

Hartismere High School

POLICY DOCUMENT No C13

Community Use

Policy approved June 2009
(Review Date Summer 2013)

Policy on community use of the school buildings and facilities

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Introduction

This paper sets out the school's policy towards community use of the school buildings and facilities. It has been produced through collaboration between the Governors, the schools leadership team and relevant staff.

Core principle

Governors believe that the school ought to be, and be seen to be, a significant part of its wider community. This harmonises with the aims of the School as agreed upon by Governors, Staff and the School's young people. The second primary aim of the school is to exist as a giving and active part of its own wider community and to fully encourage this in, and role model this for, its young people.

The school recognises that its existence and resources are, in part, a result of public investment. Whilst it is recognised that the primary purpose of such investment is in the education of the Community's young people it is also accepted that a further purpose of this investment is to provide enhanced and enriched facilities which will benefit and bring together elements of the Community. The school accepts the principle of multiple benefits for public investment.

The school believe that by providing such resources and facilities to a wider community the benefits which will flow to the community will bind the school further to its local community. The school takes the view that it right for institutions and agencies, in addition to individuals and other public bodies, to contribute to the betterment of the community as a whole. It is also recognised that the young people of the school are likely to be future beneficiaries of such a community contribution.

The benefits to the community are seen to be an enrichment of opportunities available for local people in terms of health (an important link to the school's role as a Community Sports College); lifelong learning; social cohesion and enjoyment of positive and constructive activity.

We believe, however, that the educational needs and aspirations of the students of Hartismere must be the paramount factor in the application of this policy in terms of the day to day running of the school.

Therefore, the core principle under-pinning this policy is to:

‘Seek to maximise the use of school sports facilities and facilitate the use of other school buildings where this does not compromise the needs of the pupils or incurs an inappropriate cost.’

What facilities may be included?

The main facilities available for use are:

Sports Halls 1 & 2

Playing fields

(Nets, other seasonal provision)

Hard surface areas for tennis, basketball, football etc.

Fitness Gym

Lines Hall

Dining Room

Some Classrooms

Library

The School has discretion to add or withdraw facilities from this list at any time.

Provision of information about facilities

The facilities are primarily for use of the community/communities within the schools catchment area.

The facilities will be actively promoted to ensure they receive good and proper usage and as full use by the community as is compatible with the School's primary use. This may well be reflected in the level of awareness within the community of the resources available and the ease by which such facilities may be accessed.

Good quality information will be provided in advance of booking so that users and potential users are aware of the opportunities and any necessary constraints.

The Lettings Policy details the requirements needed when making and confirming a booking. This process includes a written copy of the Terms and Conditions for lettings.

Charges and Bookings

The charges made will seek to meet the true costs of enabling use of the facilities. They will include a factor for wear and tear to allow a systematic renewal of fittings etc. It is recognised that discretion on the part of the school is required in order to ensure long term capacity to reinvest in the school facilities and resources.

It is envisioned that preference in booking terms is likely to be given to groups or group leaders who are working in harmony with the school's aims in that they are seeking to

make a positive contribution to the Community.

All bookings for use by under 16 years old will need to have adult supervision on site.

Bookings will require a named responsible person who has to be a registered user of the facilities.

It is expected that Management systems will ensure that the safety of users and facilities is a very high priority

As the site is primarily for the benefit of the school pupils, the school shall retain the right to cancel an external booking in favour of their own use. However, every effort shall be made to ensure this does not happen by use of forward diaries. If it is required then as much notice as possible shall be given to the booked user.

Access

Times of use shall be such that the school seeks to maximise the opportunities for community. It is recognised, however, that there will be essential limitations on this aim in terms of the practical and financial operation of the school site.

Staffing

A nominated member of school staff will be present on site at all times when it is open to the public.

Appropriate training / qualifications to oversee any specialist equipment will be provided (such as in the fitness gym).

The use of the site facilities shall be the responsibility of the Headmaster.

Monitoring & Review

The data for first 12 months following adoption of this policy to be kept and presented for review to the Community Committee that reports to the full Governors. That Committee will review and revise this Policy as appropriate.

This Policy will be regularly reviewed. After the first year review a new review date will

be set out more than 3 years in advance.

Conference

APPENDIX 1

Charges as at 1/6/2009

BASIC CHARGES

Facility Unit of Charge Discounted Charge Standard Charge Business Charge

Dance Studio	Per hour	£9.00	£18.00	£27.00
Sports Hall 1 Court	Per hour	£3.75	£7.50	£11.25
All Weather Surface 1 Court	Per hour	£2.50	£5.00	£7.50
Games Courts (Tennis, Netball)	Per hour	£2.00	£4.00	£6.00
Pitches (Football, Rugby, Cricket)	Per match	£15.00	£30.00	£45.00
Hard Surface Area/ Playground	Per hour	£5.00	£10.00	£15.00
Single Classroom	Per hour	£5.00	£10.00	£15.00
Drama Hall	Per hour Per day	£7.50 £37.50	£15.00 £75.00	£22.50 £112.50
Dining Hall	Per hour	By negotiation	By negotiation	By negotiation

Small Conference Room	Per hour	£5.00	£10.00	£15.00
IT Suite	Per hour	By negotiation	By negotiation	By negotiation

- All prices are subject to an additional 10% charge to cover Hirer's Liability insurance unless the Hirer can provide evidence of their own valid policy
- All prices are subject to VAT at the current rate unless 10 or more sessions are booked
- Cancellations of less than 24 hours notice will incur the full charge of the booking
- Cancellations of less than 2 weeks will incur 50% of the charge of the booking
- All lettings are subject to availability
- The Hirer is responsible for ensuring that premises (including changing rooms if used) are left in a clean and tidy condition

Discounted Charges – apply to groups:

who can provide evidence that they have charitable status or

who can provide evidence that the letting is for young persons under the age of 16 within a group whose purpose is not to make a profit and that any small incidental profit is reinvested into that group.

Standard Charges – apply for lettings for groups of adults who wish to hire the facilities.

Business Charges – apply to limited companies or any corporate organisation that wishes to use the facilities.

APPENDIX 2 Health and safety details

Health and Safety Policy and Guidance

Conditions that the Hirer should be aware of before entering into an agreement with Hartismere High School

- The hirers must report to reception on arrival and sign in. Hirers are responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for. If some other arrangement is agreed with the school the agreement must be recorded in writing.
- All statutory requirements, including those relating to health and safety matters, must be observed. School specific requirements must also be complied with. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition. The cost of any specialist cleaning or disinfection

required as a result of the hirer's/user's activity in the premises will be the responsibility of the hirer (this applies in particular to animal and bird fairs, pottery work using high silica clays and more toxic glaze materials, etc).

- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- The school will ensure that hirers are acquainted with the emergency and evacuation procedures (which should be on display), including the location of the fire alarms, extinguishers and emergency exits and muster points. This can be done during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a muster point and carrying out a check of users.
- Fire appliances must not be removed or tampered with other than for fire fighting purposes.
- The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. Where a modern, electronic fire detection and warning system is not available in the school the hirer must provide the means for alerting the hirers of the need to evacuate. This is particularly important where the school's normal fire alarm system may not be suitable for those with special needs. For example, a fire alarm that provides an audible warning only may not be suitable for a deaf person and the hirer must make suitable compensating arrangements for all similar circumstances. The hirer is responsible for drawing up specific evacuation plans for any disabled people.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of school staff concerning the area available.
- Smoking is not allowed in any part of the school premises or on any part of the school site.
- All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

- Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises declared in the hiring agreement. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting. Attendants and stewards should ideally wear badges identifying them as such.
- The hirer is asked to arrange for users to park in designated areas only. Grass or roadways may be used with the school's expressed permission. This information must be conveyed to any person who may attend an event/activity
- All scenery, costumes and drapes used for stage performances or the like should be of a fire resistant material.
- The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes, but should the school wish to make a land-line available to the hirer during lettings, the agreement should be included in the hiring contract. The hirer must contact a representative of the school as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school must provide a contact number for such emergencies.
- Should children be present, adults must directly supervise them at all times.
- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Where the hirer is providing a service endorsed by Suffolk County Council then national competence standards and the Children and Young Peoples Services Directorate's supervision requirements must be met in all cases.
- If coaching children or vulnerable adults, requirements on Criminal Record Bureau checks must be followed.
- The hirer is responsible for ensuring that premises are left in a clean and tidy

condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning that may be necessary in returning the premises to a satisfactory condition, shall be recharged to the hirer.

- When hiring the field or other outdoor services, the hirer should consider the need for changing facilities, toilets etc. and negotiate with the school about availability. Where practical, these will be made available.

Insurance

- It is the responsibility of the **hirer** to effect suitable public liability and other relevant insurance cover. The School has taken up the option of purchasing the Hirers Liability Insurance Policy for non-commercial hirers and the cost of this is 10% of the lettings charge, unless evidence of a valid policy is submitted with the booking. This insurance indemnifies the hirer **not the school**.

In the event of an incident, fire or near miss

- The school will ensure that **County Council Incident Report** forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school should follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. Schools are **NOT** responsible for undertaking risk assessments for hirer's activity(ies).

In the event of the fire

- The Hirer will call the Fire Service (if school staff are not present and supporting the activity)
- All users will evacuate the building via the nearest fire exit and muster at the designated point.
- Users must not re-enter the building until the "all clear" has been given. The Fire Service will give this.
- Fires must be reported using the County Council Incident Report form.

