



St. Peter's C.E. Primary School

Alexandra Street,
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www.st-peters-farnworth.bolton.sch.uk



CONDITIONS OF USE FOR SCHOOL PREMISES

IMPORTANT SAFEGUARDING INFORMATION

Keeping Children Safe in Education says that when schools hire their premises to organisations that work with children, they should check that the guidance in 'After-school clubs, community activities and tuition: safeguarding guidance for providers' (KCSIE, paragraphs 166 and 167 (DfE, September 2023)) is being followed.

'The governing body or proprietor should...ensure safeguarding requirements are included in any [hire agreement] as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.' (KCSIE 2023, paragraph 166)

'The governing body or proprietor should ensure that there are arrangements in place for the provider to liaise with the school or college on [safeguarding] matters where appropriate'. (KCSIE 2023, paragraph 166)

The DSL and DDSL at St. Peter's school are Mrs J Scott, Mrs Buckley and Mrs S Percival
They can be contacted by email on office@st-peters-farnworth.bolton.sch.uk

1. One person, named on the application form shall be responsible for the hire. That person throughout this document is referred to as the Hirer.
2. The Hirer should agree to a full DBS check and provide full identification documents to allow the DBS check to be completed. Hire will not be granted until a clear DBS has been returned.
3. The Hirer is responsible for the security of the building and must remain in the building, in charge, at all times. It is recommended that a Risk Assessment is undertaken.



4. The Hirer accepts full responsibility for any damage to, or theft of the school property, occurring during the period for which the premises are hired.
5. The Hirer should have Public Liability, third party and contents insurance, and a copy supplied to the school.
6. Where children are involved in the use of the facilities, they are properly supervised to the standard specified by Ofsted.
7. The school accepts no responsibility for the loss of personal property brought onto or left in the premises during the letting.
8. The school building and surrounding land are no smoking areas. This is to be respected.
9. The keys must be kept securely at all times, and must not be traceable to the school.
10. A register of all group members should be taken at the start of the session
11. User groups should ensure that they have access to a mobile phone throughout the session.
12. Correct footwear is to be worn at all times of exercise activity.
13. Under no circumstances should equipment in the school be used. P.E. equipment should not be used in any way.
14. Care must be taken not to damage, or disturb any displays or decorations in the school.
15. Any damage must be reported to the headteacher the following day, and cost of repairs / replacement negotiated.
16. The room, areas and toilets must be left in a clean and tidy condition.
17. In case of fire all persons will leave the building and go to the assembly point. No persons should leave the area until a clear assessment of the situation has taken place.
18. Only bona fide members of the club or activity should be allowed to enter the school or its confines. Club leaders should be clearly identifiable.
19. The cost of hire £15 per hour, from January 2025. The cost will be reviewed on an annual basis.
20. School and Church activities have prior use of the school at all times.



21. The Governors reserve the right to refuse any activity which they consider to be wholly, or partly, at variance with the foundation principles of a church school.
22. If any of the above conditions are broken at any time, the hire will be terminated immediately.
23. Charges for hirer should be paid by BACs transfer in advance on a half termly basis.
24. The hirer will indemnify the school against all losses, claims, demands, actions, proceedings, damages, costs or expenses arising in any way from the hire of the premises.

Safeguarding;

In signing this agreement the hirer is confirming that;

guidance in 'After-school clubs, community activities and tuition: safeguarding guidance for providers' is being followed.

A copy of this document is available here;

[After-school clubs, community activities, and tuition – Safeguarding guidance for providers \(windows.net\)](#)



After-school clubs,
community activities

Pages 10,11 and 12 provide a checklist of requirements which constitute the minimum expectations.

Please tick this checklist below to confirm these things are in place, before signing the lettings agreement.



Checklist of safeguarding arrangements

As a provider, you and your staff and volunteers have a duty of care toward the children who attend. This means that by law you must take reasonable steps to ensure the safety of the children and to protect them from harm.

The steps you take will differ depending on your provision's specific characteristics. For example:

- size
- the type of activity or tuition you offer
- physical location
- hours of operation

The list below details the arrangements you should have in place regardless of the type or size of provision. It provides a starting point that can be used by anyone to reduce the risk of harm to children in your setting.

Ensure that all staff⁹ and volunteers understand and comply with the safeguarding arrangements you put in place and review your policies, procedures and training on an ongoing basis.



⁹ For the purpose of this code, "staff" should be interpreted very widely to mean a paid employee or unpaid worker or volunteer engaged by an out-of-school setting provider.

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Safeguarding and child protection

You should:

- ☐ have an effective **safeguarding and child protection policy** in place
- ☐ have a **staff behaviour policy** (sometimes called a code of conduct)
- ☐ be aware of and have **training** on the specific safeguarding issues (including online) that can put children at risk of harm
- ☐ have clear **procedures on what to do if there are concerns** about a staff member, volunteer or another adult who may pose a risk of harm to children
- ☐ appoint a **designated safeguarding lead (DSL)**,¹⁰ who has undertaken safeguarding and child protection training (including online)
- ☐ provide parents or carers with a **named individual** (such as the DSL or another named member of staff) so they can raise safeguarding concerns
- ☐ if you're a lone provider, give parents or carers the **contact details of your local authority's children's services** or the NSPCC helpline number
- ☐ know the **local referral route** into children's social care
- ☐ **report any allegations of harm** to a child to both your local authority designated officer (LADO)¹¹ and the police as soon as reasonably practicable
- ☐ know if the **legal duty to refer** to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate

¹⁰ Sometimes referred to as the Safeguarding Lead or Welfare Officer.

¹¹ Referred to as the LADO or Designated Officer.



Suitability of staff and volunteers

You should:

- ☐ make sure staff and volunteers have had **relevant pre-employment checks**, for example:
 - DBS check
 - verification of identity
 - references
 - right to work
- ☐ have **regular performance reviews** in place to check the suitability and training requirements of staff and volunteers after their appointment

Health and safety

You must

- ☐ consider the **suitability and safety of the setting** for employees, children and young persons, taking steps to **reduce any risks identified**
- ☐ have a **fire safety and evacuation plan**
- ☐ have **paediatric first aid training** where children aged 5 and under are attending the provision (unless you're exempt from registration with Ofsted)

You should also:

- ☐ have **first aid training** and a **first aid kit** to hand as well as awareness of what to do in an emergency where children aged over 5 are attending
- ☐ have more than one **emergency contact number** for each child
- ☐ make sure you **know of any medical concerns or allergies**

Governance

You should have:

- ☐ a clear **complaints procedure**
- ☐ an effective **whistleblowing policy**
- ☐ a clear **staff behaviour policy** (code of conduct)
- ☐ a clear **line of accountability** for safeguarding which runs throughout your organisation, including at the most senior level
- ☐ a clear **record of the safeguarding training** provided to staff and the schedule of refresher training



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APPLICATION TO HIRE SCHOOL PREMISES

Name of hirer, who will be held responsible under the terms and conditions of

St Peter's CE Primary School's Lettings Policy.

Name of Hirer:

Address:

Tel no:

Email:

Purpose of Activity:

Area hired:

Activities to
commence:

Time:

Period of:

Charged at £15 per
hour

Payment to be made in full by to

Account Name : ST PETERS CE SCHOOL GOVERNERS

Account Number: 86412368

Sort Code: 309897

Reference:

Signed by

for and on behalf of

Dated

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Signed by Headteacher

for and on behalf of the Governing Body of St Peter's C of E Primary

Dated

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Govs/Lettings Policy

Written April 2008

Revised Oct 2008

Revised Oct 2013

Revised Jan 2014

Revised October 2023 in accordance with **After-school clubs, community activities and tuition: safeguarding guidance for providers' DFE 2023**

Revised with governors-October 24

