

AYLSHAM LEARNING FEDERATION LETTINGS POLICY

Policy Reference: LW/Finance Review Frequency: Annual
Issue Number: 04 (28.01.2025) Next Review Date: 28.01.2026
Author: Lynda Wilcox

Ratified by the Governors' Business Management and Finance Committee on: 28.01.2025

Signed

.....
Chair

This document is the formal Aylsham Learning Federation (ALF) Lettings Policy.

It has been prepared in line with Norfolk County Council's (NCC) recommendations. The scope of this policy is limited to lettings organised and managed by the Federation of Schools and not those organised and managed by the Aylsham Sports Hub Limited (ASH).

The Transfer of Control Agreement between ALF and ASH formally sets out the times in which ASH have rights to organise lettings and other activities and the buildings and assets to which these rights pertain.

N.B Prices do need a review. Sports Hub prices are being amended at the time of the gym opening and school lettings prices will be reviewed and amended at the same time to ensure consistency.

Contents

1. Introduction	2
2. Charging Policy	2
3. Use of school premises by outside bodies during school hours	2
4. Application to hire and conditions of hire	2
5. Risk and Insurance.....	2
6. VAT	3
Appendix A: Norfolk policy on hiring of school premises: scheme of shared use	5
Appendix B – Current letting prices.....	6
Appendix C – Application for hire	7
Appendix D – Conditions of hire document	9
Appendix E – Lettings Safeguarding Procedure	17
Appendix F – Emergency Contact Details	20

1. Introduction

Other than in the policy statement (section 1), the word “school” is used to apply to all establishments in the Federation covered by the arrangements.

The framework, as set out in NCC’s school premises shared use policy (Appendix A) underpins this policy.

2. Charging Policy

Rates are to be charged as set out in the current letting prices (Appendix B). An annual review of prices will take place and any changes to these set out rates will be formally agreed by governors at the business management and finance committee.

All individuals and groups are subject to the relevant hire charge including, but in no way limited to, the returning officer associated with polling station use, adult education groups, Children’s Services, National Union of Teachers and Active Norfolk.

3. Use of school premises by outside bodies during school hours

School hours are deemed to be 8am to 6pm.

Hirers must have adequate insurance and training for the purpose the hire is being used for.

Any use of school premises by outside bodies during the school day should be carefully managed so as not to inhibit the smooth running of the establishment. The fundamental purpose of any school is to ensure the proper education of its students/pupils/children.

4. Application to hire and conditions of hire

Schools should ask every hirer to complete an Application to hire school premises form (Appendix C). As part of this application, hirers will be asked to confirm:

- That the organisation has a safeguarding policy in place that is up to date and meets all relevant association and/or regulatory body requirements
- That failure to comply with safeguarding requirements will lead to the termination of the hire agreement

They should also be given a Conditions of Hire Document (Appendix D).

Should an allegation be received about any hiring organisation, usual Aylsham Learning Federation safeguarding policies will be followed.

5. Risk and Insurance

It has been an insurance condition for several years that: “Any loss arising as a direct result of a premises being left unsecured by a person entrusted to secure those premises, other

than an employee of Norfolk County Council acting on the Council's business, or governor of the Insured (the school), or a professional security firm, will be uninsured."

This will cover such incidents as a theft from or vandalism inside the premises where the perpetrator did not have to break in, because doors or windows had not been secured.

It would also cover an incident where the hirer failed to set the intruder alarm, meaning that a break in would not be detected. As such:

- Where possible, the hirer's access needs to be restricted to just the part of the premises that they will need to use. Other parts of the school premises should remain secured and alarmed.
- All opening up/locking up should be done by the ALF site team where possible.
- Any exceptions to this must be agreed by a member of the senior management team (SLT) who must make an assessment of whether the person they are giving the key to is sufficiently competent, reliable and trustworthy that the premises will always be secured after the hire, meaning there is effectively no additional risk.
- Hirers must not be given intruder alarm codes or key fobs to set and unset alarm systems. It may be that the school intruder alarm can be zoned so that most of the school can remain alarmed while an unalarmed route through an area of low value contents is available for the hirer to access the relevant part of the building. In this instance, internal doors off the unalarmed route need to be locked although consideration must always be given for emergency evacuation routes.
- Consideration also needs to be given to which room or part of the building is used to allow as much as possible of the building to remain alarmed and locked.
- In the event that the only way that the hire can go ahead is if the hirer is given access to the intruder alarm system, then a decision should be made to not allow the hire.

6. VAT

6.1 General

No VAT is charged for lettings within Norfolk County Council as this is outside the scope, VAT category (T).

Letting to outside bodies when there is no VAT, because the income is exempt, is VAT category (E).

6.2 Use of Equipment:

If the main purpose of the let is the use of the equipment, then you should charge VAT on the whole value of the let.

A let is only exempt from VAT if the primary purpose is occupation of the premises (or land) rather than the use of facilities it may offer. If the facilities are incidental, such as the use of a blackboard in a classroom, the let will be exempt.

However if using the facilities is the primary purpose, VAT is chargeable. Therefore VAT should be charged where a room is equipped with computers is used for a word processing class.

VAT is chargeable on the use of kitchen facilities where this is the primary purpose of the let.

6.3 Supplied services

Where services are incidental to the let no VAT should be charged. So VAT should not be charged on the cost of cleaning a room after a let.

If services additional to the right to occupy the premises are provided, VAT must be charged on the value of these additional services. Examples of such services would be a lecture given by school staff, supplying a buffet or providing a car park attendant.

6.4 Admission charges

Where the school charges admission to an event, such as a school play, these charges are subject to VAT. Therefore, if a school wanted to retain £2 per person they should charge £2.40 (the 40p being the VAT at 20%).

This charging by the school should be distinguished from charging by other organisers for events held at the school.

The school can avoid charging VAT by having the event organised via the school fund.

Appendix A: Norfolk policy on hiring of school premises: scheme of shared use

Children's Services is wholly committed to the principle of the shared use of school, college and other educational premises to optimise the use of educational facilities.

Children's Services recognises that governors and headteachers will develop individual guidelines to anticipate and determine the practicalities of achieving the shared use of facilities but sets out the following as a framework for the development of a policy within which all schools must work:

1. Schools, Adult Education, Integrated Youth Services, and Children's Services are complimentary elements of Norfolk County Council provision. While schools will clearly be regarded as the principle and major users of their own premises, the needs of Adult Education, Integrated Youth Services, and Children's Services must also be taken in to account when determining shared use.
2. In the terms of the School Standards and Framework Act 1998, this policy framework applies to maintained schools only. However, Children's Services wishes to recommend these principles also to governors of voluntary schools.
3. Shared use of premises may only be undertaken when facilities are not directly required by students.
4. Schools should share with hirers the identification of the people responsible for the management and administration of the school's shared policy.
5. Schools should agree the arrangements to be made with regular users of the premises to determine a programme for each academic year.
6. Schools should seek written assurance from groups that they have the appropriate policies and DBS checks in place to safeguard children.
7. Schools should agree the arrangements for making casual bookings.
8. Schools should agree the method of informing hirers about the conditions of use.
9. Schools should advise hirers of the arrangement for keys, if you wish any group leaders to be key holders, you must ensure that the conditions in Section 5 are met. Failure to do this will invalidate your buildings insurance should any problems arise.
10. Schools should advise hirers of the security arrangements which must be followed.
11. Schools should advise hirers of the arrangements if a school has to be temporarily closed.
12. Schools should advise hirers of how the school will fulfil its health and safety responsibilities.

Appendix B – Current letting prices

Alysham Learnig Federation

2023 Proposed Price Increases

Area	Item	Recommended new			From
		Price now	price	%	
ASH - Casual Swims	Family of 4	12.00	13.00	8.3%	Jan 1st
	Adult	5.00	5.50	10.0%	
	Child (under 3s are free)	3.00	3.50	16.7%	
ASH - Memberships	Adult	17.00	18.50	8.8%	New members Jan 1st
	Adult Joint	27.00	29.50	9.3%	Existing members April 1st
	Senior	14.00	15.00	7.1%	
	Child (under 3s are free)	7.00	7.50	7.1%	

Staff Discount	Amount
20%	10.40
	4.40
	2.80
Approx 20%	15.00
	23.50
	6.00

Area	Item	Recommended new			From
		Price now	price	%	
ASH - New 3G	Weekend match hire	80.00	88.00	10.0%	New bookings Jan 1st
	Full size	100.00	110.00	10.0%	
	Half size	60.00	65.00	8.3%	Seasonal Bookings Sept 1st
	Quarter size (5-a-side)	35.00	38.00	8.6%	
ASH / Schools - Other lettable areas	Sports hall - whole hall	30.00	33.00	10.0%	New bookings Jan 1st
	Tennis or Netball Courts	28.00	30.00	7.1%	
	Older 3G Pitch	25.00	27.50	10.0%	
	Conference room - weekdays only	25.00	27.50	10.0%	
	Drama studio - weekdays only	25.00	27.50	10.0%	
	Food Tech Room - weekdays only	25.00	27.50	10.0%	
	Gym	22.00	24.00	9.1%	
	Main Hall	22.00	24.00	9.1%	
	Dining room	22.00	24.00	9.1%	
	Swimming Pool - Casual group booking	30.00	33.00	10.0%	
	Swimming Pool - Casual pool only with lifeguard	55.00	60.00	9.1%	
	School Kitchen	20.00	22.00	10.0%	Seasonal Bookings Sept 1st
	Field	20.00	22.00	10.0%	
	JOG Main Hall	20.00	22.00	10.0%	
	BVS Main Hall	20.00	22.00	10.0%	
	Classroom	17.00	18.50	8.8%	
	JOG John Bear Room (classroom)	17.00	18.50	8.8%	
	Additional Classroom	12.00	13.00	8.3%	
	Cricket nets	12.00	13.00	8.3%	
	Netball Multi Service Area - per court	12.00	13.00	8.3%	
Sports hall - Badminton court	8.00	8.50	6.3%		
Tennis Multi Service Area - per court	8.00	8.50	6.3%		

Long term discounts	Discount	
	1	2
10% for 10 week booking and 20% for long term bookings	79.20	70.40
	99.00	88.00
	58.50	52.00
7.5% for 10 week booking and 15% for long term bookings	34.20	30.40
	30.53	28.05
	27.75	25.50
	25.44	23.38
	25.44	23.38
	25.44	23.38
	25.44	23.38
	25.44	23.38
	22.20	20.40
	22.20	20.40
5% for 10 week booking and 10% for long term bookings	22.20	20.40
	30.53	28.05
	55.50	51.00
2.5% for 10 week booking and 5% for long term bookings	20.90	19.80
	20.90	19.80
	20.90	19.80
	17.58	16.65
	17.58	16.65
	12.68	12.35
	12.68	12.35
	12.68	12.35
	8.29	8.08
	8.29	8.08

New Off Peak	PEAK times are:	
55.00	Weekday evenings before 9	
	33.00	Weekday evenings before 9
	22.00	Weekday evenings before 9
30.00	Weekday evenings	
	28.00	Weekday evenings
	22.00	Weekday evenings
22	Weekday evenings	
	22	Weekday evenings
	22	Weekday evenings
	30	Weekdays and Weekends before 12pm
	55	Weekdays and Weekends before 12pm
20	Weekday evenings	
	20	Weekday evenings
	20	Weekday evenings
	20	Weekday evenings
	16.5	Weekday evenings
16.5	Weekday evenings	
	11	Weekday evenings
	11	Weekday evenings
	11	Weekday evenings
	7.5	Weekday evenings

Appendix C – Application for hire

AYLSHAM LEARNING FEDERATION

HIRE OF SCHOOL PREMISES AT _____ (NAME OF SCHOOL)

ACCOMMODATION REQUIRED: (i.e. Main Hall, Kitchen and Dining Area)

Please see price list for accommodation available

HIRER DETAILS:

Name of Hirer: _____

Name of Organisation (if appropriate): _____

Contact Address: _____

 (invoices will be sent to this address)

Contact telephone no: _____

Contact email address: _____

Date Hire: From: _____ To: _____

Time of Hire: From: _____ To: _____

Additional Booking Dates: _____

(For regular annual bookings please indicate on a school calendar so we know which weeks you are seeking to avoid clashes or unavailability)

Purpose of Hire: (if fundraising state where proceeds will be applied) _____

Our preferred payment method is BACS. Payment details can be found on the invoice. Please use your invoice number as a reference. Invoices should be paid within 14 days of receipt.

Please complete if you are making a booking on behalf of a club or group.

Name of primary teacher/instructor	DBS checked Y/N	First Aider Y/N	Safeguarding trained Y/N	Coaching Qualification and Level
Name of accompanying Staff				

Please use a separate page if needed.

NB. Evidence of qualifications must be provided annually.

Swimming users only: No new supervisors, instructors or lifeguards must oversee swimming lessons unless qualification details have been shared with the school.

DECLARATION:

I hereby apply for use of the above accommodation and facilities.

If my application is approved, I agree to pay invoices within 14 days of issue.

I have attained the age of 18 years.

If my booking is on behalf of an organisation I confirm that I have been given authorisation to make this booking.

I confirm that my organisation is adequately insured for this hire and that my staff/volunteers are suitably trained to fulfil their roles.

I confirm that should additional accompanying staff change during the year I will ensure that the school is updated

If the booking is on behalf of an organisation that works with young people or vulnerable adults, I confirm that all persons who come into contact with those young or vulnerable people have been vetted in line with Government guidance, been provided with relevant safeguarding training and have been deemed appropriate for their role. (Evidence may be required on application.) Please provide the name of your Designated Safeguarding Officer:

I have read and understood this form and confirm that all the information I have provided is accurate and up to date.

By signing this form I agree to all of Aylsham Learning Federations terms and conditions, as provided in the Hirer's Information Booklet *including the Liability of the Hirer information*.

I confirm that I am suitably appropriately authorised, qualified and insured by my organisation/group to lead the group for the purpose of this hire.

Agreed and signed by Hirer: _____ (signature)

Name: _____

Organisation name: _____ (if appropriate)

Welcome to
Aylsham Learning Federation
Hirers' Information Booklet

Sir Williams Lane
Aylsham
NR11 6AN

Contact details:

Aylsham High School

Email: lettings@aylshamhigh.norfolk.sch.uk

Tel: 01263 733270 ext. 214 or 07747 830350 (6pm – 9pm)

Aylsham Sports Hub – Swimming Pool bookings only

Email: memberships@aylshamsportshub.co.uk

Tel: 01263 738966 (ansaphone)

Bure Valley Junior

Email: admin@burevalley.norfolk.sch.uk

Tel: 01263 733393 term time only Monday – Friday 8.30am – 4pm

John of Gaunt Infant and Nursery

Email: office@johngaunt.norfolk.sch.uk

Tel: 01263 732844 term time only Monday – Friday 8.30am – 4pm

Thank you for your interest in using one of our facilities for your event.

Charges and Further Information

Current charges are attached and should you require any further information please either call one of the schools directly using the contact information provided.

The Business Management and Finance Committee of the Governing Board sets the rates for hire and are the persons responsible for overseeing the management of the schools shared use policy. Letting charges are usually reviewed at the summer term meeting of this committee for implementation from the following 1st September in that year, although the Federation reserves the right to increase charges at any time allowing 6 weeks notice.

Initial Point of Contact during your Hire

Should you have any queries during your period of hire please see the caretaker in charge whose number will be displayed in the school foyer. Should the shift Aylsham Learning Federation caretaker be required in **emergencies only**, their details are:

Aylsham High

Weekdays AM 07825655260

Weekdays PM 07909112239

Weekends 07827931810

Bure Valley and John of Gaunt

Weekdays 07763380042

Weekends 07827931810

Facilities Available for Hire

Although school events take precedence throughout the year, our facilities are generally available for a large percentage of the year. If an individual school event is taking place (for example, an Open Evening), we will endeavour to offer an alternative venue for your event.

School premises are available for let during the following times:

Monday to Friday 5pm – 21.30pm (term time) and 7am – 10.00pm (school holidays)
Saturdays 8am – 17.00pm
Sundays 10am – 17.00pm
Saturdays and Sundays after 17.00pm available on request and subject to staff availability.

Hire of the swimming pool is also available depending on any prearranged regular bookings. Please contact Aylsham Sports Hub directly.

School facilities are generally closed on public holidays and between Christmas and New Year.

We have a variety of rooms available for community use at all 3 schools which include:

- 3G Multi-Use Games Area (Artificial Pitch)
- Sports Hall (approx 600m²)
- Gymnasium (approx. 259m²)
- Dining Area (approx.. 217m²) and Annex (approx.. 140m²) - total space available 357m²
- Main halls
- Sports fields
- Multi Sports Area for Netball and Tennis use
- Dance Studio
- Business Suite with computers, projector and interactive whiteboard.
- Modern Classrooms

Booking conditions

Bookings will only be confirmed and valid on receipt of an official Aylsham Learning Federation/Aylsham Sports Hub signed booking form.

On approval invoices will be issued and payment is expected within 14 days.

All bookings on behalf of groups, must be made by an authorised member of staff or committee member.

If a booking is on behalf of an organisation that works with young people or vulnerable adults they will be required to confirm that all persons who come into contact with those young or vulnerable people have been vetted in line with Government guidance and have been deemed appropriate for their role, evidence may be required on application. You will be asked to provide the name of your Safeguarding Officer.

All hirers coaching sporting activities will need to provide information on coaches/instructors, this will include names, DBS checks, First Aid, and coaching level qualifications.

All hirers:

- must be over 18 years of age
- will confirm that they have insurance to cover their required activity.
- will vacate the facility/premises at the time agreed on the booking form.
- will sign and confirm that they have read and understood this document and any supporting information.
- will ensure that those participating or attending an event will behave in a suitable manner and stay within the proportion of the facility hired. Young persons shall be supervised by an adult at all times, so as not to disrupt other facility users.
- will not sublet or share facilities to other parties without permission of the federation

Please help us look after our schools:

Throughout your stay, please observe the following:

Energy Conservation

- Switch off lights whenever possible and use natural light.
- Keep doors and windows closed to conserve heat.
- Use the radiator thermostats to regulate the temperature rather than open windows.

Breakages or Damage

Please e-mail details of any damage incurred during your visit to the individual school using the contacts on the first page.

Use of the catering rooms or kitchen area

If you are hiring one of our food rooms or school kitchen, we would not expect any school-sourced commodity to be used without prior consent (e.g. food, oil, herbs, spices, seasoning). Whilst basic hand tools and ovens will be made available, portable hand tools and other electrical equipment will only be made available with prior consent and in the presence of a representative of the department team or designated person on health and safety grounds. Consumables such as foil, cling film can be supplied at cost, if required.

All equipment used must be cleaned and left in the same condition that it is found. Any damages should be reported to the duty caretaker or department representative on the day and will be charged for if outside normal wear and tear.

In the interests of food safety, fridges may be made available for the storage of high risk foods. Fridges must be left empty and clean at the end of the session. A pre-event visit to discuss the lay out and use of gas safety systems within the food rooms is encouraged.

Storage of equipment

Users may only store equipment on the school site with the specific agreement of the Head of Finance, such equipment will only be stored if the school has sufficient space and it does not interfere with the day to day running of the school.

Cancellation of bookings

Cancellation of ad-hoc bookings by casual and regular users without a minimum of 1 weeks notice will be charged. Regular users making annual bookings, in advance, are required to give a minimum of 3 months notice of cancellation or a reduction in booking. Failure to give notice will result in being charged for this period.

Smoking

Please be aware that all school sites adopt a **NO SMOKING POLICY including e-cigarettes. Failure to comply with the no-smoking restriction WILL result in your booking being cancelled.**

Fire Procedures

All users must ensure that they have an appropriate evacuation procedure which includes:

- Knowing the quickest escape route and meeting point
- Ensuring that all attendees are accounted for
- That the emergency services and caretaker/lettings coordinator have been informed

For any unusual/high risk lettings, individual risk assessments should be undertaken and individual contracts may be agreed. Please ask the school you are using to provide a copy of the site map for ease of setting your Fire Procedures.

Conditions of Hire

The conditions for hiring premises

Booking conditions: schools within the Federation may negotiate booking conditions direct with the hirer.

Letting fees: schools within the Federation may negotiate their own rates with hirers.

Health & Safety Conditions of Hiring Federation premises:

Federation Responsibilities

For the duration of the letting period the Federation will be responsible for ensuring the following provision:

- (i) Adequate means of escape in an emergency.
- (ii) Adequate equipment available for use should an emergency situation arise. This should include;
 - fire extinguishers
 - first aid kit
 - access to telephone
- (iii) Adequate heating, lighting and ventilation. This should include external lighting where required.
- (iv) Safe equipment and premises. Individual arrangements should detail which equipment should be used and which not.
- (v) Assistance available on call to deal with defects to school plant and equipment and ensure premises are secured.
- (vi) Sufficient information given to hirers on operation of plant, equipment and emergency facilities. (This will include, for pool hire, copies of the normal and emergency procedures).
- (vii) Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

In addition to the above provisions, the Federation must ensure that hirers will have adequate supervision in attendance during letting periods. For swimming sessions this may require evidence of valid life-saving qualifications being produced. The Federation will carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

Hirer Responsibilities

For the duration of the letting period the Hirer will be responsible for ensuring the following:

- i. Adequate supervision is available
- ii. Normal and emergency procedures are followed
- iii. The hirer will ensure that all relevant recruitment and vetting checks including DBS checks have been undertaken on staff who work with children

PLEASE PROVIDE WRITTEN CONFIRMATION THAT YOU HAVE THESE PROCEDURES IN PLACE

(iv) No Federation equipment, other than that specified at the time of letting, is used. Federation furniture shall not be moved by the hirer except by arrangement with the Caretaker or Custodian

(v) Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities

(vi) An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants

(vii) Facilities and equipment are used in a responsible manner which does not compromise the safety of the users or the premises and equipment. This includes ensuring that:

- Alcohol is not brought onto the site or consumed without written prior consent.
- Emergency exits, fire extinguishers, alarm points are not obstructed.
- Adequate walkways are available to allow free and easy access and egress.
- No gas cylinders or canisters are used inside the premises
- Combustible materials are not placed adjacent to heat sources.
- Equipment is used for the purpose for which it was designed.
- Flammable and/or hazardous substances are not to be used.
- Nails, tacks, crews etc, shall not be driven into or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decorations of any kind shall be put up
- Footwear likely to damage floors is not to be worn
- Litter and property belonging to the hirer or his servants or agents is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer
- Alterations to lighting or heating systems is forbidden
- Parking must be in designated areas, leaving access for emergency vehicles

(viii) Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate

Swimming Pools

Attention is drawn to the need for life guarding supervision as detailed in the pool's pool operating procedures displayed in the pool area.

Copyright:

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertakes to indemnify the County Council against the costs for infringement. Where the hire involves the use of sound recordings or music is played, groups might not be covered by the licenses purchased for the Federation premises. Primarily groups that are linked to the Federation schools and consist of teachers, students, Friends members etc., will be covered. For other groups clarification should be sought from the relevant licensing authority prior to the premises being hired and the relevant licence purchased, if required. The Lettings Officer will require from the hirer sight of the relevant licence(s) at the time of booking the premises. A licence may also be required for the performance of a dramatic or musical work. (Hirers should be warned that the use of 'home produced' tapes is illegal).

Alcohol:

Alcohol shall not be consumed on the school premises except with the permission of the Federation Governors and will be subject to the conditions made at the time of the booking, and to the obtaining of such licence as may be necessary.

Charges for sporting use:

The hirer is reminded that the charges for sporting use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for additional costs incurred by the Federation in meeting with special demands.

Disabled persons

On those occasions when disabled persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises in the event of fire.

Use of premises for overnight accommodation

Premises used for overnight accommodation by Guides, Brownie groups, Boy Scouts and similar organisations, should have been previously inspected by the hiring group to risk assess on the suitability of the premises for its proposed use and the local fire service informed if needed. In addition to the above guidance, guidelines and recommendations for fire safety in premises used for temporary sleeping accommodation are set out below:

- (i) A responsible adult who is familiar with fire evacuation procedures and escape routes from the building should supervise the children's sleeping area.
- (ii) Adequate means of escape should be provided from the area used for sleeping accommodation – preferably only ground floor accommodation should be used.
- (iii) If there is no provision for emergency lighting within the sleeping area and associated escape routes, sufficient hand lamps should be provided.
- (iv) Access to the use of a telephone should be maintained for emergency purposes to avoid any undue delays.
- (v) The Fire Brigade should be notified regarding temporary use of premises as an additional precautionary measure.

Damage to Property

The hirer undertakes to make good any damage to the property of the County Council caused by neglect or default of the hirer or organisation or their servants or agents concerning insurance below). This includes damage to sports fields, e.g. by heavy vehicle.

Liability of Hirer

The Federation shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by the hirer, their assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring (with the exception of injury or damage as may occur by reason of the neglect of Federation or its servants or agents acting within the scope of their authority). The hirer will indemnify and keep indemnified the Federation, its servants from and against all claims and liabilities in respect of such injury or damage and all action, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability, claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomever (including injury resulting in death) and damage to and loss of property (whatsoever which may arise from, or in consequence of, the exercise or purported exercise of the hiring). (See Note below concerning insurance).

NOTE

In the particular instance of damage to the Federations property being caused by fire, the Federations insurers will deal with the case and may have a legal right of recovery from

the hirer. In view of the potential liabilities in respect to damage to Federation property, however caused, and any other liabilities, hirers are advised to arrange liability insurance.

Use of the kitchen, servery and exclusive-use dining areas

The Federation encourages the use of all kitchens, serveries and exclusive use dining rooms, but emphasises the need for close co-operation between the school and canteen staff (the catering contractors) to ensure the satisfactory provision of the catering service.

Use of, and access to, kitchen, servery and exclusive use dining areas will be at the discretion of the Governing Board, in consultation with the Headteacher/Head of School, subject to:

Restricted areas

Certain areas specified in the catering contract will be off limits except to senior Federation staff when accompanied by a member of the contract catering staff. Such areas would normally include food and cleaning materials stores, refrigerators and freezers. These areas will normally be kept locked with the keys held by the contract caterer. The Federation will hold a duplicate set of all keys, in case of emergencies.

Access during service times

During the service times laid down in the contract, access to all areas should normally only be allowed when: -

- There is a justifiable need.
- The catering contractor is informed.
- Access does not interfere with the contractor's service.

Access must be allowed in case of an emergency.

Users must ensure that all conditions specified in the contract are met and that areas are left in the same condition they were found. The Federation may incur a charge if the contractor has to clean up after use by other persons. The Governing Board, in consultation with the Executive Headteacher/Head of School may authorise and charge for lettings subject to: -

- (i) Informing the contractor prior to the let
- (ii) Not allowing access to areas specified as restricted in the contract
- (iii) Not allowing access during the service times laid down in the contract
- (iv) Persons intending to use the cooking and washing facilities having been given prior instructions by the contractor in their safe and efficient operation. The Executive Headteacher/Head of School may, on his/her responsibility, allow use without instruction if hirers are qualified to use facilities in accordance with Health and Safety legislation
- (v) The attendance of a contractor's representative at the beginning and end of any let over 24 hours. The charge for the let should reflect the additional cost of this to the federation.

The charge made for the hire will be at the discretion of the Governing Board, in consultation with the Executive Headteacher and Federation Business Team.

Agreed by Hirer: _____ **(signature)**

Name _____ **Date** _____
(and organisation representing if appropriate)

Appendix E – Lettings Safeguarding Procedure

Good Practice Guidelines

Hirers who are employing people or engaging volunteers agree to:

- provide a duty of care for young people and vulnerable adults, and implement procedures to safeguard their well-being
- respect and promote the rights, wishes and feelings of all individuals
- recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect others, and themselves against false allegations
- adopt and abide by the National Governing Bodies' Code of Ethics
- adhere to the organisation's safeguarding policy and procedures
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures

The guidance given in the procedures is based on the following principles:

- the welfare of all young people, (the Children Act 1989 defines a young person as under 18 years of age) and vulnerable adults is the primary concern
- all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual and gender identity have the right to protect from abuse
- it is everyone's responsibility to report any concerns to the safeguarding representative
- all incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately
- confidentiality should be upheld in line with the Data Protection Act 1918 and the Human Rights Act 1998

All employers and employees (paid or voluntary) will ensure good practice and a positive culture by:

- always working in an open environment e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating everyone equally, and with respect and dignity
- always putting the welfare of each individual before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust that empowers children to share in the decision-making process
- making sessions fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the National Governing Body. Care is needed as it is difficult to maintain hand positions when the individual is constantly moving; individuals should always be consulted and their agreement gained and parents/carers' views will be considered when manual support is needed for an individual
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs

- being an excellent role model – this includes not smoking or drinking alcohol while at work
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of individuals
- avoiding excessive training or competition and not pushing participants against their will
- securing parental consent in writing when acting in loco parentis, if the need arises to give permission for the administration of emergency first aid /or the other medical treatment
- having an awareness of any medicines being taken by participants, or existing injuries
- completing an accident report form, when necessary, which are located at the pool reception or via request from the Aylsham Learning Federation medical needs officer. The parent/carer of the individual should be made aware of the situation immediately as well as the appropriate manager.

Practice to be avoided:

The following should be avoided except in emergencies. For example, if a child sustains an injury and needs to go to hospital, or a parent/carer fails to pick a child up at the end of the session:

- avoid spending excessive amounts of time alone with children away from others
- avoid taking children to your home where they will be alone with you

Practice never to be sanctioned:

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or vulnerable adult that they can do for themselves
- invite or allow children to stay with you at your home unsupervised

The Four Definitions of Types of Abuse:

Neglect - could include a teacher or other members of staff not ensuring that individuals were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical Abuse - may be when the nature and intensity of training and competition exceeds the capacity of the individual's immature and growing body; where the drugs are used to enhance performance or delay puberty.

Sexual Abuse - techniques that involve physical contact with children which could potentially create situations where sexual abuse may go unnoticed. The power of a coach over young performers, if misused, may also lead to abusive situations developing an individual.

Emotional Abuse - may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

All staff have the responsibility to act if disclosure, suspicions or allegations have been brought to their attention. False allegations of abuse do occur. However, they are rare, and if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately. An incident report must be completed immediately and forwarded to your organisation's Designated Safeguarding Officer.

Appendix F – Emergency Contact Details

Aylsham High School main reception: 01263 733270

Aylsham Sports Hub reception: 01263 738966