



## **SIR THOMAS RICH'S**

### **Premises Hire Policy**

This policy is drafted in accordance with the guidelines set out in Keeping Children Safe in Education 2023 and should be read in conjunction with the Terms and Conditions of hire for Sir Thomas Rich's Sports Centre facilities:: [Sir Thomas Rich's Sport Centre - Terms and Conditions](#)

**Date Reviewed:** April 2025

**Status:** Non-statutory (Good Practice)

**Responsibility:** The Senior Leadership Team and Commercial Operations lead will review this policy regularly. The Trustees' Commercial Operations Committee has responsibility for approving the policy and monitoring its implementation.

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## 1. Aims and Scope

Sir Thomas Rich's School (STRS) aims to:

- Make sure the School's premises and facilities can be used, where appropriate, to support community or commercial organisations, fostering a sense of collaboration and mutual support.
- Allow the hiring of the premises without using the School's delegated budget to subsidise this, maximising the return of investment in the School's infrastructure.
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the School.
- Not let any hiring out of the premises interfere with the School's primary purpose of providing education to its pupils.
- Hire out facilities in a way that is safe, following government guidelines and the School's risk assessments.
- Provide opportunities for lifelong learning by offering premises for educational and recreational activities outside of regular school hours, promoting education, skill development, and community-based health and fitness that can enrich the local community.
- To support local businesses and organisations by providing them with a venue to host events, workshops, training sessions, or meetings, helping to foster partnerships, collaboration, and economic growth within the community.
- To maintain high standards of customer service, facility management, and safety by ensuring that all Hirers are provided with a clean, well-maintained, and safe environment in which to conduct their activities.
- To provide opportunities of widening access to members of society that may not have or have limited access to our range of facilities.
- To continually evaluate our services and improve our offerings.

## 2. Definitions

- **School:** Sir Thomas Rich's
- **Hirer:** The organisation or individual hiring the school premises.
- **Commercial Lead (CL):** The designated person responsible for the running of commercial operations within the School is James Foylan who is the Commercial Lead (CL): [jpf@strs.org.uk](mailto:jpf@strs.org.uk).
- **Designated Safeguarding Lead (DSL):** The designated person responsible for safeguarding within the School is the Deputy Headteacher, Sarah Tapscott who is the Designated Safeguarding Lead (DSL): [sat@strs.org.uk](mailto:sat@strs.org.uk); [dsl@strs.org.uk](mailto:dsl@strs.org.uk).

### **3. Areas Available for Hire**

#### **Available Areas**

The School will permit the hire of the following areas:

- Sports Hall
- Old Gymnasium
- Swimming Pool
- Drama Studio
- Classrooms

Please note: Additional spaces are available but not for block bookings (School Hall, Sixth Form Study Room, Pavilion).

### **4. Charging Rates and Principles**

#### **Charging Rates**

The hourly charging rates for hiring each facility can be found online: [Sir Thomas Rich's School: Home](#).

We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the School.

We aim to deliver competitive prices. Any changes to existing prices will be ratified by Trustees, the CL and the School's finance officers. Any prices that have changed will be locked in for the academic year (until the subsequent September). Prices are subject to annual review. Hirers will be notified by the CL of any price changes prior to contract renewals in September.

## 5. Application Process

Prospective Hirers must adhere to the booking process put in place by the School.

This process is outlined below:

- Initial enquiry made via the STRS community bookings platform:  
<https://bookings.community.strs.org.uk/>
- Based on availability and suitability the CL will approve or deny the request
- If approved, a confirmation email will be sent to the Hirer. This email will contain information on how to sign up to the STRS community bookings platform and any additional information that may be needed.
- Upon sign up, customers will have to complete and agree to phased questions and conditions relating to their hire. This must be completed prior to commencement of bookings
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If hiring a facility for social bookings involving participants **over 18 years old**:

- The sign up, booking process and agreement of T&Cs will capture the hire agreement and aspects of the premises hire policy
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If hiring a facility as a business or organisation that has **under 18 year olds** present:

- The sign up, booking process and agreement of T&Cs will capture the hire agreement and aspects of the premises hire policy
- In each confirmation email sent from the STRS community bookings platform there are instructions stating that hirers should review, complete and upload STRS safeguarding documents prior to their hire. Documents are found on the 'Safeguarding Documents' tab: <https://bookings.community.strs.org.uk/safeguarding>.

For existing Hirers, all documentation will need to be confirmed, updated, or renewed annually before September.

Details of payment can be found within the Venue and Lettings agreement.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the School or reputational damage may occur.

### Public Liability Insurance

Whilst you are not required to have public liability insurance, depending on the activity for which you wish to hire any of the School's facilities, we may reject your request if you do not have public liability insurance in place. This will be explained to you at the time of discussion and your application can be reviewed again once public liability insurance is in place and proof thereof supplied.

## 6. Facility Hire During School Hours

The school aims to support the wider community by making the swimming pool available during school hours for educational purposes. This includes assisting other educational establishments in delivering swimming lessons to young pupils and offering swimming opportunities to groups that may not otherwise have access to such facilities. This provision aligns with the school's commitment to widening access.

**Pricing and Discounts:** The pricing for the hire of the swimming pool during school hours will be determined at the discretion of the Commercial Lead. Discounts may be offered to educational establishments and groups that meet the criteria for this provision, as deemed appropriate by the Commercial Lead. The school encourages inquiries from organisations interested in utilising the swimming pool for these purposes.

#### **Application Process:**

**Letter of Assurance:** To apply for the rental of the swimming pool during school hours, interested parties must complete and return a Letter of Assurance to the Commercial Lead at [jpf@strs.org.uk](mailto:jpf@strs.org.uk). A template of the required letter can be provided upon request. The Letter of Assurance must include the following information:

- Name of the lead Hirer(s)
- DBS (Disclosure and Barring Service) number and issue date
- A clear photo ID of the lead Hirer(s)

Note: All lead members of staff must have provided this information.

**Supervision:** It is mandatory for at least one of the lead Hirer(s) to be present at all times during the swimming sessions. This individual is responsible for ensuring the safety and adherence to the terms of use.

**Access Procedures:** Upon arrival at the school premises, the lead Hirer(s) must follow specific access procedures:

- The lead Hirer(s) must buzz in via the intercom system to reception at an appropriate gate and should not simply enter the premises.
- For Hirers arriving on foot, please use gate 2 or 4, and for those arriving on minibuses, please use gate 1.
- After entry, Hirers must proceed directly to the swimming pool area.

**Late Arrivals:** If a group from the same party is due to arrive later than the lead Hirer(s), such as a minibus delayed in traffic, the lead Hirer(s) must inform the school reception that a specific individual by name is expected to arrive shortly.

**Sign-In and Sign-Out:** The lead Hirer(s) must sign in and sign out using the designated sign-in sheet located outside the sports centre office. This sign-in process is essential in case of any emergency or evacuation procedures. The sign-in sheet will also record the number of pupils and helpers present during the session. After completing the swimming session, Hirer(s) must leave the premises directly via the same gate through which they

entered. Before departing, they must buzz out via the intercom system to reception to notify them of their departure from the premises.

Failure to comply with these procedures may result in the cancellation of future bookings.

## 7. Venue and Lettings Agreement

The Venue and Lettings agreement outlines the responsibilities of the Hirer and the responsibilities of the School. The Venue and Lettings agreement is a separate document and must be read and agreed to before any booking is accepted ( [Sir Thomas Rich's Sport Centre - Terms and Conditions](#)). The Venue and Lettings agreement must be thoroughly read and agreed to by signature before the commencement of any bookings. Details regarding cancellation of booking, including cancellation fees, are included in the Venue and Lettings agreement

**Commented [MOU1]:** Is the updated cancellation payment on the hirer agreement?

## 8. Safeguarding

The School must ensure the safety and well-being of children and young people during the hire of school premises by external organisations.

The designated person responsible for safeguarding within the School is Sarah Tapscott who is the Designated Safeguarding Lead (DSL): [sat@strs.org.uk](mailto:sat@strs.org.uk); [dsl@strs.org.uk](mailto:dsl@strs.org.uk). The STRS Child Protection Policy can be found on the School website: [strschool.co.uk](http://strschool.co.uk).

The School premises are provided for hire with the understanding that the safety and welfare of children and young people are of paramount importance. All Hirers must comply with relevant legislation, including child protection laws and data protection regulations.

Hirers who have participants under the age of 18 must appoint a designated safeguarding lead who will act as the primary point of contact for safeguarding concerns during the hire period. The designated safeguarding lead of the organisation must provide their contact details to the School before the commencement of any hire agreement.

The Hirer must conduct appropriate vetting and background checks, including an up-to-date Disclosure and Barring Service (DBS) check for group leaders or staff responsible for children. Group leaders must submit a copy of their valid DBS document to the CL, before the hire period begins. Group leaders must provide a letter of assurance to the CL (template sent to Hirers by CL), confirming that their staff have been correctly vetted, and DBS checked.

Hirers that use facilities as part of a business or organisation must also carry out relevant risk assessments specific to their activities and confirm the completion of these assessments to the CL.

The Hirer must create their own safeguarding policy based on the guidance provided in “ [Keeping children safe during community activities, after-school clubs and tuition: non-statutory](#)

[guidance for providers running out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-providers-running-out-of-school-settings) " and submit confirmation of their policies existence to the CL prior to the commencement of hire.

The Hirer must ensure that appropriate levels of supervision are provided for the activities taking place on the School premises. The School retains the right to monitor activities and may conduct periodic visits or inspections to ensure compliance with safeguarding requirements.

Any safeguarding concerns or incidents that occur during the hire period must be reported immediately to the CL who will forward it to the DSL or be reported directly to the DSL of the School. The School's Designated Safeguarding Lead will follow the School's established child protection procedures and may involve external agencies as necessary. The Hirer must fully cooperate with any investigations or inquiries related to safeguarding concerns. If necessary, the School will report an allegation or incident to the Local Authority Designated Officer (LADO) or relevant authority, in line with statutory requirements and local procedures.

The School reserves the right to terminate the hire agreement immediately if the Hirer fails to comply with any of the safeguarding conditions outlined in this policy and the terms and conditions of the hire agreement. Termination may occur if the Hirer fails to address safeguarding concerns or demonstrates a disregard for the safety and well-being of children and young people.

The School reserves the right to make amendments to the safeguarding policy for school premises hire as necessary and communicate any changes to Hirers in a timely manner.

## **9. Risk Assessments**

All potential Hirers, who hire facilities to provide a service or business for others, must complete their own risk assessment process before being granted permission to hire our school premises. All Hirers must acknowledge the School's existing risk assessments which will be sent by the CL prior to the commencement of bookings. The School has its own risk assessments for all facilities, which can be found on the School's website and will be sent out annually by the Commercial Lead.

Depending on the activity or event, Hirers will be required to provide proof of adequate insurance coverage for their event or activity- Sir Thomas Rich's Sports Centre will not be held responsible or liable for any loss, damage, injury, or claims arising from the event or activity conducted by the Hirer.

While the School has risk assessments in place, it is the Hirer's responsibility to report any damaged or faulty equipment, potential risks, or concerns related to the premises or facilities. Hirers should submit their reports to the CL, who will take appropriate action. The School will make reasonable efforts to address reported risks and mitigate potential hazards. If a Hirer identifies a risk on the day of the activity that they think could cause any damage or harm to another person, they must immediately report it to the Sports Centre supervisor on shift.

## 10. Emergency Procedures

These emergency procedures aim to provide clear guidance and actions to be taken in the event of an emergency during a premises letting. This policy applies to all individuals and organisations hiring our school premises.

The CL will send out a document containing all the emergency protocols annually to all Hirers. It is the responsibility of the group leaders to familiarise themselves and, in some instances, their staff with the protocols outlined in the document. If any Hirer has not received the emergency protocol documents, it is their obligation to promptly notify the CL.

Hirers must take it upon themselves to contact relevant emergency services dependent on the situation. Hirers must then notify the employee on shift of the event. The shift worker should be easy to identify with a green 'staff' lanyard. If the Hirer cannot find the shift worker or leave the situation, they should press the intercom button, located outside the sports centre office or in the swimming pool reception. This will alert the shift worker via a phone notification.

Hirers must familiarise themselves with the emergency exits, evacuation routes, and emergency procedures specific to the areas they are hiring. Emergency exits should always be kept clear and accessible. Hirers should ensure that all participants or attendees of their event or activity are aware of the emergency exits and evacuation procedures.

In the event of an emergency requiring evacuation, Hirers and their participants must immediately follow the evacuation procedures specified by the School. Hirers should maintain a calm and orderly environment, guiding participants towards the designated evacuation assembly point outside the premises. If necessary, Hirers should assist individuals with disabilities or special needs to evacuate safely. Group leaders should account for all participants and report any missing individuals to the designated school personnel.

Group leaders who are in the sports centre, sixth form centre, classrooms or swimming pool areas should report to the field, behind the access road. Group leaders who are in the main school hall or the Business Block should report to the tennis courts. The shift worker can then assess if everyone on site is accounted for.

No cars must park on the yellow hashed lines in the main car park next to gate 4. This area is reserved for emergency vehicle access. Cars must only park in designated parking spaces, never blocking roads or access points as these are crucial for emergency vehicle access. Hirers should follow all parking regulations and signage to ensure unobstructed access for emergency vehicles. It is the responsibility of Hirers to communicate these parking restrictions to their participants or attendees and ensure compliance.

Hirers should have appropriate first aid provisions available during their event or activity, as required. The School is not responsible for any medical or first aid action during a premises letting. Sports Centre Supervisors or School staff are not liable for any medical actions or outcomes.

All Hirers must read the emergency protocol information provided to them at the start of each year and be familiar with all processes.



Hirers of the swimming pool must be familiar with the School's Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) specific to the swimming pool area.

Sir Thomas Rich's will periodically review and update the emergency procedures to ensure their effectiveness.

## **11. Lost Property**

We strive to create an organised environment for all individuals using our premises. As part of this commitment, we have established a Lost Property Policy to efficiently manage and reunite lost items with their owners. However, it is important to note that the School assumes no responsibility or liability for any lost belongings. Hirers bring possessions onto the premises at their own risk, and the School will not be liable for any loss or damage.

If a person loses an item within the swimming pool or sports centre area, it is their responsibility to promptly report it to the shift worker or CL. When reporting a lost item, the individual should provide a detailed description, including the item's type, colour, brand (if applicable), and any other distinguishing features. The sports centre staff will make reasonable efforts to assist in locating the missing item but cannot guarantee its recovery.

If the CL notifies the individual that their lost item has been found, the individual must schedule a pickup time (after 16:30) with the CL. When collecting the lost item, the individual must provide proof of identity, such as a driver's license, as well as proof of ownership (such as providing a short description of the item).

Unclaimed items found within the swimming pool area will be placed on the shelves in the changing room entrances. If these items are not collected after 2 weeks, they will be placed in a black bag and handed over to a designated charity that accepts donations. Unclaimed items found within the sports centre area will be stored for 2 weeks. If these items are not collected within the specified timeframe, they may be donated to local charities, disposed of, or repurposed in accordance with applicable regulations and the School's discretion. The School cannot guarantee safe storage.

In the Sports Hall, if any equipment, such as footballs, get stuck on the cricket nets, the Sports Centre Staff may not be able to immediately retrieve them, due to the height of the nets. If this situation occurs, a group member should notify the employee on shift, who will try to facilitate the retrieval of the ball. Due to the complications of retrieving balls from that height, the sports centre cannot assure that they will be able to retrieve the ball and return it to the owner, despite their best efforts. Hirers should not tamper with the nets themselves, as they will be liable for any damage caused and tampering may result in the hire agreement being terminated immediately.

The Sports Centre staff will place any items found within the swimming pool area on the shelves in the changing room entrances, but their safekeeping cannot be guaranteed.

It is strongly advised that Hirers take personal responsibility for their possessions and avoid bringing valuable or unnecessary items into the swimming pool or sports centre areas.

## 12. Monitoring Arrangements

Hirers must comply with all applicable policies and regulations governing the use of school premises during emergencies. Failure to comply with policies or regulations may result in the termination of the Venue and Lettings agreement.

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable.

## 13. On-Site Conduct and Non-Compliance Consequences

We are committed to fostering a safe, respectful, and welcoming environment for all users. To maintain this standard, we have a **zero-tolerance policy** towards any form of abuse, hostility, or violence directed at staff, Hirers, or other facility users. Hirers of our facilities are required to make their customers aware of this.

- **Immediate Action for Misconduct:**

Any individual engaging in abusive, hostile, or violent behaviour will be asked to leave the premises immediately. Additionally, they may face a permanent ban from the use of our facilities. If the severity of the behaviour warrants it, staff may escalate the matter to the police or recommend the Hirer do so directly.

- **Hirer Responsibility:**

Hirers are expected to take appropriate action in the first instance to address and manage any misconduct within their group or event. However, all incidents must still be reported to the Commercial Lead or an on-site staff member. They may follow this up with witness statements and CCTV footage.

- **No Smoking or Vaping:**

Smoking and vaping are strictly prohibited across the entire site. Repeat offenders may face a permanent ban from the site. Lead Hirers are responsible for communicating this rule to their group and ensuring compliance.