



# Walter Infant School and Nursery

## Policy statement for usage of the school for extra curricular provision

### DOCUMENT HISTORY

Version	Action	By	Date
1.0	New policy formed by split of previous policy	Chair of Finance Committee	10 November 2016
1.1	Approved by email	Finance Committee	02 December 2016
1.2	FGB ratification	FGB	02 February 2017
1.2	Approved	FGB	02 February 2017
2.0	Approved	Full Governing Body	17 <sup>th</sup> September 2020

**Next Review Date:** September 2022

# Policy statement for usage of the school for extra curricular provision

## 1. Aim

To make the school available for the provision of extra curricular activities to support the curriculum

## 2. Organisation

### 2.1 School Business Manager

Usage of the school for extra curricular activities will be managed by the School Business Manager in consultation with the Headteacher and who will:

- receive enquiries for use of the School premises to provide extra curricular activities
- consult, if necessary, with the designated person over his/her availability
- confirm availability
- check the user's insurance
- take up/confirm DBS clearance
- check and confirm, where the hirer is an organisation, that they comply with LA guidelines and DCSF/DFE Safeguarding Children and Safer Recruitment in Education

### 2.2 Designated Person

The designated person is a member of school staff and will:

- liaise with the user informing the school of user's requirements, any difficulties, damage to property etc
- be on standby throughout the session so that he/she is available in the event of any emergency or problem arising
- inform user of possible hazards
- inform user in the use of any school equipment
- inform user of fire exits and where to gain access to a telephone in the case of an emergency

### 2.3 User

It will be the condition for all users of school premises or facilities to comply with the following. Users shall not:

- remove or obscure fire and safety notices
- block fire exits or routes
- alter fixed installations
- use any equipment on the school site without the prior permission of the Headteacher or head of department

- take any action that may create hazards for persons using the premises or the pupils or staff of the school

Users will:

- ensure adequate registration procedures are adhered to and children are all accounted for at the end of session
- be responsible for the health and safety (see Appendix 1) of the children during and at the end of the session and will wait with the children until all have been collected
- be required to provide first aid to any child during the session
- sign to accept terms and conditions
- be responsible for the administration and payments of the sessions where possible

Regular users should acquaint themselves with school activities which will take precedence over the user's use of school premises so that dates published do not clash.

### **3. Finance**

The school will agree a cost for the hire of the school's facilities inline with the Charging and Remissions Policy.

### **4. Termination of Regular Usage**

The period of notice for terminating a regular usage is half termly, on either side.

Regular usage can be terminated at one week's notice if the user fails to comply with the conditions set out in the terms of usage (see Appendix 2).

### **5. Contract for Usage**

A contract for the regular use of the school accommodation and equipment (see Appendix 2) to provide extra-curricular activities should be completed and returned to the school at least 14 school days prior to the proposed date of usage.

## **APPENDIX 1**

### **General health & safety guidance notes for users of Walter Infant School**

#### **FIRST AID**

It is assumed that users will provide their own first aid, including supplies, however in an emergency basic first aid supplies, including gloves and plasters are available from reception. Any accidents must be reported to the school's representative.

#### **HAZARDS**

If you discover a hazard in regard to access to school premises or the equipment to be used, before or during the hire you will take action to make the school's representative aware of the hazard.

#### **USE OF EQUIPMENT**

No equipment will be used without the prior approval of the Headteacher of the school or the school's representative, as the case may be, and that the installation of hirer's equipment will be carried out by competent personnel.

#### **EMERGENCY EVACUATION**

The user accepts that they are required to be fully aware of the position of telephones, escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures in relation to action in the event of the fire will also be studied and the information passed on by the users to other persons concerned.

#### **SAFEGUARDING AND CHILD PROTECTION**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all users of school premises to share this commitment. All users working with children are required to have DBS disclosure at an appropriate level (as defined by the Criminal Records Bureau) for those individuals working in school premises on behalf of the user.

#### **TOILETS**

Please check with the school's representative which toilets are to be used during the duration of usage and report any problems associated with these or any other facilities used to the school's representative.

APPENDIX 2

## Walter Infant School and Nursery

### Contract for the use of School accommodation & equipment by individuals and companies

Contracts are not entered into with unincorporated associations eg clubs. If a club wishes to use the school accommodation and/or equipment, the contracting parties shall be the school and the officer of the club and the officer of the club shall be liable to the school for all debits that arise under this agreement.

Name of individual or company (hereafter "the user"):	
Address:	
Telephone Number:	
Occupation:	
Accommodation: Room/s – how many? Hall Playground	
Additional Equipment: School piano Radio TV	
Any other requirements:	
Purpose of Usage:	
Date/s:	
Times (from/to):	

## Terms and conditions of usage for extra-curricular provision

1. The school will:
  - 1.1 (save in the case of an emergency requiring the school to restrict access) make the accommodation and equipment indicated above available to the user on the days/dates indicated above and during the time(s) indicated above;
  - 1.2 provide the user with a copy of the school's
    - 1.2.1 Safeguarding policy
    - 1.2.2 General Health & Safety Guidance Notes for Users
    - 1.2.3 Emergency Evacuation Procedure;
    - 1.2.4 Lockdown Procedure; and
    - 1.2.5 Broadmoor Hospital Escape Procedure;
  - 1.3 ensure that a designated person is on standby throughout the session so that the user has someone available in the event of any problem or emergency arising;
  - 1.4 inform the user of any possible hazards; and
  - 1.5 inform the user of fire exits and where to gain access to a telephone in the case of an emergency.
2. The school will not accept any liability or responsibility whatsoever and howsoever caused for the loss or damage of personal property brought into or left in the premises during its use by the user.
3. At the date of this contract the school does not intend to charge the user for the use of the premises for extra curricular activities. However, the school reserves the right to unilaterally amend this contract to charge a fee for the use of the premises provided that the school provides the user with one school term's prior notice of its intention to charge a fee. Should a fee be levied in accordance with this paragraph, the user undertakes to pay the same in accordance with the requirements set out in such notice.
4. The user will:
  - 4.1 give three clear days' notice in the event of the need to cancel a booking;
  - 4.2 confirm that they have read and understood the school's safeguarding policy and know how to raise concerns about the children who are in their care during the letting;
  - 4.3 if applicable, provide to the school a copy of the safeguarding policy of their organisation;
  - 4.4 be responsible for providing first aid during the session and to this end, will provide their own first aid kit and provide the school with a copy of their first aid certification;
  - 4.5 ensure that a responsible person will be present on the premises at all times during the period of use;
  - 4.6 ensure adequate registration procedures are adhered to;

- 4.7 ensure that he/she is adequately insured for the activity they will be conducting using the school equipment or premises;
  - 4.8 will adhere to the school's General Health and Safety Guidance Notes for Users;
  - 4.9 ensure that they and anyone assisting with the activity using the school equipment and/or premises have DBS disclosure at an appropriate level;
  - 4.10 accept full responsibility for any damage to or theft of the school's property, occurring during the period for which the premises are hired;
  - 4.11 take action to make a representative of the school aware if he/she discovers a hazard whilst using the school's premises or equipment;
  - 4.12 familiarise him/herself with the position of telephones, escape routes, fire alarms and fire fighting equipment;
  - 4.13 familiarise him/herself with the school's procedure in the event of fire or any other need to evacuate the premises;
  - 4.14 familiarise him/herself with the school's lockdown procedure and the Broadmoor Hospital Escape procedure;
  - 4.15 accept liability to pay for any cleaning undertaken which, in the opinion of the officers of the school, occurs as a result of the usage;
  - 4.16 ensure that all children are accounted for at the end of the session; and
  - 4.17 if the activity takes place after the end of the school day, will ensure that all children who have taken part in the activity have been collected by their parent or carer, before leaving the school premises.
5. The user will not:
- 5.1 use any of the school accommodation not covered by this agreement without prior approval of the school; nor
  - 5.2 use any of the school equipment not covered by this agreement without prior approval of the school.
6. At any time or in circumstances where the user fails to comply with these terms and conditions, the school is entitled to terminate the user's right to access the premises and/or the schools equipment with one week's notice to the user.

Signed: .....

NAME IN BLOCK CAPITALS: .....  
For and on behalf of Walter Infant School

Signed: .....

NAME IN BLOCK CAPITALS: .....  
The user

Dated: .....