



Newlands Girls' School

Contract for Hire

Contract for hire of school accommodation and equipment by individuals, firms, and companies.

Contracts are not entered into with a club. If a hiring is required on behalf of a club the contracting parties shall be the school and an officer of the club, and the hirer shall be liable to the school for all debts that shall arise under this agreement.

In consideration of Newlands Girls' School agreeing to let

NAME:

POSTCODE: EMAIL.....

OCCUPATION:

The following accommodation (state your requirements) rooms, hall, sports hall etc.

.....

(Where applicable) any additional equipment (e.g. School Piano/Projector/TV facilities, etc.) Please specify.....

For the purpose of (state purpose of letting)

.....

On (insert date(s)):

From (insert times):..... to In accordance with the school's lettings policy, conditions of hire and scale of charges.

For the agreed sum of £: per hour

Please supply your public liability insurance certificate before the hire starts
If you require insurance cover, we can provide this at an additional cost of 10.5% of the hire cost. Please indicate if you need the insurance cover.....YES/NO

Contract expiry date 31.08.2026. (Where lettings run over the expiry date a new contract must be filled in to continue the letting).

I hereby agree:

1. To hire and use the said accommodation/equipment in accordance with the school's lettings policy, conditions, and charges which I confirm that I have seen and read.
2. That the school may at its discretion demand full payment of its charges or part thereof in advance be it before or during the duration of this agreement whereupon I shall pay the school's charges on demand.
3. that I have read, understood, and shall observe and fulfil all the following conditions:
 - a) I agree that all requirements relevant to the letting will be complied with including obtaining any necessary licence (e.g. for the sale of intoxicating liquor) and that all personnel employed by the hirer or involved in the activity concerned will be advised of these conditions.
 - b) I shall not bring any dangerous or toxic substances on to the premises.
 - c) I agree that I shall have a working mobile phone that is switched on during the period of hire.
 - d) Ten clear days' notice is required in the event of the need to cancel or amend a booking. If due notice is not given, I will be required to pay the full hire charge.
 - e) I will ensure that a responsible person will always be present on the premises during the period of the letting.
 - f) I accept full responsibility for the damages to or theft of the school's property occurring during the period for which the premises are hired.
 - g) I shall notify the school of any damages resulting from the hire of the premises within 24 hours of such hire.
 - h) Any cleaning undertaken which, in the opinion of the officers of the school, occurs because of the hiring and outside the scope of the agreed hire charge, will be charged to me at the appropriate rate.
 - i) The school accepts no responsibility whatsoever and howsoever caused, for the loss of personal property brought into or left in the premises during the letting.
 - j) If I discover a hazard regarding access to school premises or the equipment used, I shall take action to make the school's representative aware of the hazard.
 - k) I agree that no equipment will be used without prior approval of the Headteacher of the school or the school's representative, as the case may be, and that the installation of my equipment will be carried out by competent personnel.
 - l) I accept that I should familiarise myself with the position of escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire will also be studied and the information passed on by me to the users and any other person concerned.
 - m) I shall not during the hire period cause or permit any nuisance or annoyance to any other users of the premises or to persons living in the locality of the premises.
 - n) I shall indemnify the school against all claims, costs, demands, expenses, actions, or liabilities howsoever caused, arising from the use of the premises

- by myself apart from claims and actions arising through negligence of the school its servants or agents, or its governing body.
- o) I further agree to effect Third Party insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hired premises, or personal injury or death of any person whatsoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:
- (i) Accidental bodily injury including death to third parties and further in respect of damage to their property – not less than £5 million.
 - (ii) Accidental damage caused by fire to the premises on hire - £1 million.
 - (iii) Accidental damage caused to the premises on hire other than fire - £10,000.
- p) In accordance with paragraph n, I agree to pay an additional insurance premium of 10.5% (subject to any school budget changes) for regular hirers based upon the hire charge in respect of the above insurance conditions, unless I can demonstrate that any own insurance cover satisfies the specified conditions. Where the hirer does not form part of a regular hire, i.e. on a weekly or monthly basis then a minimum charge of £2.60 will apply or 10.5% (subject to school budget changes) whichever is the greater. Where this charge is levied, the hirer should note that there is a £250 excess in respect of paragraph (iii) hereof.
- q) I acknowledge that should I fail to pay the hire charge or any part thereof the school may pursue this as a debt and shall be entitled to charge interest on any amount outstanding after the date on which it has become due i.e. within one month from the date of the account.
- r) **SAFEGUARDING**
Relevant if your organisation works with those under the age of 18
 I confirm that I or my organisation have a suitable Safeguarding / Child Protection Policy in place and that all our staff will have gone through safer recruitment checks which includes an enhanced DBS check.

Please confirm if your organisation works with those under the age of 18 Y/N

If yes, please complete the checklist in the section below, if no, please skip to the section for organisations working with adults over 18.

Organisations working with under 18's

- I have read and understood the school's Safeguarding Policy - link [here](#)
- I confirm that we are aware who the Designated Safeguarding Team are at Newlands Girls' School (poster attached) and understand that if we have any safeguarding concerns whilst on the school site, these should be raised with Robert Aldridge and the Safeguarding Team.
- I have read and understood the new Government guidance on after-school clubs – link [here](#)
- I have provided a letter of assurance for this academic year (template attached)

-
- I have provided a copy of my/our organisation's safeguarding policy
- I have provided a copy of our risk assessment for the Newlands Girls' School site. Please use template attached if required.
- I have provided a copy of our public liability insurance documents (if I have not requested insurance cover to be invoiced above)
- I understand that if the school receives an allegation regarding my organisation, the school will follow its usual safeguarding procedures and process for managing allegations, including informing the LA designated officer (LADO).

Organisations working with adults over 18

- I confirm that we only have adults attending our club at Newlands Girls' School
- I confirm that we are aware who the Designated Safeguarding Team are at Newlands Girls' School (poster attached) and understand that if we have any safeguarding concerns whilst on the school site, these should be raised with Robert Aldridge and the Safeguarding Team.
- I have provided a copy of our risk assessment for the Newlands Girls' School site. Please use template attached if required.
- I have provided a copy of our public liability insurance documents (if I have not requested insurance cover to be invoiced above)

Please note hire will not be able commence without a completed, signed contract and receipt of the correct documentation.

SIGNATURE OF HIRER:.....
(Where hirer is an individual)

OR

AUTHORISED
SIGNATORY:.....
(Where hirer is a firm or a company)

POSITION:.....

DATE:.....

The account in respect of payment for the hire of the said accommodation/ equipment should be forwarded to:-

Name:

Email:

Postal Address:

.....

Telephone:

If the hirer is a firm, this Agreement must be signed by a partner of the firm. If the applicant is a limited company this Agreement must be signed by a director or the secretary of the company. This form is to be returned to Newlands School at least 7 days before the proposed date of the letting.

The Safeguarding Team



Designated
Safeguarding Lead

**MRS SUZANNE
NUTTYCOMBE**

ASSISTANT HEADTEACHER



Deputy Designated
Safeguarding Lead

**MRS JEMMA
HASELER**

ASSISTANT SENDCO



Deputy Designated
Safeguarding Lead

**MRS EMMA
ROBERTSON**

WELLBEING PRACTITIONER



Deputy Designated
Safeguarding Lead

**MISS CHARLEY
YOUNG**

HEAD OF YEAR & PE TEACHER



Everyone at Newlands Girls' School cares about your welfare. We are a listening school. If you are worried, tell somebody. Do not feel you have to keep a concern to yourself. The staff are trained to help you.





NEWLANDS GIRLS' SCHOOL
COURAGE COMMITMENT COMPASSION

- ☎ 01628 625068
- ✉ office@newlandsgirls.co.uk
- 🌐 www.newlandsgirlsschool.co.uk
- 📍 Farm Road, Maidenhead, Berks SL6 5JB
- 📷 newlands_girls_school

Letter of Assurance

Company Name: _____

I confirm that: _____

- All of our employees have had an Enhanced DBS check.
- All of our employees have carried out an overseas conduct check, if required, or where this has not been possible taken out additional references.
- We have obtained a letter of professional standing (if applicable).
- We have checked our employees for their Right to Work in the UK and that they are compliant.
- We have checked the Prohibition and Section 128 direction (where applicable).
- We have evidenced our employee's identity and address.
- We hold copies of our employee's certificates of qualification if this is a legal requirement for the post.
- We have completed a Disqualification check (where required).
- We have received at least two satisfactory references in respect of each employee.
- We will notify Newlands Girls' School of any concerns we may have about the any of our employees.
- I confirm that our employees will adhere to Newlands Girls' School Safeguarding policy.
- I confirm that all our employees have read and understood part 1 of Keeping Children Safe in Education.
- I declare that the above Disclosure/Prohibition Order/Childcare Disqualification Regulations 2018 Checks – as appropriate - are clear and that no additional information about any individuals working for your organisation have been subsequently received. I shall contact Newlands Girls' School immediately if there is any information on any future relevant DBS Certificates/Prohibition Order Checks/Childcare Disqualifications Checks (as appropriate) received in respect of any employee.

Signed:

Name (please print):

Position in Company:

Date:

Newlands Girls' School reserves the right to terminate the existing contract/arrangements if the above organisation fails to have any of the above procedures in place.



MULTI-SPORTS RISK ASSESSMENT

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING L M H	SEVERITY RISK RATING L M H	INITIAL IF ALL IN PLACE
Qualification of staff			All coaches must be CRB checked.				
Staff: Adults/Child ratio			<u>Multi-Sports Coaching Session</u> – delivery ratio if being delivered in a school setting class size is acceptable. If community delivery, then 1:15.	If staff may be working alone, they must refer to this in the <u>Event Specific Risk Assessment</u>			
People participating who are not eligible or medically fit	Legal liability & Unknown Medical conditions	Participants	Ensure participants are eligible to participate – age, ability etc relevant to the session. Ensure participants are medically fit to participate, enquire in sensitive and confidential manner.	Check through registers or verbally request information at open access sessions	Low	Medium	
Electrical sockets on floors and walls	Electrocution, slips, trips, and falls	Participants and leader	Cover to wall/floor sockets		Low	High	
Manual Handling	Injury	Leaders, volunteers	Appropriate instructions are given on how to lift or move specialist items of equipment. Ensure enough staff are available to move heavy objects as required	Ensure that staff have received appropriate instruction on manual handling.	Medium	Medium	
Condition and access of play area (grass, Astroturf, tarmac, indoor areas), i.e. Slippery, wet, uneven, dirty, dog faeces, litter, glass, large bricks, and stones	Slips, Trips, Falls and obstruction of access	Participants, parents, volunteers, and leaders	Inspection of the floor surface to ensure it is safe for the session to take place. Access to qualified first aider, first aid kit and telephone. Publicity states what access is available, e.g. wheelchair access.	Request letting body or management organisation to clean if required. If area cannot be made safe cone off the area	Low	Low	
Any obstructions i.e. Benches, Chairs, Equipment, Bags surrounding the play area	Slips, Trips & Falls	Participants & Leader	Removal of any items and safe distance from around the sides of the badminton court. Access to qualified first aider, first aid kit and telephone.	Request letting body to remove large items	Low	Low	

MULTI-SPORTS RISK ASSESSMENT

Child protection	Participants vulnerable from members of the public	Participants	Leaders' awareness of spectators at open access sessions and public areas. Photography may require written consent	Leaders make appropriate enquiry to member of the public	Low	Low	
Strains and injuries during and after play	Injury	Participants & Leader	Recognise coaching methods used Adequate warm up and cool down Participants wearing suitable clothing and footwear Access to qualified first aider, first aid kit and telephone	Planned and structured coaching session	Low	Low	
Fire Evacuation Procedures	Injury by heat / smoke or panic	Participants, Leader, Volunteers, and spectators	Fire evacuation procedures in place on site	Staff to familiarise themselves with evacuation procedures and exits, and brief group if necessary	Low	High	
Weather conditions	Dehydration, heatstroke, sunburn, hypothermia	Participants, leader, volunteers, and spectators	Regular breaks and access to drinking water. Appropriate clothing, footwear, and protection against prevailing conditions.	Assess the conditions and plan accordingly. Hats if sunny, extra appropriate clothing if cold and / or wet.	Low	Medium	

This generic risk assessment identifies the common hazards and control measures associated with this type of activity.

Before undertaking the activity, the ACTIVITY LEADER must also complete an "EVENT/VENUE/GROUP-SPECIFIC" Risk Assessment

Risk assessment carried out by Name: Signed: Date:

Spot checked by Managers Name:..... Signed: Date:

Review Date: