

Document Management

Applicable To:	All staff in all Schools and Central Support Services including individuals employed by the Trust, contractors and agency staff. All volunteers including Members, Trustees and Governors.
Dissemination:	Trust's Policy Drive, Trust website, School websites
Review Frequency:	Annually
Policy Author:	Head of Operations
Executive Policy Owner:	Chief Operating Officer
Approval By:	Trust Board
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Next Review Date:	July 2027

Summary of Changes for 1 September 2026:

- Change to Point 4 Use and Access - added first two bullet points, third point added "as detailed on BookingsPlus", and added last two bullet points.
- Change to Point 5 Restrictions on Use - added first bullet point.
- Change to Point 6 Hire Fee and Deposit - added second, third and fourth bullet points.
- Change to Point 7 Condition and Damage - added "and/or replacement" to second bullet point, and "by the Hirer immediately" to the last bullet point.
- Change to Point 8 Insurance - added third bullet point, removed bullet point regarding single/individuals letting who are not part of an organisation.
- Change to Point 12 Health and Safety - added "(issued within 12 months), if applicable, which should be evidenced prior to the hire. The Hirer must also complete a visual inspection of the item before use." to the third bullet point. Added

“fire alarm call point positions” and “which are clearly displayed around the school site.”, and “Fire fighting equipment should only be used in life threatening situations and only by those who have been trained” to the fourth bullet point. Added sixth, eighth and ninth bullet points.

- Change to Point 13 Safeguarding and Child Protection - removed bullet point relating to procedures which are now covered in more detail in new bullet points. Added first, second, third, fourth and fifth bullet points.
- Change to Point 14 Equal Opportunities and Inclusivity. New point - all bullet points added.
- Change to Point 17 Safeguarding contact details. New point - all information added.
- Change to Appendix 1 - included “Evidence of sufficient first aid training, including specialist paediatric training where required” to the first table.
- Change to Appendix 3 - added “(for schools who do not use BookingsPlus) to title. Added “the school where the letting is due to take place” to the first paragraph. Added “For schools marked with an X, please use the BookingsPlus system to enquire regarding your hire.”, and crosses in relevant boxes. Added within the first table in Section B, “car park” and “other”.

Inclusion

Ivy Learning Trust carefully considers all policies with respect to the impact on equality and the possible implications for pupils and staff with protected characteristics.

As part of the process of drafting this policy, consideration has been given to any potential impact on those with protected characteristics within Ivy.

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Hire of School Premises

Terms and Conditions

1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Interpretation

- Hirer: Person making the application for a letting who will be personally responsible for payment of all fees and other sums due in respect of the letting.
- Trust: Means Ivy Learning Trust

3. Charges

Standard Charges vary by school.

Please visit our website for virtual tours and other areas available at our schools. If you require any further information on specific schools and areas please email lettings@ivylearningtrust.org.

4. Use and Access

- All lettings (even those where no charge is made) must be subject to a letting agreement. This will detail the terms of the hire and must be agreed by the Trust and the Hirer. A letting should only be confirmed as accepted when the

letting agreement is in place. Any amendments to an agreement will need a new letting agreement to be completed.

- The Trust reserves the right to decline any application at their absolute discretion, in particular where the organisation does not uphold the values of the Trust, reputational damage may occur, or the activity does not adhere to the latest government advice.
- The Trust permits the Hirer to access and use the premises strictly as per the time and dates specified by the booking form/ as detailed on BookingsPlus.
- The Hirer is responsible for ensuring these terms and conditions of use are observed and for the effective supervision of the arrangements and activities on the school premises during the hire period and for the prevention of disorderly behaviour.
- The Trusts retains the right to access the school premises at all times during the hire period and the Hirer must comply with any reasonable instruction given by school staff.
- The area of hire remains in the Trusts legal possession notwithstanding the Hirers occupation during the hire period and such occupation shall not be deemed to constitute or create any lease or tenancy.
- The school must not be let for political use. The only exception to this is as a Polling Station.
- The Trust does not permit hires to those who cannot comply with the terms and conditions within this policy.

5. Restrictions on Use

- It is the responsibility of the Hirer to ensure that the premises will not be used for any purpose which may be deemed contrary to English law.
- The Hirer shall not use the premises for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the Trust or any owner or occupier of neighbouring property.
- The Hirer shall not make any alterations or additions to the premises and no interference shall be made to school property/equipment or any other parts of the building.
- If the hire agreement allows the use of the kitchens, any leftover food and drink must be taken off school premises at the end of the day.
- Any storage space must be agreed with the Trust before using.
- The use of school equipment must be agreed in advance of the letting.
- Illegal drugs are not allowed to be brought onto or consumed on the premises.

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- No items of a flammable, dangerous or noxious character may be brought onto the premises, including fireworks or gases.
- Smoking (including e-cigarettes) is not allowed on the premises at any time.
- No betting, gaming or gambling is allowed on the premises.
- Dogs, other than guide dogs for the blind or other assistance dogs, shall not be allowed on the premises.

6. Hire Fee and Deposit

- The Hire Fee is payable in advance termly.
- Payment must be made by card on the BookingPlus system at the time of the booking. Where a school does not use this platform a payment must be made via BACS detailed in the provided invoice prior to the hire.
- The Trust has the right to decline your booking if payment has not been made in advance.
- The trust does not accept payment via cheque.
- The Trust reserves the right to require a deposit over and above the hire fee as a surety against any damage to the premises (including any equipment) or the premises being left in an unacceptable condition requiring additional cleaning, caretaking or other expenses.

7. Condition and Damage

- The Hirer will leave the premises in a clean and tidy condition. No food, rubbish or other belongings of the Hirer should be left on the premises. If additional cleaning is necessary, the Hirer will be charged accordingly.
- Any damage, destruction or theft that occurs during the hire period will be the responsibility of the Hirer and the Hirer shall pay the Trust the cost of any damage and/ or replacement.
- All damage and breakages must be reported by the Hirer immediately.

8. Insurance

- The Hirer should hold Public Liability Insurance in respect of their occupation of the premises for a minimum of £5 million – a copy of their insurance must be provided to the Trust.
- The Hirer should hold Employers Liability Insurance of a minimum of £5 million indemnity in accordance with compulsory legal requirements, a copy must be provided to the Trust.

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- If you hire an external entertainment company (such as a mobile DJ, a bouncy castle provider, or a children's entertainer) to run activities at the letting, the Trust may also ask to see their public liability insurance, risk assessments and proof of a satisfactory DBS before allowing them on site.

9. Indemnity

- The Hirer shall keep the Trust indemnified against all expenses, costs, claims and damage and loss (including any diminution in the value or loss of amenity of the premises) arising from the use of the premises by the Hirer or from any breach of any of the conditions of hire by the Hirer, or any act or omission of the Hirer, or any other person on the premises with the actual or implied authorised by the Hirer.

10. Loss

- The Trust does not accept liability for any loss, theft or damage to property brought onto the premises by or on behalf of the Hirer or damages to vehicles parked in any car park provided or injury to any person, however caused.
- The Trust shall not be liable for any loss or damage suffered by the Hirer as a direct or indirect result of the performance of this hire agreement being prevented, hindered or delayed by reason of any act of God, riot, strike or lockout, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, transport, electrical or power failures or other circumstances whatsoever outside its control and which affect the provision by the school of access to or use of the premises.

11. Assignment

- This hire agreement is personal to the Hirer and the Hirer shall not assign or underlet or part with or share possessions or occupation of the premises.

12. Health and Safety

- The Hirer must comply with all laws relating to the premises and the occupation and use of the premises by the Hirer, including but not limited to Health and Safety legislation.
- The Hirer should, as far as possible, have an accurate list of those present.
- Any portable electrical equipment to be used must have a current PAT certificate (issued within the last 12 months), if applicable, which should be

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evidenced prior to the hire. The Hirer must also complete a visual inspection of the item before use.

- The Hirer must ensure they are aware of fire alarm call point positions and fire exits alongside the fire and emergency evacuation procedures which are clearly displayed around the school site. The Hirer is required to take any precautions necessary to ensure the safety of those attending during the hire period, including ensuring the means of escape from fire are not blocked or impeded. Fire fighting equipment should only be used in life threatening situations and only by those who have been trained.
- The Hirer will immediately inform the designated school contact of any emergency, accident or serious incident that occurs during the hire period.
- The Hirer should identify access to a telephone in their responsibility to reporting any incidents, as required, to the emergency services dialling 999 and selecting the appropriate service.
- The Hirer shall be responsible for reporting any accidents to the Health and Safety Executive.
- The Hirer must ensure that the school's security is not compromised at all times.
- No hazardous substances are allowed on the school premises at any time.

13. Safeguarding and Child Protection

- The Trust is committed to the safeguarding of its pupils at all times. It is a requirement of the hire that Hirers abide by the Trusts requirements in respect of safeguarding. Any failure from the Hirer in this respect will result in the hire being immediately terminated.
- It is the responsibility of the Hirer to ensure that safeguarding training and measures are in place while hiring out the space. Safeguarding training certificates must be evidenced to the Trust.
- If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in school (during After School Club or extra curricular activities), the Trust will ask for confirmation that the Hirer have had the appropriate level of DBS check. The Hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies to the Trust.

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- The Hirer must contact the Trust regarding safeguarding concerns as soon as is reasonably practicable. Contact details for this can be found within point 17 of this policy.
- The Hirer must be familiar with Prevent duty guidance and take steps to ensure that children within their setting are safeguarded. The Hirer must have clear processes for reporting concerns.
- At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control movement of the children and to take all responsible precautions for the safety of the children as required by the Children's and Young Person's Act 2008.

14. Equal Opportunities and Inclusivity

Ivy Learning Trust is committed to promoting Disability Equality and equality of opportunity for children and adults with learning and physical disabilities. The Hirer must ensure that anyone with a disability or learning difficulty has equal access.

- The Hirer is committed to providing equality of opportunity for all children and adults. No child, individual or family should be excluded from any group on any grounds.
- The Hirer is committed to the principle that any behaviour, language or action that creates discrimination or disadvantage is unacceptable and will be challenged.
- The Hirer will make every effort to ensure that the setting, equipment and resources promote equality of opportunity for all and reflect the different cultures, level of ability, family status, gender, religion etc. of the group who hire the facilities.
- The Hirer will ensure that any activities undertaken would not be detrimental to cohesion of the community, nor promote intolerance on the basis of ethnicity, faith, gender, sexual orientation, disability or age etc.

15. Car Parking

- Subject to availability, these may be used by the Hirer and other adults involved in the letting.

16. Cancellation

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- This agreement may be terminated by either party giving at least one month's notice in writing.
- The Trust may terminate this agreement immediately in the event that the Hirer is found to be in a fundamental breach of the terms of this agreement which in the reasonable opinion of the Trust is not capable of being remedied and no hire fee (or part thereof) shall be refundable.

Links with other policies and documents:

Health & Safety Policy

Safeguarding and Child Protection Policy

17. Safeguarding contact details

Out of school settings: [safeguarding guidance for providers](#)

Useful contacts

Call 999 if you (or anyone in your care) is in immediate danger or a crime is being committed.

To report concerns about a child:

Hertfordshire: 0300 123 4043

Enfield: 020 3821 1920 (Monday to Friday from 9am to 5pm)
020 8379 1000 (nights and weekends)

LADO:

You would contact the LADO if you have concerns that a member of staff or volunteer exhibits behaviour that could cause harm to a child:

Enfield LADO: call 0208 379 2850. See [here](#) further information

Hertfordshire LADO: call 01992 555420 or email

LADO.Referral@hertfordshire.gov.uk

Ivy Learning Trust Designated Safeguarding Lead:

Nicki Jaeggi - nicki@ivylearningtrust.org

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Appendix 1

For Office use only

Checklist before agreeing to Hire

	Yes	No
Evidence of Insurance Cover Supplied and Approved		
Does the letting involve working with children/ young people		
If Yes Has the School followed their Safeguarding Procedures		
Evidence of DBS required if children involved		
Evidence of sufficient first aid training, including specialist paediatric training where required		
Responsible member of staff available on date		

Checklist after agreeing to Hire

Provide Hirer with emergency evacuation plan – show where fire exits and meeting points are.	
Ensure Hirer is competent in the use of any equipment provided by the school	

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Name and contact details of Responsible Person(s) on duty for the duration of the Hire	
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Appendix 2 - Safeguarding and Child Protection for External Entertainers

You should -

have an effective safeguarding and child protection policy in place.	
have a staff behaviour policy (sometime called a code of conduct)	
be aware of and have training on specific safeguarding issues (including online) that can put children at risk of harm	
have clear procedures on what to do if there are concerns about a staff member, volunteer or another adult who may pose a risk or harm to children	
appoint a designated safeguarding lead (DSL) who undertaken safeguarding and protection training (including online)	
provide parents or carers with a named individual (such as DSL or another named member) so they can raise any concerns	
if you are a lone provider, give parents and carers contact details of your local authority's children services or the NSPCC helpline number	
know the local referral route into children's social care	
report any allegations of harm to both your local authority, designated officer and police as soon as reasonably possible	
know if the legal duty to refer to Disclosure and Barring Services applies to you and ensure you make referrals when appropriate	

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Suitability of Staff and Volunteers

You should -

make sure staff and volunteers have had relevant pre-employment checks for example - • DBS Checks • verification of identity • references • right to work	
have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment	

Governance

You should have -

a clear complaints procedure	
an effective whistleblowing policy	
a clear staff behaviour policy (code of conduct)	
a clear line of accountability for safeguarding which runs throughout your organisation including at most senior level	
a clear record of the safeguarding training provided to staff and the schedule of refresher training	

Health and Safety

You must -

consider the suitability and safety of the setting for employees, children and young persons, taking steps to reduce any risks identified	
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have a fire safety and evacuation plan	
have paediatric first aid training where children aged 5 and under are attending the provision (unless you're exempt from registration with Ofsted)	

You should also -

have first aid training and first aid kit to hand as well awareness of what to do in an emergency where children aged over 5 are attending	
have more than one emergency contact number for each child	
make sure you know any medical concerns or allergies	

Appendix 3

Hire form of School Premises (for schools who do not use BookingsPlus)

To be completed and returned to the school where the letting is to take place by the person who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the conditions laid down by Ivy Learning Trust ("the Trust").

LICENCES

Applicants are advised that a licence, issued by Environmental Services, is required for the following forms of public entertainment, at any premises in Greater London.

- a) Public music, or public music and dancing.
- b) Public performances of plays (including opera and ballet).
- c) Cinematograph exhibitions to which the public are admitted on payment.
- d) Cinematograph exhibition for children who are members of a cinema club.
- e) Public contests, exhibitions or displays of boxing or wrestling.

Application forms should be completed by the hirer of the premises.

ALL applications will be subject to approval and the booking should not be regarded as confirmed until confirmation is received AND payment has been made.

The minimum period of notice for lettings is SIX working weeks. **Applications for the renewal of regular bookings must reach the school no later than FOUR weeks prior to booking date. All late applications will be subject to a late booking fee.**

School you wish to hire facilities from -

For schools marked with an X, please use the BookingsPlus system to enquire regarding your hire.

Brimsdown Primary School	X	Churchfield Primary School	X
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Eastfield Primary School	X	Crabtree Junior School	X
Lavender Primary School	X	The Wroxham School	X
Walker Primary School	X	Woodside Primary School	
Crabtree Infants School	X	De Bohun Primary School	
Peartree Primary School		Martins Wood Primary School	
Round Diamond Primary School		Watchlytes Primary School	
Windhill21 Primary School		Richard Whittington Primary	

SECTION A (To be completed by ALL applicants)

Name of Organisation	
Aims of Organisation	
Name of leader of Organisation who will be in attendance (if different from Applicant)	

SECTION B (To be completed by ALL applicants)

Accommodation Required	Please tick
Junior Hall	
Infant Hall	
Playing Field	
Classrooms	
Playground	
Car park	
Tea making facilities	

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No. of chairs required	
Other	

DAY of week required – Please tick as appropriate						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun

DATES required	
START DATE	END DATE

TIMES required – this should allow time for setting up and clearing/ cleaning away.	
START TIME	END TIME

Please note School Kitchens are NOT normally available for hire.

SECTION C (To be completed by ALL Applicants)

1. Description of booking/ meeting	
2. Estimated numbers present	
- Adults	
- Young (between 8 and 18 years old)	
- Under 8 years old	
3. Will all persons present be bona fide members of the organisation?	YES/NO

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4. Will alcohol be available?	YES/NO
If yes, state whether wine, beer or spirits.	
Will alcohol be sold on the Premises or provided free to guests?	
If it is to be sold, have you obtained a licence? (Please provide proof)	YES/NO
5. Will any charges be made to the persons attending?	YES/NO
If yes, state amount of charge	
To what purpose will proceeds be devoted?	
6. Will copyright music be performed?	YES/NO
If yes, please provide proof of licence	

SECTION D (To be completed for all sporting activities and also for bookings which include children and participants under the age of 18)

Details of activities to be undertaken:	
Activities	Equipment

Names, addresses and DBS Numbers of instructors:

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Name	Address	DBS Number (Copy of Enhanced DBS must also be provided)

SECTION E (To be completed by ALL Applicants)

To Ivy Learning Trust (hereinafter referred to as “the Trust”).

I,(BLOCK CAPITALS) (“the Applicant”)

being over the age of 18 years, hereby apply for permission to use the before mentioned accommodation and other facilities as set out above, it being understood that if such permission be granted it will be subject to the conditions made by the Trust in relation to the use of the premises, a copy of which we have received, and that such permission will be effective only so long as such conditions are duly observed and performed.

I, the applicant, hereby undertake and agree with the said conditions, should such permission be granted.

The Trust’s public liability policy does not extend to cover third parties, which means that all hirers of Trust premises must have their own insurance to cover all losses, and injury that may arise as a direct result of events or activities they arrange and run in Trust premises.

I, the Applicant, hereby severally agree to indemnify and keep indemnified the Trust from and against all loss, damage, costs, claims, demands, expenses or charges which the Trust may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto, and

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to pay to the Trust on demand all such sums as may be payable by reason of this indemnity.

Signature of APPLICANT	Date
Occupation	
Address.....	
.....POST CODE	
Tel. Work Tel. Home	
Tel. Mobile	
Email:	

Section F - Internal use only

Start Date:	
DBS Certs Checked:	
Public Liability Insurance Checked	
Licences Checked:	
Deposit Received:	
Invoice Issued:	
Payment Received:	
Liability following event:	
Deposit returned:	

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