



THE CAMPION SCHOOL

Covid-19 Response Procedure for Lettings

Overview

The risk to staff, pupils, hirers, their clients and/or guests from being infected with COVID-19 through contact with an infected individual or from touching contaminated surfaces has been recognised within the individual risk assessments for each of our facilities.

Available Facilities

In order to minimise the identified risks, the school's Governing Body has agreed that additional measures and restrictions will be implemented so that the following facilities can reopen during the times stated below:

- Swimming Pool: Mon-Fri (4:30pm - 10:30pm) / Sat & Sun (7am - 6pm)
- All Weather Pitches: Mon-Fri (5.30pm - 9.30pm)
- Grass pitches: Sundays & School Holidays (by arrangement only)

Details of the additional measures and restrictions that will apply to any bookings are in the Covid-19 Terms of Use document for each respective facility which can be found on the Lettings 'Key Forms and Contacts' page of our school website.

Other Internal Facilities

Many larger spaces within the school are currently being used to accommodate bubbles of students to comply with government social distancing requirements and as a result of the risks identified, the Governing Body has decided that the following facilities **will not** be available from September 2020 until further notice:

- Main Hall
- Sports Hall
- School Gymnasium
- Drama Studio
- Business Block
- Classrooms

Updated Booking Procedure

All hirers should ensure that they have read our general Lettings Policy and Terms and Conditions (available on the lettings section of the school website) along with the superseding Covid-19 Response Procedure for Lettings and the Covid-19 Terms of Use for letting the respective facility before making a booking. Hirers wishing to proceed with a booking must submit the following documents to lettings@thecampionschool.org :

- A completed 20-21 Booking form (which can be downloaded from 'Key Documents and Forms' on the Lettings section of the school website)
- A completed 20-21 Safeguarding form (which can be downloaded from 'Key Documents and Forms' on the Lettings section of the school website)
- Evidence that the club/organisation has up to date Public Liability/Third Party Indemnity Insurance cover in place up to a limit of £5,000,000. Employer Liability Insurance is not accepted as an alternative to Public Liability Insurance
- A signed copy of our Covid-19 Terms of Use document (which can be found below) for the facility required
- A copy of the current guidance from their respective governing bodies/sporting organisations
- A copy of their own risk assessment which must include details of how they will comply with all guidance and the conditions specified within the Covid-19 Terms of Use document for the respective facility

These documents will be forwarded to the Site Manager and H&S Manager for review and if approved, a booking confirmation will be sent to the hirer along with an invoice which must be paid before the hire commences.

Hirers should be aware that our Covid-19 Response Procedure for Lettings may need to change at any time in line with the latest Government guidelines and/or decisions made by the School Leadership Team to ensure the safety of pupils and staff at the school. This may result in previously confirmed bookings being cancelled at short notice. Should this occur, reimbursement will be limited to the value of any invoices already paid for the affected dates.