



Hire of School Premises

Before Beacon Hill School can agree to undertake a lettings arrangement you need to contact North Tyneside Council who will provide further information on how to register on their database. North Tyneside Council will ensure that the appropriate safeguarding and recruitment checks have been carried out before inclusion on the register..

Principles Guiding Charges for Hire of Premises

There are certain community activities, which the Governing Body would wish to support whilst protecting the school budget and recognising the legal position. In these cases it is possible to operate a cost recovery policy on charging for hire, i.e. no profit or loss occurs to the school. An example might be the establishment of an after school club.

There are other occasions when a hirer may request the use of the premises in order to promote a fund-raising activity. In the event that the fund-raising activity from the profits of which the school will benefit, it would still be possible to operate a cost recovery policy.

Where a hirer applies for use of the premises and the proposed use is not deemed to be beneficial to the school, because it is not a community activity endorsed by the governors or because profits will occur only to the hirer, then it would be appropriate for the agreed fee to include an element of profit for the school. Examples might be a slimming club or a jumble sale held by a private organisation, etc.

Occasional or 'one-off' applications for lettings will be considered on their individual merits and costs determined accordingly.

Charges for hire

Charges for hiring should include:

1. energy costs
2. caretaking costs
3. water costs
4. wear and tear/facilities use
5. cleaning costs
6. profit element
7. VAT (where appropriate)

Beacon Hill School and College for Business and Enterprise

Regulations and Conditions Governing the Hiring/Letting of School Premises

1. Where necessary the caretaker will be remunerated by the School for his/her extra services.
2. The hirer shall during the hiring be responsible for:
 - a) The efficient supervision of the hired premises including the effective control of children, the orderly and safe admission and departure and safe clearance of the hired premises in case of emergency.
 - b) The safety of the hired premises and the preservation of good order and decency herein. Particular attention is drawn to section 12 of the Children and Young Persons Act 1933 which states "Where there is provided in any building an entertainment of children, or a entertainment at which the majority of the persons attending are children, then, if the number of children attending the entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to station and keep stationed where ever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building, or to any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all other reasonable precautions for the safety of the children."
3. The school shall not be used after 10.30pm without special permission of Head Teacher/Governors.
4. Special regulations apply if the use of kitchen facilities is required within the premises.
5. Special regulations apply if the use of the pool and changing room facilities is required (attention is drawn to the information contained in this policy below about the use of the hydrotherapy pool).
6. Unless notice of cancellation is received by school at least 48 hours before the letting is due to commence it will be assumed that the premises are to be used and the appropriate charge be payable.
7. School reserve the right to refuse access during holiday periods if caretaker/ relief caretaker is unavailable to open/lock up premises, with reasonable notice being given.

8. The Hirer will only have access to designated and defined areas and non-compliance could result in immediate termination of this agreement.
9. The hirer shall take good care of and shall not cause any 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 an act of 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

10. Letting Charges

As agreed at the Finance Committee meeting on the 1st July 2009 it was decided to change the letting charges from £30.00 per session to £20.00 an hour with effect from 1st September 2009.

Caretaker Base Rates: Hourly Rate of pay will apply.

Facilities use: per hour[#]

Per Classroom	20.00 per hour
Hall	20.00 per hour
Pool	20.00 per hour
Kitchen	20.00 per hour
 Minibus	 40.00 per session

NB: The hirer will be charged actual caretaker costs (i.e. relief caretaker usually costs more). If a letting falls during caretaker's annual leave period, after the normal hours of employment, the hirer will be charged full caretaker costs.

Cleaning: £6.47 per hour where necessary

These charges will ensure that all costs borne by the school in connection with a letting will be recovered from the user in accordance with regulations governing use of school budget.

10. Insurance: The Hirer undertakes to arrange appropriate public liability, employer's liability and premises insurance (as applicable).
11. Safety: The Hirer is responsible for organising fire drills and has been instructed about operation of fire extinguishers, exit doors, fire alarms, etc.

[#] Lettings Charges Revised at Finance Committee Meeting held on 1st July 2009

- 12. Liaison: The Hirer will provide a report to the Governors when requested. Governors will be given access to the hired premises when requested, with reasonable notice being given.
- 13. Review of this agreement: This agreement will be reviewed three months after first being signed and every April thereafter. Governors reserve the right to increase lettings fee in line with pay awards every April.
- 14. Termination of this agreement: This agreement may be terminated by half a term's notice, if the tenant fails to comply with:
 - a) The terms of this agreement
 - b) Guidelines issued by Kids' Clubs Network and KCN's quality Assurance Scheme if appropriate.
 - and
 - c) The terms of the Children's Act 1989 if appropriate.
- 15. Link persons: The following representatives of the School and the Hirer are designated as 'Link Persons' between the two organisations.

School Link:

The Hirer

(This should be the person named as the contact on the declaration)
- 16. Each Hirer group to be made aware of other groups who may be using the premises at the same time.
- 17. Neither North Tyneside Council nor The School will accept any responsibility for any loss or damage to personal belongings or any items left on the premises.

Hire of the Swimming Pool Safety

Hirers will be informed of the fire evacuation procedures prior to the hire of the swimming pool. Hirers need to ensure school has a copy of the following documentation:-

- 1. Criminal Records Bureau (CRB) clearance
- 2. An up to date Life Saving Certificate which needs to be valid
- 3. A copy of the insurance schedule

It is the responsibility of the hirer to keep a signing in record. The School Business Manager will undertake interval checks to ensure hirers are maintaining a signing in record.

Normal Operating Procedures

Maintenance of the pool is the responsibility of the caretaking staff and the chlorine levels, PH and temperature will be monitored and recorded on a daily basis. The Caretaker, in consultation with the Head Teacher, will decide whether the condition of the pool allows use.

Qualifications Necessary

All lifeguards or teachers in charge using the pool must have either:-

- a) the bronze medallion (valid for three years)
- b) the R.L.S.S. rescue test for teachers of swimming (valid for two years)
- c) A Pool Lifeguard Qualification (valid for two years)

Preparation for Hydrotherapy

1. Staff using any hydrotherapy pools must be aware of the individual Emergency Procedure Plan, Fire Procedure and Evacuation Plan, relevant to each premise. These plans are displayed clearly in the pool area.
2. Staffing levels in the pool must be appropriate for the level of assistance required by each pupil/service user:
 - Service users/pupils who have complex physical and learning disabilities will require a higher ratio of staff in the water. The ratio is to be documented in the Risk Assessment.
 - During Parent groups the pupils work on a one to one ratio in the water either with the parent or carer.
3. There must be a staff trained in First Aid on the premises, and a staff member trained in Basic Life Support within the pool area. Outside organisations using the hydrotherapy pool must provide their own First Aid trained staff member.
4. Specific medical guidelines should be set out in the risk assessment for pupils/users who have medical conditions such as diabetes, epilepsy.
5. If hirers wish to use the hoists in the pool they need to come into school prior to be trained in how to safely use the hoist.
6. It is the responsibility of the hirer to ensure they have an appropriate signing in sheet so that if there was an emergency i.e. fire evacuation, they are able to determine if anyone is unaccounted for.
7. A telephone is installed in the pool corridor. To access an emergency number you must dial 99 then the emergency number 112. In school hours you can contact the reception by dialling 3000. If there is a non swimmer (adult or student) available, they should be briefed on how to assist with telephone calls and what action to take in case of an emergency.
8. Staff should make a decision on very HOT days on whether it is safe to swim, bearing in mind the air temperature within the pool area.
9. Pupils/ users who are at risk of soiling the pool should wear a washable or disposable swim pad.
10. If the pool becomes polluted i.e. faeces or vomit, pupils/users should be immediately assisted from the water and the incident reported to the Head Teacher/Business Manager/School Caretaker.

11. Judgments on the length of time pupils/users and support staff/therapists spend in the pool should be made taking into account the water temperature, air temperature, pupils/users medical condition and effects of increased temperature on the circulatory system:
 - No pupil/user in the water longer than 30 minutes.
 - No support staff/therapist in the water longer than 3 hours per day.
12. Pupils/users, support staff and therapists should have access to drinking water and must take a break if required to be in the environment for more than 45 minutes.
13. Showering facilities are to be available for pupils, users and staff following the session.
14. Any pregnant staff should have a Risk Assessment to take into account their changed circumstances. A pool with a temperature of 35° C is to be avoided during pregnancy.
15. Any damaged, broken or malfunctioned equipment i.e. Hoist, sling, changing bed, lighting is to be reported immediately to the Head Teacher/School Business Manager/School Caretaker.

Other Important Points:-

- no one is permitted in the pool area without a lifeguard being present
- no-one must swim unless in a group of three or more, one of whom must be qualified and stay on poolside
- no running
- no diving
- no dangerous or irresponsible behaviour in changing rooms or pool area
- all swimmers should be encouraged to use the toilets before entering the pool
- all swimmers must know the pool evacuation procedures and get out of the water when instructed to do so
- no-one must not enter the pool with any infectious disease or skin complaint
- no food or drink allowed in pool area

Beacon Hill School and Specialist College for Business and Enterprise

Declaration

I, the undersigned, have read and agree to abide by all the terms and conditions relating to the booking and have retained a copy for future reference.

Lettings will start on		
Time	From	To
Purpose of Hire		
Cost of Hire		
Signed by Hirer		
Print Name		
Date		
Name of Contact if different to above		
Contact Address		
Post Code		
Home Telephone number		
Mobile number		
Invoice Address if different to above		
Post Code		