



Eastfield Infant and Nursery School

Lettings Policy and Hire Agreement

This policy and hire agreement applies to all organisations and individuals who provide a service in agreement with the school

CODE OF CONDUCT

Eastfield School expects all members of staff and pupils to demonstrate good levels of behaviour and conduct. We expect the hirer to ensure that all participants attending will also demonstrate good levels of behaviour and conduct.

The hall is available for events of a community nature and educational groups, with an emphasis on regular bookings.

Private hire is at headteacher/governor discretion.

Hire arrangements are subject to caretaker or appointed keyholder availability and agreement on times not disruptive to school life. This is likely to be mainly weekday evenings in term time.

The school will provide access to the main hall, adult toilets and first aid room only.

The school will ensure that the hall is clean and clear and available promptly.

All hirers must ensure all documentation and payment (if applicable) is submitted ***before the start of the activity, or in the case of regular bookings, at the time of the first class of the term.***

Safeguarding:

Under the Education Act 2002 schools must 'make arrangements to safeguard and promote the welfare of children'. Eastfield Infant & Nursery School is fully committed to safeguarding and promoting the welfare of children, and all our policies and procedures are designed with this in mind.

Therefore, any organisation hiring school premises to provide activities for children must have in place appropriate safeguarding and child protection policies and procedures compatible with those of the school, which we reserve the right to see before agreeing to any hire.

Any individual hiring school premises to provide activities for children must accept and agree to follow the school's safeguarding procedures which we will discuss and share with you. This includes ensuring:

- all activities are designed to ensure the safety of children.
- appropriate levels of supervision are in place.
- first aid arrangements are in place.
- evacuation procedures are made clear to attendees.

Any organisation or individual hiring school premises for activities involving children must agree to report any safeguarding concerns which may arise to the school as soon as possible, and in any case within 24 hours.

The Designated Safeguarding Lead can be contacted via the school office on 01480 463958

After school and lunchtime activities for children - in addition to current public liability insurance, after school and lunchtime activities for children must also provide DBS forms for all adults taking part and a register of names, class numbers and contact details of children attending the club.

Please note that all publicity must state that responsibility for the activity is entirely independent of Eastfield School.

Commercial lets *must* submit a copy of current public liability insurance with payment.

SCHOOL HEALTH AND SAFETY RESPONSIBILITIES

- The School Safety Policy will apply to all Lettings and associated individuals on school premises.
- The School Safety Policy can be found on the school website and is available upon request.
- Where deemed appropriate by the Headteacher, specific risk assessments may be required to approve Hirer activity.
- The caretaker will be responsible for ensuring agreed arrangements are adhered to. The Hirer may be subject to random inspections to ensure compliance with health and safety requirements.

HIRER HEALTH AND SAFETY RESPONSIBILITIES

- Please contact the school office before the start of your hire to familiarise yourself with the location of the first-aid area.
- Ensure you are aware of the locations of fire exits, call-points and fire equipment in the areas used.
- Have a plan as to what you will do in case of fire; please ask the headteacher or caretaker for further information if you are unsure.
- Keep both doors off the hall clear for emergency evacuation in addition to the entrance door.
- Ensure an attendance register is compiled for use in the event of an emergency.
- Ensure that vehicular access to the premises for emergency services is not obstructed by parked cars.
- There is **NO SMOKING** on school premises.
- You must have available on site a mobile phone for emergency calls.
- **The Site Manager is Mr Jones, telephone number 07748 330970.**
- All equipment brought on to the premises should comply with current safety regulations and carry a valid test certificate. Ensure all electrical cables and plugs are properly and securely connected with no taped connections.
- No school equipment is to be used except by prior arrangement with the headteacher.
- General sweeping up and tidying is to be carried out by the hirer.
- Please remove all rubbish from the premises.
- Alcohol must not be sold on the premises.

LETTINGS CHARGES

Hall Care­taker opens and closes plus 1.5 cleaning hours when necessary	£20 first hour £10 each additional hour or part hour From 2 nd September 2024 £25 first hour £12.50 each additional hour or part hour
Hall Eastfield School Association	No charge
Other areas of school Areas used for lunchtime and after school activities for children where parents are asked to pay an attendance fee, for example French Club and Football Club	No charge
Eastfield Infant and Nursery School, Pig Lane, St Ives, Cambs PE27 5QT 01480 463958 finance@eastfield.cambs.sch.uk www.eastfieldinfants.org	

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