

THE CAMPION SCHOOL
Wingletye Lane, Hornchurch,
RM11 3BX

2020-21
Lettings Policy



&

Terms & Conditions for
Hiring the School's Facilities

CONTENTS

CONTACTS	2
FACILITIES AVAILABLE FOR HIRE	3
ADDITIONAL SERVICES FOR MAIN HALL	4
TERMS AND CONDITIONS	5-14
FIRE INSTRUCTIONS FOR EXTERNAL USERS OF THE SCHOOL'S FACILITIES	15-16
FIRE INSTRUCTION FOR USERS OF THE SWIMMING POOL	17-18

CONTACTS

TERM TIME

The Champion School	01708 452332
Lettings Enquiries	lettings@thecampionschool.org
Bar	Pauline Tucker (ext 304) ptucker@thecampionschool.org
Kitchen	Jo Landers (ext 355) jlanders@thecampionschool.org
Site Manager	Chris Connor (ext 353) Mobile 07967 804410 cconnor@thecampionschool.org
Site Team	Out of Hours 07948 722799 07948 722804

SCHOOL HOLIDAYS

Lettings (Urgent enquiries only)	lettings@thecampionschool.org
Site Manager	Chris Connor (ext 353) Mobile 07967 804410 cconnor@thecampionschool.org
Site Team	Out of Hours 07948 722799 07948 722804

FACILITIES FOR HIRE

Private functions for 12th to 21st birthday parties are not permitted in any of our facilities.

MAIN HALL

DAYS	AVAILABLE	HIRE COSTS	ADDITIONAL CHARGES	MAXIMUM NUMBERS
Monday - Thursday	1700 - 2200	£63 per hour	£300 Deposit for Occasional Hirers Kitchen £100 (if required) If Bar required - £30 Bar Licence + Bar Staff @ £16 per hour per person (min 4 hour hire)	200 Catered event (with tables)
Fridays	1700 - 2300	£78 per hour		
Saturdays	0800 - 1600	£63 per hour		250 Non catered event (no tables)
	1600 - 2300	£78 per hour		
Sundays	0900 - 1800 (Other times by arrangement)	£63 per hour		

OTHER FACILITIES

There is limited availability on our other facilities. Please contact the school.

FACILITY	AVAILABLE	TIME	COSTS	ADDITIONAL CHARGES
SPORTS HALL	Monday-Friday (Term Time) Monday-Friday (School Holidays) Saturday & Sunday	1800-2200 0700-2200 0700-1800	£46 per hour	n/a
GYMNASIUM	Monday-Friday (Term Time) Monday-Friday (School Holidays) Saturday & Sunday	1800-2200 0700-2200 0700-1800	£30 per hour	n/a
ALL WEATHER PITCH	Monday-Friday (Term Time) School Holidays (by arrangement only)	1730-2130 0700-1730	£52 per hour per third of pitch	n/a
SWIMMING POOL (BLOCK/REGULAR HIRES)	Monday- Friday Saturday Sunday	1600-2200 0700-1800 0700-1800	£48 per hour (no lifeguard included)	n/a
SWIMMING POOL (OCCASIONAL HIRES)	Monday-Friday (School Holidays)	0900-1600	£55 per hour (no lifeguard included)	n/a
DRAMA ROOM	Monday-Friday (Term Time) Monday-Friday (School Holidays) Saturday & Sunday	1800-2200 0700-2200 0700-1800	£21 per hour	n/a
BUSINESS BLOCK	Monday-Friday (Term Time) Monday-Friday (School Holidays) Saturday & Sunday	1800-2200 0700-2200 0700-1800	£32 per hour	£100 Deposit for Occasional Hirers

ADDITIONAL SERVICES FOR MAIN HALL

SCHOOL KITCHEN

There is a charge of £100 if hirers using the main hall wish to have use of the kitchen. It is a requirement that the caterer who will be attending the event contacts our Catering Manager, four weeks prior to the event at the latest, to arrange a meeting where they can be shown around the facility. Catering companies will also be required to provide a copy of their Public Liability Insurance at this meeting. This applies whether or not the caterer has used the kitchen previously and also whether the hirer is cooking or re-heating. **If no meeting is organised by the caterer, the kitchen will not be opened.** Contact Mrs Landers; 01708 452332, ext 355 jlanders@thecampionschool.org

SOUND & LIGHTING SYSTEMS:

The school sound and lighting system are only available for certain functions, such as conferences, by prior arrangement with the Site Manager. For all other functions hirers must supply their own sound equipment. It is the hirers responsibility to ensure that the equipment is PAT tested and fit for purpose.

BAR (EDMUND CAMPION SOCIAL CLUB)

TIMES

The bar must be hired for a minimum of 4 hours. The bar will close 30 minutes before the published hall closing time. Carriages should be arranged 15 minutes before the published hall closing time. The site must be completely cleared and vacated by the published hall closing time.

ALCOHOL

Please note that **NO ALCOHOL MAY BE BROUGHT ON TO THE SCHOOL PREMISES.** Only alcohol purchased from the social club bar may be consumed on site. It is the responsibility of hirer to inform members of their party about this condition and hirers found to be in breach will be asked to immediately vacate the premises. Deposits will not be refunded if hirers or their guests are found to be consuming alcohol that has not been purchased from the bar.

NON ALCOHOLIC DRINKS

If the bar is open for service, all non-alcoholic cold drinks must also be purchased from the bar. Hirers should discuss their preferred non-alcoholic drink options with the Bar Manager at least one month in advance of their function.

If a bar service has not been requested, hirers may supply their own non-alcoholic drinks; provided that:

- This has been agreed in advance with the Site Manager
- All non-alcoholic drinks provided by the hirer are free of charge to their guests
- No alcohol is brought on to the premises by hirers or their guests to add to the soft drinks provided

Please note: that a donation to the School Fund may be requested for larger functions where a bar service has not been requested.

A hot water urn can be made available for tea and coffee by prior arrangement with the Site Manager. Cups, saucers and spoons must be supplied by the hirer.

LICENCE

If you would require our bar to be open at your function, please indicate on the booking form and forward the additional payment with your deposit. This is in respect of a licence that we have to obtain from the London Borough of Havering, to enable us to hold an event at the school where alcohol will be served. One month's notice is required by the London Borough of Havering to process a licence request.

Please note that due to licencing restrictions, children under the age of 18 cannot be served at the bar and are not allowed in the area around the bar.

BAR STAFF

There is a charge of £16 per hour for each member of the bar staff on duty at a function. Hirers will be advised of the total number of bar staff required, which will be a minimum of 2, however more may be necessary depending on the total number of guests and the type of event. Hirers will only be charged for the number of hours they wish the bar to be open.

TERMS AND CONDITIONS

1. Definitions

1.1 In these conditions the following shall mean and be interpreted as follows:-

- a. The 'School' shall mean the Governors of the Champion School, Hornchurch, Essex RM11 3BX, Tel 01708 452332;
- b. The 'Manager' shall mean the Director of Finance;
- c. The 'Hirer' shall mean the person signing the application form and the organisation named on the application form. The person signing the application form must be 18 years of age or over. Any Hirer acting on behalf of an organisation must obtain prior permission to do so, as in the event of cancellation/damage/infringement, the named Hirer is personally responsible and liable for the hire of the premises together with the security and cleanliness of the buildings. Similarly, all Hirers are liable for any damages caused by their clients/guests. Any failure of clients/guests to observe the terms and conditions of this policy will result in the Hirers' deposits being withheld.

2. Facilities for Hire

2.1 The premises available for hire are:

- The Main Hall
- School Kitchen
- Classrooms
- Gymnasium
- Swimming Pool (registered clubs only)
- Sports Hall
- Business Block Study Centre

2.2 Specialist classrooms need special consideration and will only be let with authorisation by the Director of Finance.

2.3 Friday and Saturday lettings must vacate the premises by 2300, therefore music and all other activities must cease at 2230. Sunday lettings must vacate the premises by 1800 unless agreed by arrangement.

2.4 The school is closed on all Bank Holidays.

2.5 The swimming pool is closed for up to two weeks each year for planned maintenance during August and over the Christmas period. Dates will be reviewed annually and advised on application.

2.6 Private functions for 12th to 21st birthday parties are not permitted in any of our facilities.

3. Booking Applications

- 3.1 Lettings will not be made to persons under the age of 18, or to any organisation or group or individual with an unlawful or extremist background
- 3.2 All completed booking applications for the hire of facilities should be addressed to THE CAMPION SCHOOL or emailed to lettings@thecampionschool.org and made on the standard booking form which can be downloaded from the Lettings section of the school website.
- 3.3 Bookings will only be entered onto our lettings system once a completed booking form has been received. No reservations can be made from emailed dates or verbal requests.
- 3.4 The hirer must state the purpose for the hire.
- 3.5 The Hirer shall not transfer the benefit of the hiring to any other person or organisation. The hirer shall not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.
- 3.6 Provisional bookings will be reserved for two weeks from the receipt of the enquiry.
- 3.7 The School reserves the right to refuse any application.
- 3.8 New hirers must successfully complete their first hire/event before any further bookings can be confirmed.
- 3.9 A separate booking form must be completed for each occasional hire.
- 3.10 Bookings must be made for full hourly slots. No half or quarter hour bookings are accepted.
- 3.11 Swimming pool block bookings for regular days/time slots must be made for a full academic year (1st September to 31st August) and will be charged accordingly. Any school closures or pool maintenance dates will be advised prior to booking and invoices will be adjusted if required.
- 3.12 For Health and Safety reasons, an accurate number of guests must be provided on the booking form for all occasional bookings of the School Main Hall: If the number of guests at an event exceeds the maximum numbers (as stated on Page 3) then the hirer will be asked to immediately vacate the premises. Hire fees and deposits will not be refunded.
- 3.13 **Applications for all block bookings requiring regular days/time slots must be submitted by the end of June to secure the facilities in the new academic year.**
- 3.14 When booking use of the premises, the hirer should indicate any other special requirements e.g. the number of chairs required, which will be met if possible. If sufficient chairs, etc. up to the maximum number, cannot be provided by the school, consideration will be given to permission for the hirer to provide, at his own expense, such additional items. It would normally be the role of the hirer to arrange, set out and put back furniture used in conjunction with a letting.

3.15 **The booked time for any of our facilities must include setting up and clearing up time.**

4. **Charges**

4.1 Charges for the use of facilities shall be reviewed annually and the School reserves the right to vary them at any time unless otherwise agreed. An up to date copy of hire fees and charges can be found on the school website or requested from lettings@thecampionschool.org.

4.2 The school reserves the right to vary the hiring fee at any time up to six weeks before the date of the event for which the facility has been hired, whether the previously notified fee has been paid or not. Any additional fee involved must be paid before the hire takes place.

5. **Payment**

5.1 The following payment terms will apply:

Booking	Deposit	Hire Costs
Occasional Bookings	£300 (Main Hall only)	No later than one month before event
	£100 (Business Block only)	
Regular/Block Bookings	N/A	Payable monthly in advance of hire dates commencing

5.2 A deposit will be required on occasional Main Hall and Business Block bookings to cover cancellations, breaches of our terms and conditions and damages or other losses that occur during the period of hire for main hall hire.

5.3 Deposits should be returned with a completed Booking Application Form, together with details of Caterer and requirements regarding the Bar (if required). Bookings will not be confirmed until deposits have been received by the School.

5.4 Payments can be made by bank transfer or by cheque, made payable to The Champion School.

5.5 If prompt payment is not received, withdrawal of the facility will be enforced with immediate effect and deposits may be withheld. A late payment fee of £25 may also be charged.

5.6 Immediate and full payment of all deposits and associated hire costs will be required on late bookings (less than 28 days ahead of event date).

6. **Terminations, Cancellations and Refunds**

6.1 The school may, at any time, cancel any booking, in which case a refund will be given for invoiced amounts already paid (without interest). The school will not be held responsible for the loss of any estimated income or actual expenses arising from such

cancellations. The school can at any time during the hire, or the period building up to the hire, terminate the hire without notice or reimbursement if the hirer fails to provide the required booking documentation or is in breach of any of the conditions of hire.

6.2 Any issues that arise with the quality or condition of our facilities must be reported immediately to a member of the site team. Refunds will only be considered if a request is also received from the hirer in writing or sent via email to lettings@thecampionschool.org within 48 hours of the hire.

6.3 The following cancellation and refund terms will apply:

Booking	Notice > 28 Days	Notice < 28 Days
Occasional Bookings: Main Hall and Business Block	50% of deposit returned & hire charges refunded if already paid. No refund will be given for Bar Licence fees that have already been paid to the LA.	No refund of deposit or any of the charges relating to the hire of the facility will be given. Any outstanding amounts must be paid.
Occasional Bookings: All Other Facilities	Hire charges refunded if already paid. No refund will be given for Bar Licence fees that have already been paid to the LA.	No refund of any of the charges relating to the hire of the facility will be given. Any outstanding amounts must be paid
Swimming Pool: Regular/Block Bookings (partial cancellation)	No refunds are given and no adjustments will be made to amounts due for partial cancellation of any dates within a swimming pool block/regular booking	
Swimming Pool: Regular/Block Bookings (cancellation of remainder of full academic year booking)	No further charges or refunds will apply	No refund will be given. Any outstanding amounts must be paid
Other Facilities: Regular/Block Bookings		

7. Public Liability Insurance

7.1 For all bookings by registered clubs, charities, businesses and profit-making organisations; the hirer must arrange Public Liability/third party Indemnity Insurance cover up to a limit of £5,000,000. The hirer must supply the school with evidence that this is in place (a certificate, policy schedule or letter from their insurance company) before the hiring period, otherwise the hiring cannot take place. Each year it is the responsibility of the Hirer to submit evidence of the renewed insurance cover to the School. Please note that Employer Liability Insurance is not accepted as an alternative to Public Liability Insurance.

7.2 The school has cover for occasional users to the limit as above.

8. Disclosure and Barring Service (DBS) Safeguarding Child Protection

- 8.1 For organisations who provide activities for children, young people or vulnerable adults, an additional Safeguarding Form will be provided and must be completed by the hirer to confirm that the organisation:
- Has all the recommended Policies and Procedures in place, as specified by the Local Safeguarding Children Board and set out by the Department for Education.
 - Has robust practices in place which meet the Safer Recruitment guidance set out by the Children's Workforce Development Council, including but not limited to the completion of identity checks, adequate DBS enhanced checks and retention of records.
 - Has robust policies and practices in place to ensure the safety and welfare of their clients, staff and volunteers.
 - Has procedures in place to protect staff and client personal information in line with the requirements of GDPR and the expected provisions of the DPA 2018?
 - Has provided a list of all staff (employed or carrying out volunteering work) within their organisation who will be on the School site at any time during the hire period(s).
 - Has given the details of a named person who can be contacted in the event of an enquiry.
 - Will update the School as soon as possible should any updates/ changes be made to any of the information they have provided
 - Understands that as part of its Safeguarding responsibilities, the School will monitor and periodically check that the information provided is accurate and all hirers must provide evidence where requested.

9. All-Weather Pitch & Swimming Pool Hires

- 9.1 Hirers of the All-Weather Pitch at the School should be aware that the hourly rates quoted are for one third of the full-sized pitch only. The number of sections required should be clearly marked on the Booking Form.
- 9.2 The full-sized pitch is marked out for hockey and the 3 individual sectors are marked out for 6-a-side football.
- 9.3 The Hirer's attention is drawn to the fact that the All-Weather pitches are primarily used for 6-A-Side football, rugby training and hockey and that he/she must take all proper precautions to avoid unnecessary damage to the playing areas. The Hirer shall be responsible for cost incurred by the School for repairing and making good any damage to the pitches and associated facilities (including changing rooms) whether caused by the Hirer, his/her teammates or members of the opposing team. Where several clubs use a facility in rapid succession and damage is caused and blame cannot be apportioned, all clubs will be charged an equal part of the cost.
- 9.4 When playing conditions are uncertain and rely upon a pitch inspection, clubs are requested to telephone the school, 01708 452332 ext. 321 or 353 or the site team 07948 722799 and 07948 722804.

- 9.5 It is the responsibility of the Hirer to ensure that coaching and refereeing individuals are appropriately qualified and experienced.
- 9.6 The Hirer shall ensure that no food or drink should be brought onto the pool area or on to the pitch area (other than water).
- 9.7 The Hirer shall not supply any form of food or drink (whether alcoholic or non-alcoholic) whilst in the changing rooms or elsewhere on the premises.
- 9.8 For Health & Safety and Safeguarding purposes, swimming pool hirers must ensure that all swimmers use the changing room facilities provided. Dressing/undressing in any other part of the facility is not permitted at any time.
- 9.9 Outdoor shoes must not be worn on the pool side at any time.
- 9.10 All hirers of the swimming pool must provide their own lifeguard
- 9.11 The Hirer has no access to the grass areas surrounding the All-Weather pitch.
- 9.12 If in the opinion of the School, the Hirer is not making full use of the hired facility, the right is reserved to re-allocate all unused parts thereof.
- 9.13 If for some reason during the season the football goalposts are not available, e.g. damaged, it is the club's responsibility to provide their own.
- 9.14 No chewing gum is brought within the pitch area.
- 9.15 Only special AstroTurf/dimpled trainers are permitted; studded or moulded boots are not permitted.
- 9.16 No one climbs the fences to retrieve 'lost' balls or for any other reason.
- 9.17 All equipment moved during a hire period must be returned to its original place.
- 9.18 Only appropriate goals are used i.e. Hockey goals must not be used by football groups.
- 9.19 No litter or other debris should be left on site.
- 9.20 Organisations should not enter the compound until the start of their allotted time and leave at the end of the agreed time slot. (Floodlights are turned off at 2130).

* Please note any hirer found to be in breach of any of the above on two occasions risks the withdrawal of their booking with immediate effect.

10. Main School Kitchen

- 10.1 The hirer may use the School kitchen if hiring the main hall, subject to the payment of a fee and compliance with the specific conditions set out below for their use:
- 10.2 It is a requirement that the caterer who will be attending the event contacts our Catering Manager at least 4 weeks prior to the event to arrange a meeting where they can be shown around the facility. Catering companies must also provide at this meeting evidence of their Public Liability Insurance to the Catering Manager. This applies whether or not the caterer has used the kitchen previously and also whether the hirer is

providing cold food, cooking or re-heating. If no meeting is organised by the caterer, the kitchen will not be open.

- 10.3 The School kitchen and any authorised equipment used must be left clean, tidy and in the state that it was found prior to the event otherwise deposits may be withheld.
- 10.4 Children under 18 are not allowed in the School kitchen area at any time.
- 10.5 The school reserves the right to withdraw the kitchen facilities if conditions are not being adhered to.

11. Bar

- 11.1 Only alcohol supplied by the Edmund Campion Social Club may be consumed on the premises.
- 11.2 The hirer may book the Edmund Campion Social Club Bar in advance for alcohol to be bought at an event. This requires a Temporary Events Notice to be issued by the Local Authority. This can be arranged through the School. If successful, the conditions of the Notice must be adhered to at all times.
- 11.3 Alcohol must not be served to under 18s. If under-age drinking is discovered, the hirer will be asked to immediately vacate the premises and the hire fee and deposit will not be refunded.
- 11.4 Please note that due to licencing restrictions, children under the age of 18 cannot be served at the bar and are not allowed in the area around the bar.

12. Lost Property/Personal Injury

- 12.1 The school will not be responsible for any loss of property, injury to persons or any other claim sustained during the period of hire, except insofar as any loss or injury may be caused by, or any claim result from, any act or default of the school or of any employee of the school acting in the performance of his duties as such employee.
- 12.2 Anything found must be handed to the site staff and will be held by the School for no longer than three months.

13. Attendance

- 13.1 The hirer or the responsible person, whose name and address must have been supplied to the school before the date of the hiring, must be in attendance at the premises throughout the period of the hire. For clubs/societies where the hirer is not in attendance, a delegated representative must be in attendance throughout the period of the hire.
- 13.2 The school will normally have a representative in attendance during the period of a letting to ensure compliance with these conditions and that person will be invested with the power to terminate a use immediately if circumstances so demand. The school's representative or other duly authorised officer of the Council will also have the authority to control the volume of sound caused by musical equipment. In the event of a hire being terminated because of failure to comply with any of these conditions all sums

paid by the hirer will be retained and the school will reserve the right not to accept any further requests to hire accommodation.

- 13.3 The hirer shall ensure that the number of people admitted to a function does not exceed the maximum number for that type of use as laid down by the school. Hirers found to be in breach of this condition will be asked to immediately vacate the premises and deposits will not be refunded.

14. Behaviour

- 14.1 The hirer is responsible for the preservation of good order and shall fully compensate the school for any damage howsoever occasioned except insofar as he satisfies the school that such damage or loss was caused by any act of default of the school or of any employee of the school acting in the performance of his duties as such employee.
- 14.2 The hirer shall be responsible for maintaining order throughout the period of the hire and shall ensure that events are properly supervised, with sufficient stewards if so required.
- 14.3 The hirer should ensure that the use of the premises does not cause a nuisance to local inhabitants

15. Right of Entry

- 15.1 The hirer shall at all times permit access to the premises and services by the Governors of the school or their representative. Access must also be given at all times to police officers, and Environmental and Consumer Services Officers if the premises are in use for a licensed event.
- 15.2 The School reserves the right to refuse entry or to remove from the premises any person without stating the reason therefore.

16. Furniture and Equipment

- 16.1 The school will not be responsible for any loss to the hirer due to any breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire (except insofar as any such loss may be caused by any act or default of the school or any employee) or due to any Government restrictions or act of God, which may cause the premises to be closed or the hiring to be interrupted or cancelled.
- 16.2 The School can provide limited tables and chairs. A member of the site team can be on hand to assist the hirer in setting up by prior arrangement. Where school furniture or equipment is used, the hirer will ensure that all items are returned to the storage areas.
- 16.3 The hirer shall provide, at his own expense, items of furniture or equipment that is not available for use in the school. If using external furniture, arrangements must be made with the site manager regarding delivery and collection.

17. Condition of Premises

- 17.1 No bolts, nails, tacks, screws, etc. shall be used on the school premises, nor shall notices or bills be displayed or removed without express permission. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the

school once permission is granted by the Site Manager. The hirer is not permitted to make any alterations or additions to the fabric of the building.

- 17.2 No alterations or additions shall be made to the school premises or services (e.g. additional lighting) without express prior written approval.
- 17.3 It will be expected of hirers that they leave the accommodation in a reasonable and tidy condition after use. If additional cleaning beyond that which would normally be required has to be undertaken a further charge may be made against the hirer.
- 17.4 No items likely to cause damage to the floors, walls or other finishes, such as barrels, bottles, cases etc. shall be brought into school accommodation without the hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the school once permission is granted. The hirer will be responsible for any damage caused to floors and walls even if protective action had been taken.
- 17.5 Any damages or breakages must be reported to the site team immediately
- 17.6 The premises will be in a clean and tidy condition for your use and must be left as such on departure.

18. Licenses and Copyright

- 18.1 School premises are not licensed for public entertainment. For certain types of events an occasional license must be obtained from the Council's Environmental Health and Consumer Services Division. Separate advice is available on those uses/events which would require a license. The initial approach on such matters should be made to the school. Hirers are responsible for ensuring that the conditions attached to any granting of a license are fully observed.
- 18.2 No copyright dramatic or musical work shall be performed without the license of the owner of the copyright and all such licenses shall be produced on demand to the school or any duly authorised officer of the Council. The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring. All Performing Rights Society conditions must be adhered to where musical works are being performed.
- 18.3 The hirer shall, upon request, provide for approval a copy of the programme of any entertainment to be given by the hirer. Once approved, the entertainment provided must conform to the programme. If the programme is not approved, and cannot subsequently be varied as necessary, the hirer will be allowed to cancel the hiring on payment of the appropriate fees as set out in section 6 above.

19. Smoking/Alcohol/ Drugs

- 19.1 No alcohol shall be consumed on school premises without the express permission of the school governing body.
- 19.2 Only alcohol supplied by the Edmund Campion Social Club may be consumed on the premises.
- 19.3 The School operates a NO SMOKING POLICY in all areas, including the school grounds.

19.4 The School operates a NO DRUGS POLICY in all areas, including the school grounds.

20. Parking

20.1 The school will not be held responsible for the loss or damage to cars parked on its premises.

20.2 The Hirer shall ensure that all cars and other vehicles connected with the hirer or his/her group/club are parked in the car parks provided, or in some other place so as not to obstruct any public or private right of way or be a nuisance or source of annoyance to any person. The Hirer shall not bring cars or other vehicles onto the grassed areas of the sports ground or allow them to be brought there.

21. Photographs/Publicity

21.1 No cameras or other photographic apparatus may be brought onto the Premises for commercial purposes without the written consent of the Manager.

21.2 The Hirer shall not publish any material relating to School facilities without prior written consent from the School and all publicity material must include the name of the School.

21.3 The School may, for any reason whatsoever, withhold permission for the use of publicity material.

21.4 The School requires advance details of all publicity materials at least 14 days prior to the hire of the premises.

22. Children

22.1 The Hirer shall arrange for sufficient adult supervision for junior users of the facilities. All participants under the age of 18 are classed as juniors. Subsequently any user aged 18 years of age or more will be classed as an adult.

22.2 It is the Hirer's responsibility to ensure parents/guardians are aware that children are not to roam in the school premises or grounds and that noise must be kept to a minimum while their children are waiting to participate in the hirer's activities. This also applies to siblings who must remain with their parents at all times.

22.3 Children are not permitted in the school kitchen areas at any time.

22.4 Due to licencing restrictions, children under the age of 18 cannot be served at the bar and are not allowed in the area around the bar.

Should these conditions not cover a specific circumstance arising out of a particular request from a hirer then due consideration will be given to that at the time of booking and any necessary special conditions will be set out in writing. Hirers should ensure that sufficient notice is given of such needs to enable them to be considered before the hire takes place.

FIRE INSTRUCTIONS FOR EXTERNAL USERS OF THE CAMPION SCHOOL

1. In the event of fire it is the first duty of all concerned to prevent injury or loss of life.
2. Each coach/teacher/instructor/organiser should make certain that he or she knows all the means of escape and, in particular, should ensure that any Fire Exits are readily available.
3. If it is possible to attack an outbreak of fire it should be done only without taking personal risks. It is necessary to know where all firefighting equipment is kept and how to use it.

WHEN A FIRE IS DISCOVERED OR REPORTED

4. The alarm should be raised by operating the nearest fire alarm call point in the foyer. During the school day the Headmaster or Senior Member of staff will call the Fire Brigade.
5. Outside of the school day, the Senior Instructor/ Teacher/Coach/Organiser or authorised person will call the Fire Brigade in accordance with instructions as below at Paragraph 8.
6. The Fire Brigade must be met at the main gate and directed to the fire. (Site Team).

ON THE SOUNDING OF THE FIRE ALARM/ DISCOVERING A FIRE

7. a) Everyone must leave the premises immediately, make their way directly to the Assembly Point in the Main Car park and ensure that their presence is registered by the appropriate person (see 9).
- b) All doors and windows immediately surrounding the fire should be closed. Fire doors must be closed.
- c) Each Senior Instructor/Teacher/Coach/Organiser should escort the children currently in his or her charge from the building using the nearest available exit.
- d) No-one should stop to collect personal belongings.
- e) Everyone should proceed to the assembly point in the Main Car park.
- f) Hirers are responsible for their own roll call, evacuation and assembly point.
- g) The registers should be checked to ensure that all club/group members have been evacuated. A similar check should be made for staff.
- h) The School should not be re-entered until the Site Team is certain it is safe to do so.

CALLING THE FIRE BRIGADE

Authorised person ie. Senior Instructor/ Teacher / Coach / Organiser

8. a) Call the Fire Brigade (dial 999).
- b) Give the operator your telephone number and ask for Fire.
- c) When the Fire Brigade replies say distinctly "Fire at the Campion School, Wingletye Lane, Hornchurch RM11 3BX"

Do not end the call until the address has been repeated by the Fire Brigade. Call the Fire Brigade immediately to every fire or on suspicion of fire.

RESPONSIBILITIES

Senior Instructor/Teacher/Coach/Organiser

9. a) Building Check - **Responsibility of Senior Instructor/ Teacher/ Coach/ Organiser in response to the fire alarm.** Please ensure that all in your charge are evacuated safely. If the cause of the alarm is observed, eg. broken fire point glass or fire! Then obviously this should be relayed to the Site Team.

Under no circumstances should members of staff/public put themselves in danger.

b) Site team:

- (i) To open the gate to the field and meet the Fire Brigade at the main gate to direct them to the emergency.
- (ii) To clear roads and access routes (warn against suspect load bearing surfaces).
- (iii) To ensure that mains gas and electrical services are turned off.
- (iv) In the case of false alarms, locate the broken alarm point and report to Site Manager.

FIRE INSTRUCTIONS FOR USERS OF THE SWIMMING POOL

1. In the event of fire it is the first duty of all concerned to prevent injury or loss of life.
2. Each coach/teacher/instructor/organiser should make certain that he or she knows all the means of escape and, in particular, should ensure that any Fire Exits are readily available.
3. If it is possible to attack an outbreak of fire it should be done only without taking personal risks. It is necessary to know where all fire-fighting equipment is kept and how to use it.

4. WHEN A FIRE IS DISCOVERED OR REPORTED

- a. The alarm should be raised by operating the nearest fire alarm call point in the swimming pool foyer. During the school day the Headmaster or Senior Member of staff will call the Fire Brigade.
- b. Outside of the school day, the Senior Instructor/ Teacher/ Coach/Organiser or authorised person will call the Fire Brigade in accordance with instructions as below at Paragraph 6.
- c. The Fire Brigade must be met at the main gate and directed to the fire. (Site Team).

5. ON THE SOUNDING OF THE FIREALARM/ DISCOVERING A FIRE

- a. Everyone must leave the premises immediately, make their way directly to the Assembly Point on the field and ensure that their presence is registered by the appropriate person (see 7b).
- b. All doors and windows immediately surrounding the fire should be closed. Fire doors must be closed.
- c. Each Senior Instructor/Teacher/Coach/Organiser should escort the children currently in his or her charge from the building using the nearest available exit.
- d. No-one should stop to collect personal belongings.
- e. Everyone should proceed to the assembly point on the field.
- f. Hirers are responsible for their own roll call evacuation and assembly point.
- g. The registers should be checked to ensure that all swimmers have been evacuated. A similar check should be made for staff.
- h. The pool should not be re-entered until the Site Team is certain it is safe to do so.

6. CALLING THE FIRE BRIGADE Authorised person i.e. Senior instructor / Teacher / Coach / Organiser

- a. Call the Fire Brigade (dial 999)
- b. Give the operator your telephone number and ask for Fire.
- c. When the Fire Brigade replies say distinctly "Fire at the Campion School swimming pool, Wingletye Lane, Hornchurch RM11 3BX"

Do not end the call until the address has been repeated by the Fire Brigade. Call the Fire Brigade immediately to every fire or on suspicion of fire.

7. RESPONSIBILITIES

Senior Instructor/Teacher/Coach/Organiser

- a. Building Check - Responsibility of Senior Instructor/ Teacher/ Coach/ Organiser in response to the fire alarm

On completion of your responsibilities with those in your charge at the time of the alarm the pool buildings to be checked to ensure that a complete evacuation has occurred.

The purpose of this operation is solely to ensure that the premises have been cleared. If the cause of the alarm is observed, eg. broken fire point glass or fire! Then obviously this should be relayed to the Site Team. Under no circumstances should members of staff put themselves in danger.

b. Site Team

- i. To account for the Pool operator and register him.
- ii. To open the gate to the field and meet the Fire Brigade at the main gate to direct them to the emergency.
- iii. To clear roads and access routes (warn against suspect load bearing surfaces).
- iv. To ensure that mains gas and electrical services are turned off.

In the case of false alarms, locate the broken alarm point and report to Site Manager.