

Room Hire Policy for External Visitors at Emil Dale Academy

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1. Purpose and Scope

1. This policy outlines the procedures and guidelines for hiring rooms within Emil Dale Academy, ensuring that safeguarding measures are in place to protect students and staff.
2. The policy applies to all external visitors, hirers, contractors, and organisations renting rooms at the academy.

2. Safeguarding Principles

1. As a musical theatre school, Emil Dale Academy is committed to ensuring the safety and welfare of all students, staff, and visitors.
2. Safeguarding is a priority, and all external room hires must comply with the academy's safeguarding policies.

3. Room Hire Process

1. **Booking Procedure:** All room hire requests must be made through the Office Manager, by emailing info@emildale.co.uk and reviewed by the administration team. Hirers must provide full details of the purpose of the hire, including the nature of activities, expected participants, and duration.
2. **Approval:** Room hire approval is subject to an initial risk assessment, especially if minors will be present, or if the activity takes place during school hours.
3. **Terms and Conditions:** All hirers must agree to Emil Dale Academy's terms and conditions for room hire, which include adherence to safeguarding protocols.

4. Safeguarding Procedures

4.1 Access to School Premises

1. External visitors must only access designated areas related to their hire. They are prohibited from entering any restricted or student-only areas.
2. A full list of visitors must be provided at least 48 hours before the hire. All visitors must sign in at reception upon arrival and sign out when leaving.
3. Visitors are required to wear identification badges provided by the academy for the duration of their stay.

4.2 Use of Facilities

1. **Toilets:** External visitors and hirers are strictly prohibited from using student toilets. They must use designated staff or visitor toilets. Clear signage will indicate which facilities are for visitors.
2. **Changing Rooms:** If changing rooms are required, hirers must use specific rooms allocated to them and not student areas.

4.3 Supervision and Safeguarding Checks

1. If the hire involves interaction with students (e.g., workshops, auditions), all external staff must undergo appropriate safeguarding checks, including enhanced DBS (Disclosure and Barring Service) checks.
2. A member of the academy's staff, with safeguarding training, must be present during any event that involves students or minors.

4.4 Code of Conduct

1. All hirers and their visitors must adhere to the academy's code of conduct, which includes zero tolerance for inappropriate behaviour, harassment, or any action that could compromise the safety of students.
2. Visitors are expected to maintain a professional demeanour at all times and are not permitted to approach students directly or take photographs without prior permission.

5. Insurance and Liability

1. External hirers must provide proof of public liability insurance before confirmation of the room hire.
2. Hirers are responsible for ensuring the safety and behaviour of their participants and attendees during the hire period.

6. Health and Safety

1. **Fire and Emergency Procedures:** Hirers will be informed of fire exits and emergency procedures upon arrival. Fire drills will be conducted in line with academy policy, and visitors must comply with all safety procedures.
2. **Risk Assessments:** External hirers must provide risk assessments for any activities that may involve risks beyond standard room use (e.g., performances, physical workshops).

7. Data Protection and Confidentiality

1. Hirers must comply with the academy's data protection policies. Any information shared regarding students or staff during the hire must be kept confidential.

8. Reporting Concerns

1. If any safeguarding concerns arise during the room hire, the hirer must immediately report the issue to the designated safeguarding lead (DSL) at Emil Dale Academy.
2. The academy will take immediate action to investigate and resolve any reported concerns, following its safeguarding policy.

9. Consequences of Non-Compliance

1. Failure to comply with this policy may result in the immediate termination of the room hire agreement.
2. Further disciplinary action may be taken if the breach involves safeguarding concerns, and legal authorities may be contacted if necessary.

10. Review and Monitoring

1. This policy will be reviewed annually or as required by changes in legislation or safeguarding guidance.

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
01	26 th Sept. 2024	Sept 2025	Sarah Moore and Eden Tinsey	First issue