

HOMEFIELD PRIMARY SCHOOL & SSC
Aiming high together



POLICY FOR
THE HIRE OF SCHOOL PREMISES

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HOMEFIELD PRIMARY SCHOOL & SSC

POLICY FOR HIRE OF SCHOOL PREMISES

1. Introduction

This policy sets out the arrangements for the letting of Homefield Primary School premises and facilities to external organisations or individuals outside normal school hours. The Governing Body recognises that the school is a community resource and seeks to make its facilities available for educational, cultural, leisure, and community activities.

2. Aims and Objectives

- To make school facilities available to the community while safeguarding the school's primary educational function.
- To generate additional income to support school activities.
- To ensure fair and consistent management of lettings.
- To protect the school's premises, assets, and reputation.

3. Definition of a Letting

A letting is defined as any use of the school premises by an individual or organisation, other than the school's staff and pupils, which is not directly related to the delivery of the school curriculum.

4. Roles and Responsibilities

- **Governing Body:** Sets and reviews the policy, approves fee structures, and delegates operational responsibility.
- **Headteacher:** Oversees operations and delegates operational management.
- **School Business, Administration and Premises Staff:** Manage day-to-day arrangements for lettings.
- **Hirers:** Must comply with the terms and Conditions of Hire (Appendix 13.3).

5. Lettings Approval Process

Hirers will be provided with a Hire of Premises pack with all necessary documentation, including:

- Charges for Hire of School Premises (Appendix 13.1)

- Hire Application Form (Appendix 13.2)
- Conditions of Hire (Appendix 13.3)
- WSCC Prevent Venue Hire Guidance

A modified pack will be supplied to Hirers wishing to operate Extra Curricular Clubs held at the end of the school day during term time, this pack includes:

- Charges for Hire of School Premises: Extra Curricular Activities (Appendix 13.4)
- Hire Application Form: Extra Curricular Activities (Appendix 13.5)
- Conditions of Hire
- Extra Curricular Activities Club Provider Agreement (13.6)
- WSCC Prevent Venue Hire Guidance

The Application Form must be signed and returned to the school for approval before the letting is confirmed.

The school reserves the right to refuse or cancel a booking, as detailed in the Conditions of Hire.

6. Safeguarding and Prevent

Hirers must comply with safeguarding requirements in line with the school Safeguarding policy and as set out in the Department for Education statutory guidance 'Keeping children safe in education'. This includes providing DBS checks where applicable. The school retains the right to request evidence of safeguarding measures.

The school will refer to the WSCC 'Prevent Venue Hire Guidance' when considering approval of hire applications. This is to ensure premises are not used to provide a platform for extremists or to disseminate extremist views.

7. Health and Safety

The school will provide the Hirer with up-to-date H&S information needed for the period of hire. Hirers are responsible for the safety of their attendees. All Hirers must provide a Risk Assessment as detailed in the Conditions of Hire.

8. Insurance

Any Hirer of County Council premises (including schools) need to produce evidence of a £10,000,000 Public Liability policy, although this can be reduced to £5,000,000 in most circumstances. For example, a football coach would be expected to have a £5,000,000 policy whereas a more hazardous activity may be required to have £10,000,000.

Non-commercial Hirers without their own public liability insurance are able to purchase WSCC Third Party Hirers Insurance cover from the school. The WSCC policy covers the individual Hirers for their legal liability for injury/illness to third parties and/or loss or damage

to their property together with loss or damage to the premises and contents hired. The policy would also cover any liabilities that may have been imposed under the terms of the hiring agreement. The policy offers £10,000,000 public liability insurance. Cover is limited to £10,000 per hiring for loss or damage caused other than by fire or explosion. Any claim under this policy will be subject to a £100 excess which will be payable by the Hirer.

The premium is 10% of the hire fee plus 12% of the 10% for Insurance Premium Tax and this is additional to the hire fee, vat etc.

9. Charges and Payments

The school's 'Charges for Hire of School Premises' document (appendix 13.1) is provided to potential Hirers and is available from the school office or the school website.

For Hirers providing Extra Curricular Clubs held at the end of the school day during term time, a reduced rate of hire will apply as detailed in the 'Charges for Hire of School Premises – Extra Curricular Clubs' document (appendix 13.4).

For other Hirers providing services for the direct benefit of Homefield Primary School pupils (only), a discounted rate in line with the Extra Curricular Clubs may be considered.

Fees are payable by the Hirer in advance. For repeat or long-term bookings, a payment plan may be considered if appropriate.

10. Conditions of Hire

A Conditions of Hire document has been produced in line with WSCC guidance. This is provided to Hirers in their application pack. All Hirers must indicate that they have read, understood, and agree to the terms prior to any hire being approved.

In addition to the Conditions of Hire, Hirers providing Extra Curricular Clubs must sign the Extra Curricular Activities Club Provider Agreement which details the Hirers and Schools responsibilities in relation to operating Extra Curricular Clubs.

11. Cancellations

The Conditions of Hire details the terms of cancellation by the school or Hirer, and any fees still chargeable.

12. Monitoring and Review

This policy and associated documents will be reviewed annually by the Governing Body.

Appendix 13.1

Charges for Hire of School Premises

Upper School Site (Chesswood Road)

	First Hour	Additional Hours	Full Day * (up to 8 hours)	Full Week * (8hrs per day)
Main School Hall	£25	£20	£145	£700
Small School Hall	£25	£20	£145	£700
Conference Room	£17	£13	£95	£458
DT Room	£30	£25	£180	£870
Classroom	£20	£15	£110	£530
Playground (Large)	£20	£15	£110	£530
Playground (Small)	£15	£12	£87	£420
School Field	£30	£25	£180	£870

Lower School Site (Lyndhurst Road)

	First Hour	Additional Hours	Full Day* (up to 8 hours)	Full Week* (8hrs per day)
School Hall	£25	£20	£145	£700
Community Room	£15	£12	£87	£420
Classroom	£15	£12	£87	£420
External Classroom	£15	£12	£87	£420
Playground	£15	£12	£87	£420
School Field (Astroturf)	£20	£15	£110	£530
External Hut	Price on application			

*For Full day or Full week hires, Hirers may choose the full rate or per hour, depending on hours required.

Additional Charges

WiFi Access	£10 per session / day
Heating**	£20 per session / day
Use of internal toilets/welfare facilities if hiring an outside space	£20 per session / day
Additional sound, lighting, audio/visual or technical equipment.	Price on application
WSCC Third Party Hirers Insurance 10% of hire fee plus 12% of the 10% for Insurance Premium Tax	Price calculated on application
Premises Staff attendance	Price on application

**There may be some instances where this charge can be shared between Hirers or waived if school staff are also on-site.

Additional Charges

Any damage caused to the school or its equipment through misuse, accident, negligence or crime during the hire period, or additional cleaning required, may be invoiced to the Hirer in accordance with the Conditions of Hire.

Appendix 13.2

Hire of School Premises Application Form

**This form should be completed and returned to the school as soon as possible.
If the application is accepted, a copy of the form will be returned to the Hirer.**

Hirer Details

The organisation and/or person responsible for arranging the letting to whom all correspondence should be sent.

Name of Organisation	
Full Name of Hirer	
Organisation / Hirer Address	
Contact Number	
Email Address	

Onsite Hirer Details

The person who will be onsite during the period of the hire and main in-person contact. Please complete details or enter 'as above'.

Name	
Mobile Number	
Email Address	

Details of Hire

Dates from / to	
Location – Select school site	Lower School / Upper School
Room / Area Required	
Hire Purpose / Activity (e.g.: fitness class / community group meeting)	

If the period of hire covers multiple days per week, list date(s) / time(s) required in the table below.

Day	Date(s)	Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Please list any other requirements you may have below, for our consideration.

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Hirer Declaration	
I have read, understood, and agree to the Conditions of Hire	Yes / No
I have provided a copy of our Public Liability Insurance	Yes / No
OR	
I require cover under the WSCC Third Party Hirers Insurance	Yes / No
I understand that all Hire of Premises applications require school approval and are not confirmed until officially accepted and I receive confirmation	Yes / No
I confirm that I am over 18 years of age and an authorised representative of the organisation	Yes / No
Signed: _____	Date: _____

School Use Only	
Letting Approved	Yes / No
Calculation of Charges	
<u>Detailed list of Hire fees</u> (excluding additional charges)	
A) Total Hire Fee	£
<u>WSCC Third Party Hirers Insurance Charges</u> (if applicable)	
B) Third Party Hirers Insurance Premium @ A x 10%:	
C) Insurance Premium Tax @ B x 12%:	
D) Total of Insurance charges (B + C):	£
<u>Additional Charges</u>	
E) Total additional charges	£
Total to be invoiced (A + D) (Invoice will be sent separately to Hirer)	£
Signed: _____	Date: _____
Print Name: _____	Position in School: _____

A copy of the completed form should be returned to the Hirer asap.
 Completed forms should be passed to the finance team with any accompanying paperwork.

Appendix 13.3

School Lettings

Conditions of Hire

1. The School will provide the hirer with up-to-date H&S information needed for the period of hire. This would include information on fire alarm, intruder alarm, water, electrical and other information needed for the hirer. It is the hirers responsibility to ensure they are confident in this information and if not, they contact the school to organise additional instruction.
2. The Governors of the school will carry out a vetting process of hirers to ensure their premises are not being used for radicalisation purposes.
3. The Hirer shall satisfy themselves that the facilities to be hired are suitable for their purposes.
4. The use of the premises must not interfere with the proper working of the school or impair its efficiency.
5. The contract for the hire of the premises between the Hirer and the Governors of the school shall take effect only upon written acceptance of the application on behalf of the Governors being sent or handed to the Hirer.
6. The Hirer shall be advised of the hiring fees (and any insurance premium) either on completion of the application form or on the written acceptance of the hiring and shall pay the hire fee within 7 days of the written acceptance, unless otherwise agreed with the school.
7. In the event that the Hirer cancels the hiring, the following fees shall be repayable to the Hirer, less any expenses incurred, at the Governors' discretion:
 - not less than 42 days notice of cancellation – 75% of fees
 - not less than 28 days notice of cancellation – 50% of fees
 - less than 28 days notice of cancellation – no refund
8. The Hirer shall indemnify the Governors of Homefield Primary School and the West Sussex County Council against all claims for damages, compensation and/or costs in respect of:
 - (i) bodily injury or illness to Third Parties, and/or
 - (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.
9. The Hirer shall be responsible for loss or damage to the school premises and contents therein the property of the West Sussex County Council.
10. The Hirer shall obtain adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 7 and 8 above. (See Appendix following Conditions of Hire for explanatory notes on insurance).
11. In order to obtain adequate insurance either from your own insurance source or if you wish to use the insurance provided through the school and West Sussex County Council (see appendix), you should ensure that you have an appropriate risk assessment of the activity you are going to undertake. The risk assessment should be attached to this application form.
12. The risk assessment does not have to be a detailed document, but it will need to provide information on what activity will take place on the school premises and in which rooms. There should be a simple plan of:
 - how are people going to get into the premises,
 - how will they be notified of an emergency and what they should do if an alarm is activated
 - information on what they can and can't do, where they can go and can't go etc.

- appropriate control measures to deal with emergencies such as a nominated first aider, someone who remains able to take control if there is an emergency and call the emergency services if needed.

13. The Governors do NOT hold licences for (a) public dancing, music or any other public entertainment and (b) public performance of plays.

(The Hirer shall be responsible for obtaining any licence required from the District/Borough Council and shall produce the licence for inspection prior to the hiring date). The Hirer shall be responsible for complying with the terms of any such licence.

14. The Hirer shall be responsible for complying with the legislation relating to copyright in relation to the hiring and with the legislation relating to copyright in relation to the hiring and the requirements of the Performing Rights Society Limited and Phonographic Performance Limited concerning the performance respectively of musical work and sound recordings on the premises. The Hirer indemnifies the County Council against any breach of this condition.
15. If the Hirer intends to apply for a Justices' Occasional Licence for the sale of intoxicating liquor then the written approval of the Governors shall first be obtained. The Hirer shall be responsible for ensuring compliance with the provisions of the Licensing Acts.
16. The Hirer shall be responsible for ensuring that any gaming or lottery, which takes place on the school premises, complies with the relevant legislation.
17. Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas on the school premises subject to availability.
18. Where permission is given for the use of the main school kitchen area, this will normally be limited to the use of ranges, hot cupboards and wash up sinks only. The Hirer shall be responsible for the provision of crockery, glasses, cutlery and cleaning materials. The kitchen must be left in a clean and tidy condition for the preparation of the school meal on the following day. On no account may foodstuffs stored in kitchens be used by Hirers. Where permission is given for the use of other kitchen areas such as the Cookery or Staff rooms, all used equipment must be put back and cleaned as found and the room left in a clean and tidy condition ready for use by the school.
19. The Hirer is responsible for the preservation of good order during the hiring. The Hirer shall at all times provide an adequate number of stewards who shall be present throughout the hiring.
20. The Governors reserve the right to require the Premises Officer to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition.
21. The wearing of nailed or stiletto-heeled or other unsuitable footwear in indoor areas is prohibited.
22. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises. No part of the building fabric should be modified without the prior written approval of the Governors.
23. The laying of composition or other preparation on school floors is prohibited, without the prior written approval of the Governors.
24. Smoking on the site is prohibited.
25. School furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.

26. Any alteration or addition to the school lighting or electrical heating systems is strictly forbidden, except with the written consent of the Governors. Consent may be subject to conditions, which the Hirer will be required to observe.
27. If any special equipment is required, it must be clearly stated on the application form. An extra charge will be made for this service, and the School/College must be satisfied that a competent person will supervise the use of the equipment.
28. The Hirer will be responsible for providing any first aid facilities that he deems necessary in accordance with the Health and Safety (First Aid) Regulations 1981.
29. The Hirer shall report to the School, as soon as practicable, any incident requiring ambulance or hospital treatment that arose during the course of the hire. The School shall log the report on the Health & Safety Incident Management System.
30. No function shall extend beyond the hiring period and the Hirer shall completely vacate the premises and grounds by that time, unless special arrangements have been agreed on behalf of the Governors.
31. After use, the Hirer must leave the premises in a clean and tidy condition, the Hirer's property removed, and all appliances switched off and lighting extinguished. The Governors reserve the right to recover from the Hirer any additional expenses incurred as a result of non-compliance with this condition.
32. The Governors reserve the right to cancel any hiring without notice if: -
 - (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period, or
 - (ii) the Hirer has failed to disclose material information concerning the proposed hiring, or
 - (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i) all hiring fees will be refunded to the Hirer, but the Governors shall have no further liability to the Hirer. In the event of (ii) and (iii) any refund of hiring fees shall be at the discretion of the Governors.

Appendix 13.3.A

HIRER'S INSURANCE – INDEMNITY CLAUSE

A. INJURY TO PERSONS OR PROPERTY

1. The Hirer shall indemnify West Sussex County Council against all claims for damages, compensation and/or costs in respect of: -
 - (i) bodily injury or illness to Third Parties, including the County Councils servants and agents or Governors and/or
 - (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the hirer's use of the premises.
2. The Hirer shall effect adequate insurance to cover this liability with a preferred minimum limit of indemnity of £10 million, although £5 million is acceptable subject to approval from the Insurance and Litigation Section at West Sussex County Council.

The Hirer shall effect adequate insurance to cover this liability: -

B. DAMAGE TO PREMISES AND EQUIPMENT

1. The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of West Sussex County Council, except when loss or damage to the premises or contents are as a result of the negligence of West Sussex County Council.
2. The Hirer shall effect adequate insurance in respect of such loss or damage.

Hirers who have no Public Liability Insurance, must as a condition of the proposed hiring, take out the Hirer's Insurance arranged by West Sussex County Council, (provided they do not fall within the definition of the exclusions listed below) and the premium must be added to the hiring fee payable.

HIRERS INSURANCE

In accordance with the terms of hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for Third Party claims involving injury to persons and/or damage to property.

Due to difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of £10 million, the County Council has arranged the following policy: -

WEST SUSSEX COUNTY COUNCIL – ON BEHALF OF NON-COMMERCIAL INDIVIDUALS AND ORGANISATIONS HIRING COUNTY COUNCIL SCHOOLS, COMMUNITY COLLEGES, EDUCATION CENTRES AND OTHER WEST SUSSEX COUNTY COUNCIL PROPERTIES

OPERATIVE CLAUSE

The indemnity will cover individual hirers for their legal liability for injury/illness to third parties and/or loss/damage to their property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the hirer under the terms of the hiring agreement.

LIMITATIONS

For loss/damage caused other than by Fire or Explosion, cover is limited to £10,000 per hiring and is subject to an excess of £100.

Damage resulting from Fire or Explosion is limited to £10 million.

EXCLUSIONS

Political Meetings and Professional Entertainment Promotions.

Commercial or trade hiring.

PREMIUMS

The premium is charged at 10% of the basic hire charge, plus Insurance Premium Tax (IPT).

If a group is affiliated to the school or establishment, they can obtain a special rate, details of which can be supplied by contacting the Insurance and Litigation Section at West Sussex County Council.

Appendix 13.4

Charges for Hire of School Premises – Extra Curricular Clubs 2025-2026

Upper School Site (Chesswood Road)

	Per Session*
Main School Hall	£15
Small School Hall	£15
DT Room	£18
Classroom	£12
Playground (Large)	£12
Playground (Small)	£12
School Field	£12

Lower School Site (Lyndhurst Road)

	Per session*
School Hall	£15
Classroom	£12
External Classroom (Music Room)	£12
Playground	£12
School Field (Astroturf)	£12
External Hut	Price on application

*Charges per session based on duration of club not exceeding 1 hour. Hirers must allow time to set up and clear away before and after each club session as per the Extra Curricular Activities Provider Agreement.

Additional Charges

Additional sound, lighting, audio/visual or technical equipment.	Price on application
WSCC Third Party Hirers Insurance 10% of hire fee plus 12% of the 10% for Insurance Premium Tax	Price calculated on application

Appendix 13.5

Hire of School Premises Application Form – Extra-Curricular Clubs

This form should be completed and returned to the school as soon as possible.
If the application is accepted, a copy of the form will be returned to the Hirer.

Hirer Details

The organisation and/or person responsible for arranging the letting to whom all correspondence should be sent.

Name of Organisation	
Full Name of Hirer	
Organisation / Hirer Address	
Contact Number	
Email Address	

Onsite Hirer Details

The person who will be onsite during the period of the hire and main in-person contact. Please complete details or enter 'as above'.

Name	
Mobile Number	
Email Address	

Details of Hire

Dates from / to	
Location – Select school site	Lower School / Upper School
Room / Area Required	
Activity and Age Range/Year Group (e.g.: Year 5-6 crochet club / Year 3-4 Drama)	

If the period of hire covers multiple days per week, list day the times required in the table below.
(Existing club providers need not complete, unless requesting a change to previous arrangement)

Day	Morning *	After School*
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

*Club times are:

- Morning - US only - 8.00-8.40
- After School – LS: 15.00-16.00, US: 15.15-16.15

Please arrive in good time, and allow time to manage any After School parent/carer non-collections

Please list any other requirements you may have below, for our consideration.

Hirer Declaration	
I have read, understood, and agree to the Conditions of Hire	Yes / No
OR I require cover under the WSCC Third Party Hirers Insurance	Yes / No
	Yes / No
I understand that all Hire of Premises applications require school approval and are not confirmed until officially accepted and I receive confirmation	Yes / No
I confirm that I am over 18 years of age and an authorised representative of the organisation	Yes / No
<p>Signed:</p> <p>Date:</p>	

School Use Only	
Letting Approved	Yes / No
<p><u>Summary of Charges</u></p> <p>A) Charge per session: B) Number of sessions: C) Total charge for sessions (A x B):</p> <p><u>WSCC Third Party Hirers Insurance Charges (if applicable)</u></p> <p>D) Third Party Hirers Insurance Premium @ C x 10%: E) Insurance Premium Tax @ D x 12%: F) Total of Insurance charges (C + D):</p>	
Total to be invoiced (C + F)	£
Signed:	Date:
Print Name:	Position in School:
<p>A copy of the completed form should be returned to the Hirer asap. Completed forms should be passed to the finance team with any accompanying paperwork.</p>	

Appendix 13.6

Extra Curricular Activities Club Provider Agreement 2025/26

To ensure that all club providers and Homefield Primary School provide good quality after school clubs for our pupils, and meet statutory regulations, the following requirements outlined within this document must be adhered to. All coaches/club providers will have a short Induction prior to their first club session.

Provision of Information

All club providers must provide Homefield Primary School with a Letter of Assurance for every member of their staff who attends the school to include the following up-to-date information:

- DBS certificate number and date of issue of all individuals who come into contact/lead the club
- Confirmation that the Children's Barred List has been checked
- Photographic ID (i.e. driving licence) of coaches / leaders – copies will be taken
- Evidence of first aid qualification
- Evidence of child protection training
- Evidence of relevant coaching qualifications
- Valid Public Liability Insurance
- Copy of the Privacy Notice issued to all parents / carers under GDPR requirements
- Copy of your Safeguarding Policy and Procedures

All individuals / coaches must bring photographic ID and their DBS certificate on their initial arrival at Homefield Primary School. A copy of the photographic ID and details of the DBS number and issue date will be taken and stored securely according to GDPR requirements.

Should a provider need to send a different member of staff to run a session for any reason, the school MUST still be provided with the above information, and the staff member must bring their ID and DBS certificate, in order for them to be permitted to run the session.

Risk Assessment

All club providers are required to submit to the school a relevant and up-to-date risk assessment for club activities. A template can be provided by the school upon request.

Medical Information / First Aid

The school will pass any medical information to providers regarding the children attending their club.

Club owners / coaches are responsible for the safeguarding and well-being of the children whilst at the club. To this end all clubs must provide their own first aid kits and be competent to administer first aid. A record of any injuries and/or accidents must be maintained by the club.

All club coaches must have Epi-pen and asthma training in the event that a pupil attending the club carries an epi-pen or an asthma inhaler (the school will provide the club owner with access to the location of the epi-pens and inhalers held in school for the child).

Pupil Registration and Payment

A new round of club registrations opens during the end of each term ready to start during the second week of the following term. Parents/Carers will register their children via the school's MCAS system and the school will provide them with contact details and arrangements for making payment to the club.

It is the responsibility of the club owner to manage all payments and queries relating to the club. The school office will not be responsible for taking payments from parents .

Club Registers

The school office will maintain the club registers throughout the term with additions or deletions where applicable. It is the responsibility of the club provider to record pupil attendance at the start of each session and notify the school office immediately of any absent children, so that the school can follow absences up with pupil welfare checks in a timely manner.

Communication with Parents

Homefield Primary School will publish a clubs timetable detailing the agreed club session dates, and ensure parents are aware of any cancellations. Where a club provider needs to cancel a session due to staff sickness, etc. they must inform the school asap in order for this to be communicated to parents/carers.

Homefield Primary School will assist club owners with promoting the club by including information in parent newsletters and emails from time to time.

Safeguarding

Any Safeguarding concerns must be raised before leaving the school.

Concerns should be reported in person to a DSL or, if unavailable, another member of staff and followed up by an email to: safeguarding@homefield-primary.co.uk

The DSL will advise of the next course of action.

Children remain the responsibility of the club provider whilst in their care, and until collected. It is the responsibility of club providers to contact the parents/carers of any children not collected at the end of a club session. For clubs being held at the upper school site it is advisable to first check with the school office whether the child has been booked into the school's wraparound care provision.

It is your responsibility to get parental consent for any photos/videos you wish to take/ use during the sessions. You cannot use school permission for an external club.

Behaviour at Afterschool Clubs

Homefield Primary School has a high expectation of the behaviour of our children both at school and at afterschool clubs. The school monitors the behaviour of children closely and takes action to ensure that standards are maintained and that all children have a positive experience at the afterschool club.

All club providers and visitors to the school will be given a copy of the School Behaviour Policy (which can also be found on the school website.) in order to provide consistent levels of behaviour.

Club owners / leaders should ensure that they are able to manage the children's behaviours whilst attending the club for example:

- to ensure children are sitting quietly whilst instructions given
- to ensure children follow the instructions provided
- to ensure children respect others at the club
- to ensure children do not run around with food in their mouth

Club owners / leaders are responsible for informing the school if there are any children who do not behave appropriately at the club, this could include:

- any child who messes around & spoils the experience for other children
- any child who hurts another child
- any child who ignores instructions and is generally disruptive.

Club owners / leaders should also discuss the behaviour with the child and parents and follow up in writing to the parents explaining the consequences of the child's action, such as removal from the club, if the child's behaviour does not improve.

Club Provider Acknowledgment

I understand and agree to the details above, and I acknowledge that failure to comply with the above may result in the club facility being withdrawn and the club cancelled.

Name :

On behalf of (Club name) :

Signed:- Date

Appendix 13.7

VENUE HIRE AND SPEAKERS GUIDANCE



This short guide has been developed to support your role in managing community venues.

Venues are hired to host external speakers on many different topics. Most speakers have a positive input and some may provide opportunities for communities to consider different viewpoints, enabling people to develop or challenge their own opinions. However, there are also individuals and groups who seek to advocate or promote extreme views, including the use of violence, both online and in reality. Such groups/individuals may promote and obtain support for their cause or beliefs by speaking at a community venue or event. Although their background may not be immediately obvious, allowing the use of your facility by someone who subsequently promotes an extreme narrative could create community tensions, media attention, and damage the reputation of your organisation or facility. Asking a few key questions when the initial request is received can help to identify whether the speaker(s) have any affiliations with which your venue would not want to be associated.

1. Who wants to Use Your Venue?

Name & contact of main organiser.
 Name & details of speaker.
 Checks - who do they represent?
 Checks - have they spoken before?
 Date, time & place of meeting. Is this significant for any reason?
 Expected arrival & departure time.
 How many attendees are expected?

2- Why they want to Use the Your Venue?

Checks - what is the focus of the event?
 Checks - how is the event advertised?
 Checks - conditions ie; tickets, open event?
 Checks - is the event to be segregated?
 Checks – will any media be present?

3- How they want to use Your Venue?

The speaker's reputation and who may be prompted to attend.
 Will the speaker agree to abide by your venue's regulations & values?
 Any risks for the venue's reputation?
 Any potential for speaker to use language that may be unlawful?
 Any health & safety issues?
 What security needs may be required?

IF YOU HAVE ANY CONCERNS ABOUT ALLOWING ACCESS TO YOUR VENUE BY ANY SPEAKER YOU CAN CONTACT:
SUSSEX POLICE PREVENT TEAM

**EMAIL: SUSSEXPREVENT@THAMESVALLEY.POLICE.UK
 TO TALK TO THE PREVENT TEAM, CALL 101 AND ASK FOR THE PREVENT TEAM.**

WEST SUSSEX COUNTY COUNCIL – COUNTERING EXTREMISM TEAM
EMAIL: PREVENT@WESTSUSSEX.GOV.UK

1. Who wants to use your venue?

Record speaker's address, mobile numbers, and organisations details
 Has the identity of the speaker been confirmed and is their organisation legitimate? Do you know anything about them?
 Is the speaker from the area?
 Consider checks on the internet to confirm the status of the speaker through websites, YouTube, or other social media sites. If concerned you can contact the Prevent Team or Countering Extremism Team (details above).
 How many people are likely to attend (check previous or similar events either locally or online)?

2. Why do they want to use your venue?

What subject matter will the event focus on and how will it be marketed? Will it be advertised locally or either regionally or nationally?
 Has the subject matter received any regional or national criticism or hostility through any previous events? Do you know why? Do you know if the subject matter could create or exacerbate local tensions?
 Why has your venue been chosen for this event? Is it for capacity, local interest or some other reason?
 Are the event organisers requesting special conditions such as a closed meeting, tickets, or any kind of segregation?
 Has any pressure (either directly or indirectly) been undertaken by any person or community members to run or not to run this event? Do you know why?

3. How do they want to use your venue?

Does the speaker or organisation they represent have a reputation for causing disruptions at venues?
 Are there likely to be any health and safety or public order issues that may occur because of the event?
 If you have any concerns regarding the above, before the event, you can contact the Prevent Team and/or Countering Extremism Team to share concerns or seek further information.
 Are there any risks to the venues reputation by hosting this event?
 Will the event be supervised by venue staff and/or will the speaker agree to abide by any venue condition of access?