



SOUTH WESTMORLAND
MULTI ACADEMY TRUST

Hire of School Facilities Policy

Committee:	Risk Audit & Finance Committee
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Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	March 2015
2	Finance and Property Committee review and approval post health and safety management audit	February 2016
3	Finance and Property Committee review – checked by Schofield Sweeney Solicitors	June 2016
4	Risk Audit & Finance Committee review and approval	June 2019
5	MAT Board review and approval to reflect latest KCSIE 2021 guidance – policy re-write	04/11/2021
6	Risk Audit & Finance Committee review and approval to reflect latest KCSIE 2023	25/06/2024
7	SLT Review and approval	10/09/2025

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Hire Procedures

The Trust Board regards the buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as such. However, a hire must not interfere with the primary activity of the trust, which is to provide a high standard of education for all its students.

The trust's budget will not be used to subsidise any hiring by community or commercial organisations. A charge will be levied on any hire by community or commercial organisations to meet additional costs incurred by the trust in respect of hire.

Prior to the hiring taking place, this document and the trust's Health and Safety Policy should be provided to the Hirer who must sign to confirm that they have read and accepted the terms and conditions. Any failure to abide by the following conditions may result in the trust not permitting future periods of hire to the Hirer/Users in question.

Our hire arrangements operate within the framework of the school's Single Equality Scheme and Equality Objectives.

Definitions

- Hirer - the person or organisation entering into the contract with the Trust
- User - those people making use of the premises hired under the terms and conditions set out in this hiring procedure
- Steward - person or persons designated by the Hirer to supervise the Users.

Each application for lettings will be treated individually, but with the following criteria being taken into consideration:

1. Availability and Suitability of Premises

- Do we wish to hire the premises?
- Is the booking an appropriate use of our building?
- Which parts of the premises should be included in the hire?
- What arrangements are needed for the opening and closing of the building?
- Can we ensure security of the building?
- Will facilities for disabled persons or those with other health related conditions be required i.e. accessibility to buildings, toilet facilities etc.?
- Are rooms to be hired suitable for community use? i.e. sufficient space, adequately heated and lit.
- Can access to facilities be gained without going through areas restricted to school use such as classrooms and staff areas?
- Is there sufficient external lighting to allow safe access and egress?

The Trust reserves the right for staff to enter the area being hired at all times.

2. Exemptions

- The Trust will not allow its premises to be hired to persons or organisations that in the Trustee's view, disturb the principles of community cohesion, or bring the school into disrepute.
- Premises will not be hired to persons under 18 years of age. The Trust will ask for evidence of adulthood where the person 'appears' not to be 18 years or older.
- Premises will not be made to persons or organisations that do not provide evidence that they have Public Liability Insurance unless the hire is to a private individual e.g. for a birthday party/anniversary etc.
- The Trust will take appropriate action to ensure that the facilities are not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.
- The hire of our premises will not be permitted for political and/or religious meetings or for other purposes as specified by the Governing Body/Proprietor.

3. Indemnities

- The Hirer shall indemnify the Trust against all actions, proceedings, claims and demands that might arise as a result of use of the premises by the Hirer, except where occupier's liability legislation applies.
- The Trust shall be indemnified from and against all actions, proceedings, costs, claims or demands arising out of the performance copyright works on its premises.

4. Local Conditions

- No alcohol shall be brought or consumed on trust premises or any part thereof except by recognised organisations. It is the responsibility of the Hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of alcohol.
- No alterations or additions to the electrical installations at the school may be made.
- No additional lighting, staging, curtaining or scenery may be erected without the previous consent in writing of the Head teacher and shall be returned to their original state immediately after use, at the expense of the Hirer.
- Where any use involves the erection and/or dismantling of a stage, this will be carried out by the Hirer at his/her expense and at his/her own risk.
- All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Head teacher.
- Furniture, including chairs, must not be removed from the trust premises nor for use either on the playing field or playground or in any other building outside the school unless prior permission has been applied for and granted by the Head teacher.
- No advertising may be placed in any area of the trust premises without the direct permission of the Headteacher.
- Arrangements for the control of vehicular and pedestrian access to and around the site must be considered having regard to the different activity periods associated with the various Users/Hirers.
- The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the Hirer after inspection and will remain the Hirer's responsibility during the hire period.
- If the terms and conditions of hiring are contravened in any way, the Trust reserves the right to cancel any permission for further use and will inform the Hirer in writing. In such event, the Hirer will not be entitled to any compensation or refund of any payment made in respect of such use.
- It is the responsibility of the Hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the hire period.

5. Safeguarding arrangements

- When the Trust hire or rent out school facilities/premises to organisations or individuals (e.g. to community groups, sports associations, and service providers to run community or extra-curricular activities) we must ensure that appropriate arrangements are in place to keep children safe. This does not apply to hires to family organised events e.g. birthday parties/anniversaries.
- When services or activities are provided by the Trust, under the direct supervision or management of the school staff, the setting's arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The Trust will therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school on these matters where appropriate. Appendix D provides a checklist for school use when checking the safeguarding arrangements of a Hirer/childcare provider. This checklist will also form part of the 'Conditions of Hire' agreement.
- The Hirer must ensure that where required and with reference to the statutory document 'Working together to safeguard children', relevant individuals who are in contact with

children and young people undergo an enhanced DBS check (at the appropriate level). The Hirer will be required to provide evidence on request that DBS checks have been carried out.

- The Hirer will be expected to show they have robust Safeguarding arrangements in place and that there is a named 'designated person' i.e. a Safeguarding Lead for referring Child Protection and safeguarding concerns. The Policies and procedures related to safeguarding and child protection should be robust enough to stand up to scrutiny in line with the expectations of the school. National organisations may have their own safeguarding policies and procedures and the school will satisfy themselves that the Hirer is compliant with the national guidance and is also aware of the local reporting procedures e.g. Safeguarding Hub and LADO reporting arrangements.
- The Trust will also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or 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.

6. Charges

- Please see booking form 2025-2026.
- Charges for hire may be reduced or waived at the discretion of the Headteacher.
- The Trust must receive payment for hire seven days prior to the day of letting. Cancellation of a booking may result in the loss of any payment made, depending on the circumstances of the cancellation – see below.

7. Cancellations

Main School and Boarding Site

The Trust must be notified of any cancellation at least 4 weeks prior to the date of hire. However, notification at the earliest possible time is appreciated.

- Where notification of cancellation is given at least 4 weeks prior to the date of the hire, the booking charge will be refunded in full apart from any administration charge.
- Where notification of cancellation is given between 2-4 weeks prior to the arranged date of the hire, the Hirer will be entitled to a 50% refund only.
- Where notification of cancellation is given less than 2 weeks prior to the arranged date of the hire, the Hirer will not be entitled to any refund.

Sports Centre

- Where notification of cancellation is given at least 14 days prior to the date of the hire, the booking charge will be refunded in full.
- Where notification of cancellation is given 7 days prior to the arranged date of the hire, the Hirer will be entitled to a 50% refund only.
- Where notification of cancellation is given 6 days or less prior to the arranged date of the hire, the Hirer will not be entitled to any refund.
- Where a cancellation is made by the Trust, the Hirer will be entitled to a full refund. The Trust will endeavour to notify the Hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.
- If the school field is water-logged, the Sports Centre Officers have the right to cancel the activity.

Please note: The above conditions apply for cancellation of total or part of a booking.

Where the Hirer makes a permanent cancellation during the course of a hire agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge (if any) will still stand.

8. Administration

Trustees have adopted the following procedures:

- The Headteacher will make arrangements for the management and approval of hire applications.
- All applications should be in writing and accompanied by evidence of third party indemnity

insurance and, where relevant, appropriate Safeguarding Children Procedures.

- Credit facilities will not be given. All payments should be made in advance of the hire.

9. Damage to Trust Property

- The Premises Manager or other nominated person will inspect the building, and Trust property for damage as part of his/her duties, at the end of the hire period.
- The Hirer is responsible for insuring their own staff and equipment and shall reimburse the Trust for any damage caused during the period of hire. Any damage caused must be reported to the Premises Manager or Headteacher.
- The Premises Manager will estimate the costs of any damage and inform the organisation/individual as soon as possible.
- Advice will be sought from Trust's legal advisors if necessary.
- An invoice for the damages will be raised and sent, as soon as an accurate figure can be obtained.
- The Trust will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the hire period. Property shall be brought onto the premises at the sole risk of the owner.

10. Health and Safety

- Appendix B attached to these Procedures "Conditions of Hire", accompanies the Booking Form (Appendix A), which are sent out to all requests for a hire. It includes information on site security, fire safety, first aid and accidents and welfare arrangements and other local conditions of use.
- Any incident or accident must be reported, in the first instance, to the duty Sports Centre Officer or Premises Manager and accidents recorded in the School Accident Book.
- The Trust reserves the right to require sight of risk assessments carried out by organisations using the school premises/facilities in advance of any hire.

During emergencies:

Temporary variations to these procedures and our conditions of hire may be required in the event of an emergency e.g. local or large-scale public health incidents, severe weather etc. This may result in additional controls being implemented by the school and imposed on the Hirer or may even result in the 'Hire' being cancelled by the school.

These arrangements will be reviewed in the light of any incidents that have arisen arising out of a new hire agreement to ensure that the Procedures remain appropriate; that health and safety standards are met; that the Procedures ensure adequate protection for the Trust grounds and building, and for school staff/pupils.

Appendix A

Booking Form & Facilities Agreement 2025 – 2026

Venue: 3G Pitch & Sports Hall, Milnthorpe/ Sports Hall, Heversham

Contact Name								
Organisation								
Capacity (e.g., Chair, Secretary, Coach, Leader)								
Address								
Invoice Address (if different from above)								
Telephone Number								
Email Address								
Nature of Event								
Facilities Required (please tick)	Milnthorpe Sports Centre			3G Pitch, Milnthorpe				
		Sports Hall - £34.00 per hour			3G Pitch – 1/3 rd £34 per hour			
		Cricket - £37 per hour			3G Pitch – 2/3 rd £60 per hour			
		Gymnasium - £29 per hour			3G Pitch – full £86 per hour			
		Dance Studio - £26 per hour			Match Fee - £72 per session			
		Drama Studio - £26 per hour		Sports Hall, Heversham				
		Classroom - £20 per hour			General Sports - £29 per hour			
		School Hall - £37 per hour			Cricket - £32 per hour			
Booking Slots (please circle)								
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Sports Centre (weekdays)	5-6pm		6-7pm		7-8pm		8-9pm	<u>Closed after 9pm</u>
3G Pitch (weekdays)	5.20-5.50pm		5.50-6.50pm		6.50-7.50pm		7.50-8.50pm	<u>Closed after 8.50pm</u>
All Bookings (weekends)	9-10am	10-11am	11-12pm	12-1pm	1-2pm	2-3pm		
Dates Required								
<p>The Sports Centre is open Mon-Fri 4pm-9pm, Saturday 9am-4pm, Sundays 10am-3pm</p> <p>Bookings for the facilities at Heversham will require an access fob and door code from the Sports Centre reception at Milnthorpe. This must be returned afterwards. Please contact the Sports Centre Team on 015395 65156 or email sports@dallamschool.co.uk for assistance.</p>								

General Conditions of Use

1. At change over times the car park may be very busy. Please be careful when entering and exiting the car park area. The school takes no responsibilities for vehicle damage while parked on the site.
2. On arrival please only park in specified parking bays in the car park opposite the school entrance. No onsite parking is available at Heversham, parking is in the car park across the road from the entrance.
3. You are welcome to use the changing rooms and showers. Please keep them litter free and tidy for the benefits of all users. All valuables should be kept with you at all times. The school is not responsible for loss, theft or damage to your personal belongings.
4. Please respect all facilities. Damage to the facilities or equipment will be charged and may result in restrictive bookings in the future.
5. No food is to be consumed in any of the sports facilities. (sports hall, fitness suite, dance studio, gymnasium and the 3G pitch)
6. Only sports water bottles can be taken into the sports facility and only sports drinks/water to be consumed. No other drinks are allowed as these may cause damage to the floor.
7. Sports clothes must be worn while participating please.
8. No chewing gum is allowed in any of the facilities. Anyone seen with gum will be asked to leave and the group will be warned. This may affect future bookings.
9. There is a no smoking (including vapes) and no alcohol policy on the school site at all times, inside and outside of the buildings. Anyone smoking or consuming alcohol will be asked to leave the site.
10. Equipment should be carried carefully into position so as not to damage the floor surface. Please take care that you lift appropriately and with enough support from others in the group. Individuals are responsible for their own decision to carry equipment. If you require assistance, please see the sports staff on site or ring in advance of the session so that arrangements can be made.
11. Please do not stick tape or markings of any kind to the floors/walls and ensure goals are put back into the safety bays on the 3G pitch before leaving.
12. It is your responsibility to ensure all equipment is returned after the session.
13. Accidents do happen from time to time – please report these to the sports staff straight away so that we can record incidents and call for medical assistance if required. Damaged equipment must be reported immediately so as to prevent accidents.
14. Each group using the facility need to have their own first aid kit.
15. Each group must carry out their own risk assessment of the activity and the facility they are using.
16. All clubs and organisations should have public liability (a copy of the insurance certificate is required when the booking is made).
17. Adults coaching children under 18 years of age will need to have a current DBS certificate held by the club or organisation (a copy of the DBS certificate is required when the booking is made).
18. Due consideration must be shown to other persons using the facility simultaneously and at the end of the time slot groups must leave promptly. The facility must be left free from rubbish and all equipment must be returned to its correct location.
19. The hirer must ensure that correct footwear is worn in all facilities and that they are clean and free from mud/soil.
20. Dallam Sports Centre is **CLOSED** for Open Evenings, Bank Holidays and the Christmas Holidays on the following dates:

- Thursday 18th September

- Wednesday 24th September
- Thursday 9th October
- Saturday 20th December 2025 to Sunday 4th January 2026
- Friday 3rd April to Monday 6th April

21. The **following fees will apply to all cancellations:**

- 14 days' notice of cancellation - no charge
- 7 days' notice of cancellation - 50% charge applied
- 6 days' notice or less of cancellation - 100% charge applied

CONDITIONS OF HIRE

TO BE ATTACHED TO THE 'HIRE OF PREMISES/FACILITIES BOOKING FORM'

General Conditions

- The person signing the Booking Form shall be considered the 'Hirer' and must be over 18 years of age.
- The person/organisation requesting the hire (the Hirer) has the responsibility to provide evidence of Public Liability Insurance (£10 million minimum) for the period of the Letting.
- Where the Trust hire or rent out school facilities/premises to a provider (e.g. to community groups, sports associations, and service providers to run community or extra-curricular activities) we are required to ensure that appropriate arrangements are in place to keep children safe.
- When services or activities are provided by the Trust, under the direct supervision or management of the school staff, the school's arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The school will therefore seek assurance that the body concerned (Hirer) has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and will ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- The safeguarding requirements expected by the Trust are set out below as a condition of use and occupation of the premises. Failure to comply with these requirements would lead to termination of the agreement.
- The Trust will take appropriate action to ensure that the school is not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.
- The premises will only be used for the event described on the Booking Form.
- The Hirer will be responsible for ensuring that all activities take place in a safe manner.
- The school will provide a clean and tidy room, all heating and lighting, use of toilet facilities and cloakrooms, furniture as specified and, if the hiring includes use of the kitchen, cooking equipment, crockery and cutlery.
- For safety and hygiene reasons, children under 14 are not permitted in the kitchen.
- The behaviour and safety of persons on the premises for this booking are the responsibility of the Hirer.
- The Hirer is also responsible for ensuring that access to restricted parts of the school not forming part of the letting is not permitted and that there are sufficient stewards to prevent access to the trust premises by any unauthorised third parties.
- A qualified person must be present during all session that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the Hirer to check the qualifications of those supervising such activities and to establish that Enhanced Disclosures are held by all relevant persons.
- The Hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises. No unauthorised electrical equipment shall be used on the school premises.
- Noise levels must be contained to a reasonable level at all times and after 10.30 pm no noise shall be audible in any of the neighbouring properties.

- No betting, gambling or gaming is permitted on the trust premises.
- It is the responsibility of the Hirer to obtain any necessary licences for the sale of alcohol or the provision of public entertainment.
- The Hirer must ensure that nothing is brought or stored on the Trust premises which may be offensive, noxious, illegal or dangerous and that may cause damage to the premises or any other facilities or affect the health and safety of any person.
- The Hirer accepts that the Trustees may at any time terminate or postpone any single or all bookings at its own discretion and any liability of the Trustees for any loss in respect of the termination or postponement shall be limited to the return or any paid deposit only.

Health and Safety

The Hirer:

- must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified;
- should have first aid training and must have a first aid kit to hand as well as awareness of what to do in an emergency (e.g. call 999 if a child is having an asthma attack);
- must have a fire safety and evacuation plan;
- should have more than one emergency contact number for each child (where unaccompanied children are present), where reasonably possible, and know of any medical concerns or allergies.

The school has a comprehensive Health and Safety Policy and its building is well maintained and regularly inspected to ensure that standards remain high. If you have any concerns about the Health and Safety of our site, it is your duty to inform the Premises Manager or Head teacher so that we can take appropriate action. We appreciate your support. School phones may not always be available, and you must ensure you have a mobile phone to summon medical assistance.

Safeguarding and the protection of children (where unaccompanied children are present)

In order to ensure the protection of children for the duration of the activity, the following conditions are expected of the Hirer. Unaccompanied means children unaccompanied by their parent/carer/other appropriate adult known to the child:

The Hirer:

- must have a Child Protection Policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all event staff/volunteers;
- should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (e.g. abuse and neglect, child on child abuse, extremism and radicalisation);
- should have procedures in place in relation to pupil use of mobile phones and other digital technology which mirrors the school rules;
- should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children;
- should appoint a Safeguarding Lead (SL), who has undertaken safeguarding and child protection training and who can liaise with the host school in the event of a safeguarding concern being raised;
- should provide parents with the name of the SL so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services: Westmorland and Furness Safeguarding Hub 0300 373 2724 or the NSPCC helpline number (0808 800 5000);
- should have contact details for the SL (within the Hirer organisation) and the Local Authority Designated Officer (LADO) (0300 303 3892) and know the local referral route into children's social care (Cumbria Safeguarding Hub 0333 240 1727);

- should hold details of the school Designated Safeguarding Lead (DSL) where the premises are provided by the school in order to liaise with them on child protection issues affecting the school/schools where the children normally attend;
- should ensure staff and volunteers have had relevant pre-employment checks (e.g. DBS check (at the appropriate level), verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf;
- should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment;
- should have a clear complaints procedure;
- should have an effective whistleblowing policy/procedure.

Damage to Trust Buildings or Property

- The Hirer will pay for all damage caused to any Trust property including but not limited to fixtures/fittings/sports and any other equipment as a result of the hiring.
- The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
- No stiletto heels or similar objects are allowed in the gym/hall area.
- The Trust will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

Site Security

- The school has a Security Policy and the site security is very good. Entry to the school is via a remote operated door with an intercom that allows all visitors to be vetted. Once inside the secure entrance, further access can be gained only by a key fob. These security measures mean that your event is safe from gate crashers, or those persons you may know, but do not wish them to attend.
- During the period of hire, the person responsible (the Hirer), must be vigilant in ensuring that people do not attempt to enter parts of the premises that are not included in the hire agreement.
- As people are leaving the building during or at the end of a hire period, the Hirer or other designated person must be present at the front exit, to prevent anyone from entering through the remote operated door as people are leaving.
- The Organiser must ask all those attending the letting to ensure that they do not take any action that could jeopardise the security of the building.

Parking Arrangements

- Where car parking is required, the Hirer must undertake the proper stewarding and control of the parking area. The Hirer must maintain safe entry and exit from the premises, provide and maintain clear access for emergency vehicles and service vehicles and observe any 'no parking' restrictions.
- The car park gates will not be locked during your letting, to enable those wishing to leave by car to do so. The Trust is not responsible for any damage to, or theft from cars parked in the car park, and those attending the letting should be informed of this by the Organiser, as part of the introductory Health and Safety information.

Fire Safety

- You will be given a map of the school showing the emergency exits from the room/s you are hiring, clearly marked.

- On entry to the building for the letting, the Organiser must make themselves aware of the position of the emergency manual call points; and the nearest emergency exit from the room(s) they are hiring.
- You must have identified in advance, the person who would act as a Fire Warden: i.e. the person who would make sure that all those attending the letting had left the common areas, toilet areas and the room(s) you are hiring, via an emergency exit; and that someone had activated the Fire Alarm.
- All final exit routes from the building have an emergency manual call point. The Organiser should prepare and familiarise themselves in advance by walking the most obvious emergency exit route from the room(s) hired to that route's final exit point and noting the position of the call point.
- Fire Extinguishers are positioned at each final exit point. **You are not expected to use a Fire Extinguisher in the event of a fire although you can tackle a small fire if you have been trained to do so and can do so without putting yourself or others at risk.**
- At the start of your letting, you must ask each person to sign an attendance sheet which has the person's name clearly written, the purpose of the letting and the date of the hire.
- Before proceeding with your event, you must give basic fire safety information to those present as follows:
 - Point out the emergency evacuation exits, signposted in white on a green background.
 - In the event of a fire, the alarm will sound – it sounds like a continuous ringing bell.
 - You should leave the building by the nearest fire evacuation route/exit and gather at the designated Assembly Point on the all-weather pitch.
- If you need to leave the building in the case of an emergency and the alarm has not sounded, then the alarm should be activated using the nearest Emergency Call Point on your way out of the building.
- Telephone the Fire and Rescue Service providing the following information:
 - Your name
 - The name of School/Setting
 - School/Setting address and postcode
 - Contact telephone number
 - Details of the fire (if known)
- Undertake a head count to identify that all persons have been accounted for. If anyone is found to be missing this must immediately be reported to the Fire and Rescue Service on arrival.
- Under no circumstances should anyone re-enter the building until the 'all clear' has been given by the attending Fire Service Officer.
- Once all persons have evacuated the building and Fire and Rescue Services have been summoned, contact must be made with the Premises Manager on 07931 097 810.
- The school No Smoking Policy MUST be adhered to at all times both inside the building and on school grounds.
- No naked flames (open fires or candles) are permitted without the express permission of the Site Manager and production of a suitable and sufficient risk assessment which identifies how risks will be managed.

First Aid and Accidents

- The Organiser should have a fully charged mobile phone on their person so that in an emergency, the appropriate emergency services can be summoned.
- The Organiser is responsible for First Aid provision during the hire.
- There should be a competent person who is trained and available to give First Aid. A basic First Aid kit will be available in the Sports Centre reception.
- Any incident or accident must be reported, in the first instance, to the Sports Centre Officer and accidents recorded in the Accident Book, held in Sports Centre reception.

Welfare Arrangements

- You will be made aware of the nearest adult /student toilets to the room(s) you are hiring.
- Facilities for disabled persons are located in the Sports Centre and main school building. The Organiser will be shown its location during the initial hire meeting. Its location is marked on the plan of the school showing emergency exits.
- In an emergency, the occupant of the disabled toilet can summon help by pulling on the red cord. A buzzer will then sound, and a light will come on above the door. The alarm can be turned off by pressing the reset button on the right-hand wall near the door. The door can be opened from the outside using a coin in the slot of the lock.
- Only adults preparing food/refreshments are permitted access to the kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times.
- If you are using kettles or the staffroom kitchen area etc., to make drinks, we ask you to take proper care for your own health and safety. Please mop up all spills carefully, at once, so that there can be no risk of slipping.
- There will be a wet floor sign in the cleaning cupboard in the main school building, which you may use if needed.
- No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Trust Board. No alcoholic drinks may be sold without the necessary license, and this must be shown in advance to the Premises Manager – it will be the responsibility of the Hirer to obtain all necessary licences.
- No food or drink is allowed in any area except designated social areas unless prior written permission has been granted.

During Emergency Situations

Temporary variations to these conditions of hire may be required in the event of an emergency e.g. local or large scale public health incidents, severe weather etc. This may result in additional controls being implemented by the school and imposed on the Hirer.

These could include for example:

- implementing more rigorous cleaning regimes;
- provision of hand sanitiser and tissues etc.;
- provision of additional waste facilities (for tissues etc.);
- ensuring adequate ventilation when indoors;
- potentially restricting numbers permitted to attend;
- restrictions on use of certain facilities or equipment;

- restrictions on certain activities;
- changes needed to fire evacuation procedures and assembly points;
- the 'Hire' being cancelled altogether by the school.

Each Hirer will be notified in advance of any temporary variations we have in place at the time of the 'Let' (where applicable).

The Hirer's signature on the Hire of Premises/Facilities Booking Form confirms his/her agreement of the above conditions of booking and all other aspects of our school Hire Procedures.

Booking Agreement

	Please tick to confirm	
	Yes	No
I have seen the school's Health and Safety Policy and procedures which is available on the Dallam School website		
I have seen and understood the scale of charges		
I will ensure electrical equipment will be used when hiring the facilities (extension leads, for example) unless they have been PAT tested in accordance with Dallam School requirements		
The organisation has a competent person who is trained and available to give first aid		
The organisation has appropriate whistleblowing procedures in place		
The organisation has a complaints procedure in place		
The organisation has undertaken risk assessments for all activities on the school's premises		
The organisation has an appropriate child and vulnerable adult safeguarding policy and has DBS checks in place (where applicable) and agree to provide written evidence of the policy and DBS checks when returning the agreement and prior to using the facilities		

I have read the conditions of use for the sports facilities and will make sure all users are fully aware of these. I understand that infringement of this could result in future dates being cancelled. I have read and understood the charges that will occur for any cancellations.

In signing this booking agreement, I am consenting to the collection, storage and use of personal data in line with the **Privacy Notices** available on Dallam School's website.

- Insurance certificate attached
- DBS certificates and photo ID (current passport or driving licence) attached for all adult coaches
- Risk assessments attached
- Copy of Safeguarding Policy attached

Name:	Signature:
Date:	Capacity:

Please return this form to: Sports Centre Manager, Dallam Sports, Dallam School, Milnthorpe, LA7 7DD. Bookings depend on availability; once we receive the form, we will contact you to check information before confirming. Once the booking is confirmed, if you need to cancel any part of the booking this you must inform the Sports Centre Manager.

Office use only:

Booking form complete		DBS certificates & ID		Safeguarding Policy	
Facilities agreement		Insurance certificate		Risk assessments	

School Calendar 2025/26

August 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

September 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

October 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

November 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

December 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
1	29	30	31				

January 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

February 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
5							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	

March 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
9							1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31					

April 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
14			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30			

May 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

June 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					

July 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
27			1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31		

Bank holidays 2025/26 UK

25 August '25 August Bank Holiday
25 December '25 Christmas Day

26 December '25 Boxing Day
1 January '26 New Year's Day

3 April '26 Good Friday
6 April '26 Easter Monday

4 May '26 Early May Bank Holiday
25 May '26 Spring Bank Holiday

Appendix B - Occupant Capacity

Occupancy figures have been calculated based on the designed occupancy, the use of floor space factors or door widths/direction of opening. Additional consideration has been given provision of an alternative exit for all rooms with occupancy of 60 or more persons.

Occupancy figures have been calculated on the basis of:

- a) Floor space in m²
- b) Floor space minus 6m² within each classroom for teaching staff
- c) Remaining floor space divided by 1.3m² to give the number of students
- d) Number of students plus 1 to give the total occupancy for each room.

The occupancy factor of 6m² is that used for office purposes whereas the figure of 1.3m² is an average to take account of the desk space and separation generally found in classrooms etc.

The following guide taken from HM Government guide for Educational Establishments can be used to determine the general capacities of escape routes in existing buildings:

A width of at least 750mm can accommodate up to:

- 80 people in higher risk premises;
- 100 people in normal risk premises; or
- 120 people in lower risk premises.

A width of at least 1,050mm can accommodate up to:

- 160 people in higher risk premises;
- 200 people in normal risk premises; or
- 240 people in lower risk premises.

Table 4 of Approved Document B gives the following widths of escape routes for proposed new build premises or where premises are to be extended or substantially refurbished:

Maximum number of persons	Minimum width mm
60	750
110	850
220	1050
More than 220	5mm per person where doors exceed 1050mm

(1) Main School Site – Milnthorpe

All the occupancies below have been calculated from trust plans supplied by the trust, the Main Hall and Sixth Form Centre can clearly hold several types of functions such as theatre productions music recitals etc. If a standard seating layout has been formulated then the occupancies can be determined from those plans. Each user of the halls should submit their own seating or layout plans with the expected attendance to the trust for approval so as to ensure the maximum capacities are not exceeded.

They should also ensure they have adequate numbers of competent persons to act as stewards during any events where the capacity of the halls is likely to be achieved or as a general rule 1 steward/fire marshal per 30 participants/spectators.

Block	Room	Occupancy	Block	Room	Occupancy
Maths Block	1	60	Sixth Form Centre	229	20 seated
	2	45		230	130 seated
	3	46	Technology Block	26	68
	4	46		27	58
	5	44		28	58
	6	44		29	47
Science Block	34	29	Old Humanities Block	30	31
	35	29		31	30
	36	39		32	30
	37	31		33	32
	38	29	Main School Block	10	39
	39	29		11	78
	40	39		12	68
	41	31		13	68
	42	29		14	38
	43	29		15	29
	44	29		16	60
45	29	17		52	
46	31	20	41		

Block	Room	Occupancy	Block	Room	Occupancy
Main School Block	21	32	Main School Block	Dance Studio	100 seated
	22	32		Drama Studio	100 seated
	23	41		Sports Hall - Large	1000 standing
	24	32		Sports Hall - Small	500
	25	32		English Block	52
	Dining Hall	222 (standing)	53		32
	Training Room	30 (seated)	54		32
	Main Hall	500 (standing)	55		32
	Main Hall	300 (seated)	56		32
	Stage	100 (seated)	57		32
	LRC (main area)	70 (seated) 30 (tables)	58		50
	LRC (ICT suite)	15 computers 30 (seated)			

(2) Boarding Site - Heversham

The majority of the rooms are bedrooms and sleep the max of six persons. Other areas within the building are detailed below. All the occupancies below have been calculated from trust plans:

Block	Room	Occupancy	Block	Room	Occupancy
Big School	Common Room	100 (seated)	Alex Hall Block	Lecture Theatre	120 (seated)
	Television Room	20		Art Classroom	22 (seated) 15 (tables)
Old Boarding House	Dining Room	60		Science Classroom	60 (seated) 30 (tables)
	Music Room	14		Outdoor Ed Room	60 (seated) 24 (tables)
	Founders Room	10		IT Suite (a)	24 (seated)
	Library	12		IT Suite (b)	24 (seated)
Sports Facilities	Sports Hall	1000 (standing) 450 (seated)			

DALLAM SCHOOL

Basic safeguarding checklist of requirements for all Hirers of school premises

Note: All Hirers of the school premises must have regard to the DfE non-statutory guidance: Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings.

Safeguarding requirement	Expected standards	Standard met (Y/N)	Checked by
Health and Safety	<ul style="list-style-type: none"> • Must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified; • should have first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (e.g. call 999 if a child is having an asthma attack); • must have a fire safety and evacuation plan; • should have more than one emergency contact number for each child, where reasonably possible, and know of any medical concerns or allergies. 		
Safeguarding and child protection (accompanied and/or unaccompanied children present)	<ul style="list-style-type: none"> • must have a Child Protection Policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members; • should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (e.g. abuse and neglect, child on child abuse, extremism and radicalisation, online safety, use of mobile phones and other digital technology etc. and impose appropriate rules around this); • should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children; • should appoint a Designated Safeguarding Lead (DSL), who has undertaken safeguarding and child protection training and who can liaise with the host school in the event of a safeguarding concern being raised; • should provide parents with the name of the DSL so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services (Westmorland and Furness Safeguarding Hub 0300 373 2724) or the NSPCC helpline number (0808 800 5000); • should have contact details for the DSL (within the provider organisation) and the Local Authority Designated Officer (LADO) (0300 303 3892) and know the local referral route into children's social care - Westmorland and Furness Safeguarding Hub 0300 373 2724); • should hold details of the school DSL where the premises are provided by the school in order to liaise with them on child protection issues affecting the school/schools where the children normally attend. 		

Safeguarding requirement	Expected standards	Standard met (Y/N)	Checked by
Suitability of staff and volunteers	<ul style="list-style-type: none"> • should ensure staff and volunteers have had relevant pre-employment checks (e.g. DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf; • should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment. 		
Governance	<ul style="list-style-type: none"> • should have a clear complaints procedure; • should have an effective Whistleblowing procedure. 		

