



Where Children Come First

Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”

Mission Statement

The Grange Community Primary School allows everyone to participate by:

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling all children to become confident and successful learners.
- Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.
- Being a partner in the education of our pupils and being committed to working in partnership with our parents and wider community.

The Grange Community Primary School encourages everyone to excel by:

- Working for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Endeavouring to be a centre for outstanding teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

The Grange Community Primary enables everyone take pride in their achievements by:

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by quality teaching.
- Building and developing upon individual strengths and talents.

Policy Objectives

The following principles apply:

- (i) that School premises represent a capital investment and should be fully utilised.
- (ii) that School premises are a valuable community resource.
- (iii) that educational usage, of the education premises constitutes a natural priority.
- (iv) that a profit margin would be welcome when derived from private or commercial usage but is not the objective when facilitating educational activity by the community.

Priority Usage

The Governors have adopted the following categories of priority user:-

- School users.
- hire under license agreement for non-standard activities, private functions and commercial usage.
- Community users e.g., registered charities, community activities local clubs.

Terms of Conditions of Hire

The Governors recognise that the primary purpose of the School is to provide accommodation for the teaching, learning and welfare of its pupils. The needs of the pupils are paramount and will always take precedence over external lettings. When not required by the School, the School premises:

- represent a capital investment and should be fully utilized.
- are a valuable community resource.
- are a valuable source of income and may be offered for private or commercial usage.

Safeguarding

The school 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.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the

school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall [B Boswell Designated Safeguarding Lead] 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 to run an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

If activities are aimed at children, we will ensure that appropriate arrangements are in place to keep children safe, such as:

- Mandatory DBS checks for hirers.
- That hirers have up-to-date safeguarding policies, and procedures and have undertaken safeguarding training - evidenced by the training provider organisation.

Visitor Sign-In & ID

- All visitors must sign in via the school's **electronic system** (Inventory or equivalent).
- Valid identification required.

Lanyard & Identification System

- Visitors: **yellow lanyards**
- Staff: **blue lanyards**
- Governors: **orange lanyards**
- Pupils are taught to recognise these colours for safeguarding awareness.

Safeguarding Information for Visitors

- Visitors receive a safeguarding leaflet.
- Includes DSL / Deputy DSL contact details.

Escorted Visitors

- All visitors must be escorted at all times.
- Hirers are responsible for ensuring attendees stay within hire areas.

Secure Perimeter & Keys

- Gates locked during school day; controlled access outside hours.
- Keys/codes issued only in exceptional cases; hirers responsible for locking up.

Risk Assessments & Site Checks

- Annual **site security & safeguarding risk assessment**.
- Weekly **perimeter checks** by Site Manager.

Lockdown Procedures

- Lockdown drills carried out **termly**.
- Hirers must comply with emergency evacuation/lockdown procedures.

External Agency Requirements

- Any external agency staff providing pupil activities must hold **DBS clearance** and show evidence before hire.

Rates

The school will permit the hire of the following areas:

- Assembly hall – performing arts
- Assembly hall – sports/dance
- Meeting room
- School playing fields
- School playground

The types of activities allowed in these areas will depend on the latest national and local guidance on Covid-19, including protective measures and social distancing as outlined in the school's most up to date risk assessment.

Rates for hire and use of additional facilities (e.g., toilet facilities) will be agreed with the hirer in advance.

Minimum charges and deposits

The minimum hire period for school facilities will be one (1) hour at a cost of £25.

The Grange 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.

Cancellations

If for any reason the hirer wishes to cancel a booking, then advance notice must be given. Without advance notice The Grange reserves the right to charge for the booking. Advance notice is at least 7 days prior to use. If the hirer must cancel a booking due to a local or national lockdown, or due to a suspected or confirmed case of Covid-19 among the hiring group, the notice period will be waived.

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

The School reserves the right to cancel any hire. The school will endeavour to give 48 hours' notice in the event of cancellation. This may not always be possible for cancellations in due to local/national lockdown or a suspected/confirmed case of Covid-19 on the premises.

A full refund will be issued if we do cancel a hire. The School shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

Payment methods

The Governors are mindful of their responsibilities in safeguarding The Grange from bad debt.

Therefore, payment at the time of booking is preferable, otherwise invoices will be raised termly in advance. Cheques or BACS payments are both acceptable, but cheques should wherever possible be supported by a guarantee card. Payments can be made electronically through BACS – details will be included on invoices. An official receipt will be issued on request.

Extension of Credit

The Grange will allow the extension of credit to bona fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases The Grange reserves the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued.

The Governors have chosen to delegate the approval of credit facilities to the Bursar and Headteacher who will maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

Security

The Grange will not normally insist upon continuous Site Manager presence. However, we reserve the right and delegate power to the Headteacher to insist upon Site Manager presence where in his/her view the nature of the hiring may leave The Grange vulnerable to theft or damage.

Use of School Premises

The use of school premises both during and outside school hours is under the control of the Governing body, subject to any directions that may be given (E.g., concerning the availability for community use) and other statutory requirements.

The Headteacher and Governors must be assured that the purpose for which the premises are hired will not result in controversy, disrepute, legal action or disorderly behaviour.

Responsibilities of the Governing Body

The Governors will ensure that the area and any furniture or equipment being hired is in a suitable condition for use by the hirer.

The Hirer must ensure that the area and any furniture or equipment being hired is in a suitable condition for use.

The Governors will ensure, as far as is reasonably practicable, that there are no risks to

health and safety.

If the accommodation is to be used at night, suitable fire exit and emergency lighting to escape routes will be in place to allow users to evacuate safely.

All areas that are hired will be accessible to people with special needs and disabilities.

The Governors are responsible for the security of school premises when they are hired out to other users. Hirers will be informed of the main school gate lock combination and keys will only be given out to hirers in exceptional circumstances and must be signed for. The responsibility for the security of these keys will be with the hirer. If keys are lost or misplaced the School must be notified immediately. There will be a charge of £100 for the replacement of lost keys. The hirer is responsible for locking all doors and gates after use if keys and lock combinations are granted.

If keys are not granted, the premises must be locked/unlocked by an employee engaged by the school.

Conditions of Hire

- Any person wishing to hire the school premises must be over 18 years of age.
- No lettings will be authorised to any organisation with an unlawful or extremist background.
- For every hire (with the exception of repeat bookings) the Hirer must complete, sign and retain a copy of the Hire Agreement Form (appendix b).
- By signing the Agreement Form the Hirer agrees to the terms set out in the (General Conditions (appendix a).
- (The forms used for the hire of the school premises are attached to this policy document)
- All Hirers should make themselves aware of the emergency procedures, firefighting equipment and information displayed in the area of hire.
- No smoking is allowed in all areas of the school and its grounds and is made clear in the conditions of hire.
- Under no circumstances should the Hirer sub-let to another person or organisation

Insurance

All hirers should be covered by public liability insurance. A copy of the certificate must be provided prior to the letting.

Charges

Governors retain the right to fix whatever charge they consider is appropriate for hire. This will include consideration of the additional heating, lighting and cleaning costs associated with an out of hours activity as well as any overtime payments to caretakers/security guards open and close charges.

The Governors reserve the right to subsidise certain users.

The Governors reserve the right to charge a penalty for late payment.

The Governors support the greater use of school premises by the local community. In particular, they wish to support those activities which directly contribute to curriculum, sporting and cultural opportunities for pupils and lifelong learning. These aspirations relate both to the academies strategic priorities of helping people to fulfil their potential, safeguarding our communities and raising our performance, and the wish to use property assets more effectively.

Kitchen Facilities

Kitchen facilities and provisions for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given.

The following terms and conditions apply when the kitchen facilities are to be used by other than The Grange CP School's caterers:

- None of the light equipment, plates, cutlery or similar should be used without prior agreement.
- Heavy equipment, stoves/ranges, fridges, fryers, etc can only be used with prior agreement. This will require the hirer providing evidence of competence of usage and appropriate insurance cover.
- The areas used by the hirer must be cleaned to an acceptable standard. In any event, The Grange caterers will sanitise all areas used by the hirer.
- Where the hirer wishes to use the facility only to provide light refreshments The Grange will endeavour to accommodate this, but there will still be a requirement to sanitise the area used.
- The hiring charges will be as stated in the Lettings Policy Appendix 3 Scale of Charges.
- Any additional costs incurred for whatever reason will be re-charged to the hirer.
- If during the hire of the kitchen, equipment or fittings are damaged by the hirer, or the area is not cleaned properly, such as that the ability of The Grange's catering staff to provide meals will be impaired and additional costs incurred, any additional costs will be passed to the hirer.

VAT

Charges for hiring of halls and classrooms are usually exempt from VAT. Sports facilities are subject to VAT except when certain conditions are met for a series of ten or more hiring by a school, club or association.

The hire of catering facilities for use by the hirer will similarly be exempt from VAT but any catering provided by the school to the hirer will be standard rated.

Breakfast and After School Clubs and Activities

If these are organised and run by the school, no licence, lease or hire agreement is required. A member of the school staff must be involved in every session.

Public Entertainment

The Governing body expects all film, musical, dancing and stage events will be considered to be public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or tickets are to be sold at the door or offered to the public, it is the hirer's responsibility to obtain an Occasional Licence from the District Council.

This policy should be read in conjunction with the Equality Policy. No one will be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender or marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

Appendix A

GENERAL CONDITIONS OF LETTINGS

The following terms and conditions must be adhered to in the hiring of school premises. Any breach of these terms will result in cancellation of future hires without refund.

- 1) Application for use of school premises must be made to the Headteacher on the attached form. Arrangements for payment will be agreed before the use of premises commences. These payments are not returnable if the hire is approved by the school and is not then used by the Hirer, payment made may be credited towards subsequent lettings.
- 2) The time of hiring must be strictly adhered to and access to the premises for preparatory work and clearing up at the end in connection with the hiring must be covered by the hiring period.
- 3) It is expected that the hirer will leave the premises in a clean, tidy and litter free condition and to check toilets and other facilities used are clean and water is not left running.
- 4) Alcohol may not be consumed on school premises under any circumstances.
- 5) If the premises are suitable and to be used for dance, concert or stage performance, the Hirer must obtain a necessary licence unless the establishment obtains or already has a licence.
- 6) The Hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to including having an emergency plan in place. The Hirer is responsible for the behaviour and safety of all parties attending. This will include direct users of the premises and spectators. Any loss or damage to school property resulting from inadequate supervision will be the responsibility of the Hirer.
- 7) The use of the premises shall not be granted for any purposes that may appear questionable or undesirable or which interfere in any way with the operational activities of the establishment.
- 8) The laying of any composition or other preparation on floors is prohibited.
- 9) No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises

- shall prevent anyone sitting or standing on the window sills, or standing on chairs, tables or equipment.
- 10) The Hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of himself, his servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by him/her.
 - 11) It shall be the responsibility of the Hirer to satisfy himself/herself that the premises, furniture, fixtures and fittings are fit for his/her purpose. If there are any problems they should inform the school.
 - 12) The Hirer must complete risk assessments for their activities specific to the venue in use.
 - 13) The Hirer shall undertake not to infringe any copyright and shall undertake to indemnify the school against all proceedings, actions, claims and demands which may be taken or made against the school for any alleged infringement of any copyright.
 - 14) Smoking on any part of the premises and surrounding grounds is prohibited.
 - 15) Public Liability insurance - the Hirer confirms that insurance cover in respect of both the Hirer's liability to the public and their liability to the school under the terms of this hire has been arranged with a limit of indemnity of at least £5,000,000. A copy of the certificate of insurance must be provided to the school before the hire takes place.
 - 16) All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.
 - 17) Hirers should have their own first aider and carry their own first aid kit.
 - 18) The school reserves the right to cancel a booking if it's necessary to hold a school event that would clash with the booking, e.g. school performances, parents/school meetings. Every effort will be made to give as much advance notice as possible.
 - 19) The school reserves the right to cancel a booking due to circumstances beyond its control e.g. electricity failure or weather conditions.
 - 20) If for any reason the Hirer wishes to cancel a booking then advance notice should be given. Without advance notice the school reserves the right to charge for the booking.
 - 21) Invoices must be paid within 30 days of receipt.
 - 22) If the Hirer's own equipment is used then it needs to be up to date with PAT certificates (less than 1 year old) and its use approved by the school at the time of booking.
 - 23) There must be at least one adult (member of staff) present at all times with groups of children (under 16).
 - 24) Only trained persons may use the lighting and sound technical equipment after

prior agreement from the school. If technical assistance or equipment is required, this must be requested separately when booking the hall and is the responsibility of the Hirer. At least 1 months notice is required.

- 25) The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time. This includes implementing Covid-19 protective measures in line with the latest Government guidance and school's most up to date risk assessment .
- 26) Any person wishing to hire the school premises must be over 18 years of age.
- 27) No lettings will be authorized to any organisation with an unlawful or extremist background.
- 28) Under no circumstances should the Hirer sub-let to another person or organisation

Appendix B

The Grange Community Primary School - Hire Agreement

1	Name of organisation	
2	Name of applicant	
3	Address	
4	Telephone number	
5	Email address	
6	Name and address of person to be billed (if different to above)	
7	Date(s) required	
8	Purpose for which accommodation is required	

Accommodation required:

Type of Accommodation	Tick if required	Time required	
		From	To
Assembly Hall – Performing Arts			
Assembly Hall – sport/dance			
Meeting room			
School Playing Field			
School Playground			

Is the letting of a commercial nature? YES / NO (please circle)

If yes please supply details:

.....

.....

Will the general public be admitted? YES / NO (please circle)

Approximate number of people attending:

Is copyright music to be performed? YES / NO (please circle)

Do you intend to use/bring into the premises any additional electrical equipment?
YES / NO (please circle)

If yes please give details:

.....
.....

By signing this agreement the Hirer agrees to the following:

- I/we the Hirer have read the School's General Conditions of Hire (Appendix A) and will ensure observance by persons using the premises.
- I/we the Hirer have read and understood agree with the terms and conditions set out in The Grange Community Primary School's Letting Policy.
- I confirm I/we the Hirer have a fire plan in place.
- I confirm I/we the Hirer have procedures in place for dealing with an accident.
- I confirm I/we the Hirer have risk assessments in place based on our activities in the school's premises.
- I confirm that where necessary, leaders are registered with the Independent Safeguarding Authority.
- I/we the Hirer agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure that the premises are in good order.
- The time of hiring must be strictly adhered to and access to the premises for preparatory work and clearing up at the end in connection with the hiring must be covered by the hiring period.
- I confirm I/we the Hirer will pay a penalty for late payment of hiring cost.
- I will not sub-let to another person or organization

This policy must be read in conjunction with the school's Safeguarding and Child Protection Policy, and the Health & Safety Policy. Together, these documents ensure compliance with OCC requirements and provide a safe, secure environment for all users of the school site

Please confirm your insurance liability and provide a copy certificate.

- a) I/We the Hirers have arranged public liability insurance cover for a minimum of £5m. ☐

b) and I enclose a copy of the certificate of insurance. ☐

We cannot process your booking unless the certificate of insurance is attached.

Signature of hirer _____

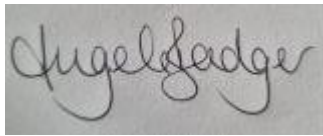
Designation _____ Date _____

To be completed by the School:

Copy of indemnity cert received by The Grange Community Primary School ☐

Date _____

Signature _____ Date _____
School Business Manager on behalf of the Headteacher and Governors

A rectangular box containing a handwritten signature in dark ink. The signature appears to read 'Nigel Gedge' in a cursive, slightly stylized script.

Signed:

Date: 27th July 2024