

## THE ISLAND VI FORM EXTERNAL HIRING FORM

Organisation details		
Organisation Name		
Aim of Organisation		
Your name		
Your address		
Designated Safeguarding Lead (DSL) for Hirer:		
Telephone number		
Type of event		
Booking details		
Type of room required	Hall	Classroom
Time required (remember to include preparation and clean up)	From	To
If regular events, please give details here.		
Total hire cost		
Optional cleaning charge		
What dates are required		
How many people are expected to attend?		

Facility	Category A	Category B	Category C
Hall	<i>As agreed by Executive Headteacher</i>	£28 per hour	£50 per hour
Classroom	<i>As agreed by Executive Headteacher</i>	£20 per hour	£30 per hour

### Lettings Categories:

- Category A: College-led activities for students/parents providing educational benefit (subsidised at Executive Headteacher discretion).
- Category B: Community Lettings (full cost recovery).
- Category C: Commercial Lettings (cost plus income margin).

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<b>Statutory Compliance Statements</b>	<i>Please initial each box to confirm agreement</i>
<b>Policy Alignment:</b> I confirm that our organisation has a written Safeguarding and Child Protection Policy. I have reviewed the School's Safeguarding Policy and confirm our procedures are consistent with its principles.	
<b>Safer Recruitment:</b> I certify that all staff, coaches, or volunteers involved in the delivery of activities on school premises have undergone the necessary recruitment checks. This includes an Enhanced DBS check with barred list information (where regulated activity takes place)	
<b>Single Central Record (SCR):</b> I confirm that our organisation maintains a record of these checks and that these records can be made available for inspection by the School or Ofsted upon request.	
<b>Training:</b> I confirm that all staff/volunteers have received safeguarding training appropriate to their role, updated at least annually, in line with KCSIE 2025 standards.	
<b>Reporting Procedures:</b> I agree to notify the School's DSL within 24 hours of any safeguarding incident or "low-level concern" that occurs on the school site. If a child is at immediate risk, I will contact the Police/Social Care first and then the School.	
<b>Prevent Duty:</b> I confirm that our organisation does not and will not promote extremist views or materials. We acknowledge the school's duty under the Counter-Terrorism and Security Act 2015.	

### **Section 3: Operational Safety**

- Supervision: We guarantee that children will be supervised at all times and will not be allowed to roam parts of the school site not included in the hire agreement.
- First Aid: We confirm we have our own designated First Aider and a fully stocked First Aid kit present during all sessions.
- IT Usage: If using school Wi-Fi, we agree to abide by the School's Acceptable Use Policy and Filtering/Monitoring standards.

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### Insurance Policy details

Minimum indemnity of £10 million is required for commercial/high-risk use; £5 million may be accepted for low-risk community groups at the IEB's discretion.

Neither The Island VI Form nor HISP MAT will be responsible for any injury to persons or damage to property arising out of a private letting.

This organisation ..... (*name of organisation*) has its own insurance cover, including liability cover (the original insurance certificate must be seen by the Island VI form admin staff.

Signed:

Print name:

Role/Organisation:

Date:

Proof of this must be provided - without this the hire can not go ahead.

Risk assessments for activities must also be provided - without these the hire can not go ahead.

Indemnity: You agree to "indemnify" the school, meaning if one of your participants breaks a window or damages a specialised floor, you (the Hirer) pay for the full repair cost, not just the loss of your deposit.

### Declaration

I, the undersigned, confirm that the information provided above is accurate. I understand that any failure to comply with the safeguarding requirements outlined in this declaration or the Lettings Policy will result in the immediate termination of the hire agreement without refund. I have read the [Letting policy](#) and agree with the terms within.

Signed: \_\_\_\_\_

Print Name \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Keyholders only	
Which keys issued:	
Date key issued:	
Keyholder signature:	
Keyholder position in organisation:	