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| logo1**The Priory School****Educating Students for Success in Life**

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| **Name of policy**  | **Conditions of Hire** |
| **Statutory**  | **No** |
| **Date policy was up-dated** | **Autumn 2024** |
| **Date of next review**  | **Autumn 2025** |
| **Governors committee**  | **Finance & Resrouces** |
| **Member of staff responsible for the policy** | **Anthony Foster** |

Responsibility Respect Resilience |

###### The Priory School

###### Conditions of Hire 2024-20258

Individuals and groups (to be known as Hirer’s) hiring the school’s facilities are bound to comply with the following terms and conditions of use. Bookings will only be accepted on the basis of acceptance of the conditions of hire set out below. We reserve the right to cancel any hiring with immediate effect if, in our view, these conditions are not met.

1. A refundable deposit is required from all hirers for the amount equal to one month’s bookings. This deposit, less any debts identified by The Priory School as outstanding, will be refunded at the end of the hiring term.

1. All invoices for use must be paid within 15 calendar days of invoice date. If payment is not received within this time future bookings will be cancelled.

3. A complete list of all hiring’s required must be given to The Priory School at the start of the booking.

4. As the facility will be made available, if individual bookings are cancelled for whatever reason, the charge will be applied.

5. Hirers wishing to stop hiring the facility must give at least 24 hours of notice, please email finance@priory.herts.sch.uk. If written notification is not received, the charge will still apply.

6. If the facility is not available due to the actions of the school or is found to be unsuitable for use no charge will be made for that booking.

7. No hiring’s will take place on either Bank holidays, Christmas day, New Year’s Day or any other statutory holidays and no charge will be made for these days. Hirers will be advised in advance of any other closures of the facilities where applicable.

8. To be read in conjunction with the Charges and Remissions policy

**Health and Safety**

The hirer

* must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified
* should have first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (for example, call 999 if a child is having an asthma attack)
* must have a fire safety and evacuation plan

**Safeguarding**

The hirer

* must have a safeguarding and child protection policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members. This must be provided to the school annually upon request
* should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation)
* should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children
* should appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training
* should provide parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority’s children’s services or the NSPCC helpline number
* should have contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children’s social care
* will need personal insurance for adventurous activities as agreed in advance with the school

Suitability of staff and volunteers

* should ensure staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf
* should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment

see: <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings>

All organisations providing services or activities to persons under the age of 18 must provide the school with a copy of their safeguarding policy before any hirings can commence. This policy must meet the requirements of Keeping Children Safe in Education , September 2023, see above.

Any instances of suspected or actual breach of policy must be notified to the school within 1 working day. This also applies where there is a transfer of control or ownership to any other organisation to take over the hiring.

For private children’s parties the organiser is fully responsible for ensuring all attending adults are safe to be supervising children and that the children are kept safe throughoutles the event.

**Costs**

To be read in conjunction with the Charges and Remissions policy

**Other**

1. Upon hearing the Fire Alarm, all lettings must evacuate the building and muster at the furthest end of the school drive. Each letting is responsible for registering their members and advising the lettings manager of any missing persons
2. The Priory School will not be responsible for any injury, illness, loss or damage arising out of the hiring of any facilities unless such loss is caused by the negligence on the part of The Priory School.
3. Alcohol. The school must be informed at the time of booking request that alcohol will be present, either provided by the hirer or brought by guests.

Any provision of alcohol will be at the responsibility of the hirer, this includes the requesting of any licences for sale, acting in the role as Designated Supervisory Person throughout the event and responsibility for ensuring no persons exceed safe levels of consumption. You will also be responsible for the behaviour of all attendees both during & after the event. This also includes safe use of any equipment provided and appropriate insurances.

1. Any organisation hiring any facility is responsible for ensuring the facility meets all Health & Safety, advised or lawful regulations covering the proposed use of the facilities prior to each individual use.
2. All Hirers use the facilities within the parameters of this agreement and agree to follow any reasonable instructions by The Priory School Site Management staff during the period of hiring.
3. All Hirer’s must ensure their activities undertaken are done so under the control and guidance of suitably qualified individuals provided by the hirer.
4. All Hirers are responsible for the provision of first aid and that a nominated individual is available at all times during the hiring.
5. Hirers are required to be aware of the emergency exit points, location of firefighting equipment and evacuation procedures, details held at reception in sports hall.
6. Times of hiring must be strictly adhered to. Any group requiring preparation time (specific equipment set out etc.) must allow for this when completing the Application to Hire.
7. Parking must only take place in the designated parking places at the entrance to the school site. No parking is allowed either within the fence perimeter, on the pathways or grassed areas at any times. No vehicle must be parked in a position where it restricts access to either the emergency services or school staff. Access for disabled vehicles can be arranged with prior notice: finance@priory.herts.sch.uk. All vehicles are parked at the owners risk.
8. Damage caused by Hirers or their guests, other than reasonable wear and tear will be the responsibility of the Hirer. The cost of repair will passed to the Hirer by The Priory School for payment.
9. All Hirers have a responsibility to report damage to The Priory School as soon as is possible to avoid injury to other Hirers.
10. Absolutely no repairs, maintenance or alterations to any part of the facilities can be carried out by any Hirer or agents working on their behalf
11. The Priory School is a non-smoking environment. Smoking is not permitted in any of the facilities or in the school grounds.
12. No electrical equipment can be brought for use within The Priory School without prior agreement please email finance@priory.herts.sch.uk

**Complaints**

The Priory School will take all complaints seriously. In the first instance, please discuss any complaints with the Lettings Manager on-site. If he/she is not able to resolve this complaint to your satisfaction, please write to:

The School Business Manager

The Priory School

Bedford Road

Hitchin

Hertfordshire

SG52UR

All complaints will be answered within 10 working days of them being received.