



Premises Hire Policy

Responsibility	James Cox
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Approval by	Phil Hanson Executive Headteacher
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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
- Use a third party to manage the lettings and charge appropriately for the use of the premises to cover the costs of hire and raise additional funds for the school, financial settlements are received monthly
- 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 and meets all safeguarding requirements

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- 3G Football Pitch
- Sand filled Hockey Pitch
- Sports Hall
- Gymnasium
- Main School Hall
- Drama Studio
- ICT Suite
- Classrooms
- Changing Rooms
- School Fields
- Car Parking

Charging rates are established in consultation with the school by P&E Sports who manage out of hours lettings.

3. Application process

Those wishing to hire the premises should fill out the hire request form using this link:

[Hire facilities at Pershore High School - SchoolHire](#)

4. Terms and conditions of hire

These are managed by P& E Sports and can be found here:

[Facility hire in the UK - SchoolHire](#)

5. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. They should be directed to:

[After-school clubs, community activities, and tuition - safeguarding guidance for providers](#)

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 children may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers 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 annually and at other times as required by the school. This will also include the named Safeguarding Officer for the club or society which has children present. The Safeguarding Officer must be fully trained and training is evidenced. There needs to be a code of conduct for staff and coaches in place.

P and E Sports will ensure that the DSL is updated when new hirers book the facilities so that appropriate checks can be made.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the schools Designated Safeguarding Lead or a DDSL as soon as reasonably practicable. Further information can be found here:

[Safeguarding and Supporting Families | Pershore High School](#)

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

6. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.