



Welcome to
Dereham Neatherd High School
 "Learning Without Limits"
Hirers' Information

Norwich Road
 Dereham
 NR20 3AX

e-mail: finance@neatherd.org

Tel: 01362 697981

Lettings information can be found at: neatherd.org/our-community/lettings

Thank you for your interest in using our school for your event.

Contents

Charges and Further Information 1
 Initial Point of Contact 1
 Facilities Available for Hire 1
 Please help us look after our School! 2
 How to find us 2
 Fire Procedures 2
 Safeguarding - Child Protection, When to be Concerned 3
 CONDITIONS OF HIRING SCHOOL PREMISES 4

Charges and Further Information

Our current charges are advised on the school web site, Lettings page as above, which also has any further information you should require. If this is not the case, please contact us on: finance@neatherd.org

Initial Point of Contact

Should you have any queries during your period of hire, please contact a member of the site team (Mr Neil Taylor, 07471 770761 or Mr Kerston Royal, 07702 162056).

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 in the Sports Hall), we will endeavour to offer an alternative venue for your event.

We have a variety of rooms available for community use at all other times, including:

- FIFA Standard full size 3G Multi-Use Games Area (Artificial Pitch)
- Sports Hall (approximate dimensions 20m x 15m). Please note that the Hall is used for examination purposes for two weeks at the beginning of December, and for the whole of May and June
- Gymnasium (approximate dimensions 15m x 8m)
- Canteen (approximate dimensions 15m x 12m)
- Sports fields
- Tennis courts
- Drama Studio
- Business Suite with computers, projector and interactive whiteboard.
- Modern Classrooms
- ICT Suite facilities

Please help us look after our School!

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: site@neatherd.org

Please be aware that the School and site adopts a **NO SMOKING POLICY** including **e-cigarettes**. **Failure to comply with the no-smoking restriction WILL result in your booking being cancelled.**

How to find us

From A47 (east), take the exit signed 'Swanton Morley/B1147'

Turn left at Mattishall Road

Turn left at Norwich Road/B1110

The school is on the right, 0.4 miles down the road

From A47 (west), take the exit towards 'Bawdeswell/Swanton Morley/B1147'

Merge onto the B1110

The school is on the right, 0.8 miles down the road

Fire Procedures

All classrooms have a vivid red fire notice which gives:

- The location of the nearest fire warning emergency button

Revised 4/2/16

- The location of the nearest fire extinguisher
- The location of the nearest telephone

Should you witness a fire, or suspect that there may be a fire (ie, if you observe smoke, heat etc), **ACTIVATE** the school fire alarm (FIRE ALARM CALL POINTS are located around the site) and call 999. Do not attempt to tackle the cause of an incident. Should the fire alarm go off during your visit, please vacate the building and/or assemble on the Tennis Courts.

Safeguarding - Child Protection, When to be Concerned

.....When you become aware of information that leads you to be concerned about the physical, emotional or sexual wellbeing of a child.

The information you may have may not be enough on its own for a child protection referral; however, it will help our Designated Senior Person (DSP) to make a decision about the risk of harm to the child.

Alerts

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice a change in a child's behaviour or presentation to you
- Someone else may disclose to you

Harm can be caused to a child by:

- A parent or carer
- A family member or friend
- Another child
- A stranger
- A member of staff or volunteer

Regardless of the source of harm, you **must** report your concern **immediately** to a DSL.

If your concern is regarding a student, you should report this to Mr O'Brien, Assistant Head (Lead DSL). Miss Manning, Assistant Head and Mr Jaime Mallett, Headteacher, also have DSL status.

If your concern is about a member of staff or a volunteer, you should report this to Mr Mallett.

If your concern is about the Headteacher, the Chair of Governors needs to be informed.

All people mentioned above can be contacted through the Head's PA, Mrs Da Silva.

CONDITIONS OF HIRING SCHOOL PREMISES

BOOKING CONDITIONS

All letting fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings during periods of up to 28 days, defined as one month. In the case of repetitive lettings, the charge for each specific month will be in accordance with the scale of charges that apply in that month and must be paid in advance to cover the specific booking. A provisional booking may be cancelled by the hirer at any time, but a specific booking cannot be cancelled unless 14 days prior notice has been given by the hirer; where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than the hirer's instigation the fee relating to the booking will be refunded.

The notice period for the school or the hirer is 4 weeks. No reason is required.

CHARGES

Schools may negotiate their own rates with hirer's for use. Charges are available through the school web site.

USE OF PREMISES

School Responsibilities

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

- Adequate means of escape in an emergency/ adequate equipment available for the use should an emergency situation arise. This should include: Fire extinguishers, first-aid kit, access to telephone.
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities.
- 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, schools must ensure that hirers will have adequate supervision in attendance during letting periods.

Schools will be required to 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:

- Adequate supervision is available. Normal and emergency procedures are followed.
- No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the Site Team or person holding custodianship for the time being e.g. a relief Caretaker.
- The hirer will ensure that all relevant recruitment and vetting checks including CRB disclosures have been undertaken on staff who work with children and young people.
- Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities. 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.
- 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 consumed*.
- Emergency exits, fire extinguishers, alarm points etc 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.
- Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- Flammable and/or hazardous substances are not to be used.

- Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up.
- Footwear likely to damage the floors is not to be worn.
- Footwear likely to damage the Arena (3G pitch) is not 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 are forbidden.
- To park in designated areas, leaving access for emergency vehicles.
- When hiring the school canteen: tables must be wiped down, rubbish must be taken out to the skips and tea urns to be unplugged after use.

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertakes to indemnify the Enrich Learning Trust against the costs for infringement. Where the let involves the use of sound recordings or music is played, groups might not be covered by the licenses purchased for the school premises. Primarily groups that are linked to the school and consist of teachers, students, PTA members etc, will be covered. For other groups clarification should be sought from the relevant licensing authority prior to the premises being let and the relevant licence purchased, if required. The School/ 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).

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 the additional costs incurred by the school in meeting the special demands.

ALCOHOL

Alcohol shall not be consumed on the school premises except with the permission of the School Governors and will be subject to the conditions made at the time of booking, and to the obtaining of such Justice's Licence as may be necessary

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.

LIABILITY OF HIRER

The Enrich Learning Trust shall not be liable for any injury or damage to or loss of property, which shall or may occur to the hirer, his 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 negligence of the Enrich Learning Trust, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in a claim for injury and property damage*to members of the group, the Enrich Learning Trust or others entering the property.

*Under the terms of the hire agreement with the Enrich Learning Trust an insurance policy has been effected on the hirer's behalf by the Enrich Learning Trust. This policy indemnifies the hirer against the costs arising from the claims for damage to Enrich Learning Trust Property, which have resulted from the actions of negligence of the hirer. The cost of this insurance is included within the hire charges and the hirer will be responsible for the policy excess applicable.

Please note that this is a **NO SMOKING SITE**.

Agreed by Hirer: _____ (signature)

Name _____ **Date** _____