injury howsoever and by whatsoever cause to any person which shall occur or arise from any accident or occurrence shall happen while such person is in or upon any part of the site during the period of hire or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.

c) All hirers shall ensure that they are covered by Public Liability Insurance for the period of hire of the facility (£5 million minimum cover). Those hirers who are unable to provide a cover note to this effect will not be permitted to use the site and their booking will be cancelled.



## **22. Complaints**

22.1. Any complaints with regard to the management or control of the site must be made in writing to the Headteacher or DoFO within 14 days from the date of hire.

## **23. Alterations, Fittings and Decorations**

23.1. The hirer shall make no alterations or additions to the lighting, heating, fittings, fixtures and other arrangements on the premises.

23.2. No nails, screws, or similar fastenings will be permitted to be fixed to any part of the building without prior permission of the Headteacher or Site Manager.

## **24. Cleaning Requirements**

24.1. Hirers shall clear away, tidy and clean up any spillage, mess caused.

24.2. Due to health hazards, all hirers shall remove all waste food from the site after their letting and dispose of it appropriately.

24.3. The School operates a recycling policy and, where waste can be recycled, hirers can agree, in writing to the Headteacher or Site Manager, to dispose of waste in the recycling bins provided.

24.4. If any spillage or mess is caused and not cleared up by the hirer, the School has a right to charge the hirer an additional cost for cleaning. This cost will be written into the agreement between the School and the hirer.

## **25. Amendments and Additions**

25.1. The Headteacher or Site Manager reserve the right to amend the terms and conditions of hire giving 14 days' notice, where possible, in writing to the hire

## Appendix 2

### Charges for the hire of the premises (Minimum hire period – 1.5 hours)

<b>Room</b>	<b>Location</b>	<b>Cost per hour</b>
Large Hall	Manor School & The Avenue School	£120
Small Hall	Manor School & The Avenue School	£95
Classroom	Manor School & The Avenue School	£55
Swimming pool – Manor School	Manor School	£75.00
Outside playground	Manor School & The Avenue School	Varied rates – depending on areas required
<b>For long term booking and multiple bookings a discounted rate will be considered</b>		

# SCHOOL PREMISES BOOKING FORM

PLEASE READ THE TERMS AND CONDITIONS OF HIRE AND  
COMPLETE THE DETAILS REQUESTED BEFORE RETURNING THE  
FORM TO THE HEADTEACHER/HEAD OF FINANCE

## HIRER CONTACT DETAILS:

Name of Club/Association:	
Contact Name:	
Position held:	
Home/Work Telephone:	
Mobile Phone:	
Email address:	
Postal Address:	
Postcode:	

## DETAILS OF HIRE:

<b>Location (please tick):</b>	
<input type="checkbox"/> <b>Manor School</b> <input type="checkbox"/> <b>The Avenue School</b>	
<input type="checkbox"/> Main Hall  <input type="checkbox"/> Swimming Pool (Manor)  <input type="checkbox"/> Small Hall	<input type="checkbox"/> Class rooms – please specify  <input type="checkbox"/> Playground – please specify  <input type="checkbox"/> Other:
Activity:	
Approximate number attending:	
Responsible adult in attendance:	
Mobile number of above:	
Term of Hire (please tick)	<input type="checkbox"/> SEPT – DEC (Autumn Term) <input type="checkbox"/> JAN – APRIL (Spring Term) <input type="checkbox"/> APRIL – JULY (Summer term)
Days & times of Hire	<input type="checkbox"/> MONDAY from __:__ am/pm to __:__ am/pm <input type="checkbox"/> TUESDAY from __:__ am/pm to __:__ am/pm <input type="checkbox"/> WEDNESDAY from __:__ am/pm to __:__ am/pm <input type="checkbox"/> THURSDAY from __:__ am/pm to __:__ am/pm <input type="checkbox"/> FRIDAY from __:__ am/pm to __:__ am/pm

	<input type="checkbox"/> SATURDAY from __:__ am/pm to __:__ am/pm <input type="checkbox"/> SUNDAY from __:__ am/pm to __:__ am/pm
--	--

<b><u>Dates of hire:</u></b>	
<b>From (date):</b> _____	<b>To (date):</b> _____
<b>Excluding the following dates (please list):</b>   	
<b>Equipment required:</b>	

**FEE FOR HIRE:** Please refer to scale of charges for full details.

**INVOICING:** Payment must be received in advance of booking, or within seven days of invoice. Bank transfer is the preferred method of payment, bank details are shown on our invoice.

**PLEASE TICK AS APPROPRIATE AND REMEMBER TO SEND ANY DOCUMENTATION WITH YOUR APPLICATION**

**INSURANCE**

I confirm that we have public liability cover in place for a minimum of £10,000,000. I enclose a copy of the certificate

**SAFEGUARDING CHILDREN**

I confirm that the session may include children (unaccompanied by a parent or guardian) under the age of 16 years, and I enclose a copy of the Club/Organisation’s procedures for vetting staff (DBS), including the name of the person responsible for safeguarding procedures.

## DECLARATION

I apply to use the premises indicated above subject to the **Conditions for the Hire of the Schools' Premises** which I have read and understood, and with which I agree to comply. I confirm I have been explained the Fire Procedures by the Hirer and confirm I understand the procedures to which we will adhere to. I agree to be responsible for making good any loss or damage to the school premises (including accidental damage) resulting from the hire, and will ensure that the premises are left in good order.

I attach a copy of my organisations public liability certificate and safeguarding procedures if appropriate.

### ON BEHALF OF (CLUB/ORGANISATION):

SIGNED:

DATE:

PRINT NAME:

### ON BEHALF OF Board of Trustees for Manor School / The Avenue School (please tick

SIGNED:

DATE:

PRINT NAME:

**(Signed by the Headteacher on behalf of the Board of Trustees)**

## ADDITIONAL REQUIREMENTS FOR LETTINGS INVOLVING GROUPS UNDER THE AGE OF 18 OR VULNERABLE ADULTS

<p><b>ADDITIONAL CHILD PROTECTION STATEMENT</b></p> <p>To be appended to the signed hiring agreement</p>	
<p>The school should supply a copy of the its:</p> <ul style="list-style-type: none"> <li>● Safeguarding policy</li> <li>● Code of conduct for staff</li> <li>● DfES booklet – “What to do if you’re worried a child is being abused – Summary”</li> </ul>	
<p>The school reserves the right to terminate the contract if the person or organisation fails to have the stated arrangements in place.</p>	
<p>Lead Person’s Name:</p>	
<p>I confirm that all staff working with the group have DBS clearance and will present them for inspection if required</p>	
<p>Please list all staff working with the group</p>	
<p>I confirm:</p> <ul style="list-style-type: none"> <li>● That we have in place child protection policies, procedures and codes of conduct (including a designated named person) that are compatible with those supplied by the school.</li> <li>● All staff working with the group are aware of the procedures to be followed if they think a child is being abused.</li> <li>● We have a procedure in place in the event of a child protection allegation being made against one of the staff</li> <li>● Should a Safeguarding issue occur we will both inform social care and the school at the earliest opportunity and at least within 24 hours</li> </ul>	
<p>Signed:</p>	<p>Date:</p>
<p><i>All safeguarding referrals including allegations against people in positions of trust should be made to;</i></p> <ul style="list-style-type: none"> <li>● <b>Brent Family Front Door: 020 8937 4300</b></li> <li>● <b>Brent out of hours social care team: 020 8863 5250</b></li> <li>● <b>Or in event of emergency please dial 101 / 999.</b></li> </ul>	

The Head of Finance/DoFO will confirm your booking by email and/or by letter (if requested) once the completed form and accompanying paperwork have been received by post or email.



**Postal address:**

The Rise Partnership Trust, Trust Headquarters, 163 Chamberlayne Road, Lomdon



**Telephone:** 0204 581 7609

**EMERGENCY CONTACT DETAILS**



In the event of a last minute cancellation, when the Site Manager cannot be reached, please contact the following to ensure the security of our site:

**DoFO:** **07762 981960**  
**Site Manager Manor School** **07593137932**  
**Site Manager The Avenue School** **07593137935**

**FOR OFFICE USE ONLY:**

Headteacher’s acceptance of booking:

Signature				Date	
Received		Approved		Payment received	

## CHILD PROTECTION ARRANGEMENTS: GUIDANCE NOTE FOR SCHOOLS AND INDEPENDENT PROVIDERS

Safeguarding Children and Safer Recruitment in Education Guidelines which came into force 1 January 2007 state in para 2.26

**“Where the governing body provides services or activities directly under the supervision or management of school staff, the school’s arrangements for child protection apply. Where services or activities are provided separately by another body, the governing body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate”.**

In addition paras 4.79 – 4.85 state that :

Written agreements should be in place with any third party provider or group providing services to children and young people, which set out the respective responsibilities of the school and the provider or group. These should include responsibility for areas such as health and safety, recruitment and vetting checks and child protection arrangements. The schools’ insurance provider should be consulted to ensure provision is adequately covered. All staff and providers working on the school site should have training on issues such as emergency evacuation procedures. Schools should only work with providers that can demonstrate that they have effective child protection procedures, training and vetting arrangements for staff, appropriate child/adult ratios and contingency arrangements in place for emergencies or the unexpected.

This guidance note provides a checklist that schools can use to help them comply with the requirement in the DfES circular in cases where services or activities are provided for children separately by another body.



## ADDITIONAL INFORMATION FOR HIRE OF THE SWIMMING POOL

### TEACHING/LIFE GUARDING ARRANGEMENTS

I have received, read and understood the rules and regulations of hire and the relevant **NOP Normal Operating Procedures (NOP)**, and **Emergency Operating Procedures (EOP)** forms will be sent with booking documents, but can be requested from the Pool Manager.

I enclose the following documents with this application and confirm that their contents are true, accurate and up-to-date:

- Risk assessment for our proposed activity.
- Evidence of public liability cover in a minimum sum of £5,000,000
- Qualifications of staff attending or delivering lessons/sessions

Customer Signature ..... Date .....

Headteacher signature ..... Date .....

#### Detail below the arrangements required for life guarding:

All lifeguards and hirers must have undertaken Manor School site specific training and hold a **valid DBS Enhanced Disclosure**

Teacher/life guard name:		Qualification	
Initials of person who has seen the certificates		Expiry date	
DBS Enhanced Disclosure		Number:	
		Expiry Date:	
Teacher/life guard name:		Qualification	
Initials of person who has seen the certificates		Expiry date	
DBS Enhanced Disclosure		Number:	
		Expiry Date:	
Teacher/life guard name:		Qualification	
Initials of person who has seen the certificates		Expiry date	
DBS Enhanced Disclosure		Number:	
		Expiry Date:	

### EMERGENCY ARRANGEMENTS

The hirer and designated lifeguards will have read the Manor School Normal Operating Plan and Emergency Action Plan, both of which will be included in the Manor School site-specific training undertaken by hirers and lifeguards and by applying for this hire you are confirming that the users of the pool have had this training.