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| Policy last reviewed: | November 2025 |
| Next review due: | November 2026 |
| Member of staff responsible | Business Manager |
| Governor's Committee: | FGB |

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| Vision Statement: | Our vision is to be a centre of excellence for learning, inspired by Christian values, where every person in our school community fulfils their potential. |
| Mission Statement: | Our mission is to be a deeply Christian inclusive community which values every individual as a child of God. |
| Values Statement: | The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its students. |

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| Dignity | Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings. |
| Community | Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of very great importance to us as a school, as is the place we each take in the wider community locally, nationally and internationally. |
| Wisdom | As a school we seek to foster confidence, delight and discipline in seeking wisdom, knowledge and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience and creativity across the breadth of the curriculum. |
| Hope | As we prepare our students for the future we look to open up horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live. |

Purpose and Aim

The school has a wide range of facilities and accommodation suitable for use by the community when not required for school purposes.

It is the policy of the Governors that these facilities be available for hire to appropriate organisations and individuals, subject to the needs of the school remaining paramount and compliance with the terms and conditions of this policy.

All lettings must support the school's ethos and values and must not conflict with the school's Christian character or the safeguarding of children and young people.

The policy has been updated to incorporate the requirements of the Terrorism (Protection of Premises) Act 2025 ("Martyn's Law"), current Health & Safety legislation, DfE guidance on Keeping Children Safe in Education (2025), and Good Estate Management for Schools (GEMS) principles.

Summary of Facilities

The Holy Trinity School is an 11–18 Church of England Voluntary Aided Comprehensive School, accommodating 1,350 pupils, including approximately 260 in the sixth form.

The site includes a range of teaching, sports, dining, and conference spaces, all of which may be available for community use outside school hours.

[Full details and booking information available via: <https://htscrawley.schoolhire.co.uk/>]

Conditions of Hire of School Premises

1. General Conditions

2. Hirers must satisfy themselves that facilities are suitable for their purpose.
 3. Use of premises must not interfere with the proper working of the school or impair its efficiency.
 4. All bookings must be made through the SchoolHire portal and are only confirmed when approved on behalf of the Governors.
 5. The Governors reserve the right to decline bookings that do not align with the school's Christian values or that may pose a safeguarding or reputational risk.
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2. Security, Safety & Martyn's Law Compliance

5. The school operates under the Standard Tier of the Terrorism (Protection of Premises) Act 2025 ("Martyn's Law").

The Headteacher and Business Manager are designated as the Responsible Persons for compliance. The school and all hirers must co-operate to ensure preparedness and proportional protective measures, including:

- Awareness and completion of Martyn's Law Standard Tier training by key staff and hirers where appropriate.

- A basic security plan for public events outlining:
 - Evacuation and shelter-in-place procedures.
 - Communication and first aid arrangements.
 - Crowd management and entry control (including bag checks if appropriate).
 - Contact details for emergency services and the school's designated security contact.
 - Ensuring hirers and their staff are briefed on emergency procedures and assembly points.
 - Avoidance of activities or events that could attract high-risk crowds or reputational harm.
6. Hirers must comply with all Health & Safety, fire, and security procedures in place at the school. The use of naked flames, fireworks, or hazardous materials is prohibited.
 7. A risk assessment (see Appendix A) must be completed for all lettings and made available to the school prior to approval.
 8. For large events or where over 200 people are expected, the school may require a site security review and attendance of a designated member of the school's site team (additional costs may apply).
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3. Safeguarding and Child Protection

9. The school is committed to safeguarding and promoting the welfare of children and young people. All hirers must:
 - Provide evidence of their Safeguarding Policy, compliant with KCSiE 2025 and Working Together to Safeguard Children (2023).
 - Confirm that all staff and volunteers working with children have received appropriate safeguarding training and enhanced DBS checks.
 - Agree to uphold the school's Safeguarding and Child Protection Policy and to report any concerns immediately to the Designated Safeguarding Lead (DSL).
 10. For events where children are present without their parents, the hirer must ensure suitable supervision ratios, signing-in procedures, and safe collection arrangements.
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4. Community Use and Christian Ethos

11. The school welcomes hirings that support the local community, promote wellbeing, lifelong learning, and partnership working.
 12. Activities incompatible with the school's Christian ethos, safeguarding responsibilities, or legal obligations (e.g. political rallies, discriminatory organisations, adult entertainment, or events promoting intolerance) will not be permitted.
 13. Governors encourage church, charity, educational, and community organisations to make use of the premises, particularly where this promotes inclusion, social value, and shared community benefit.
 14. Priority will always be given to school activities and educational purposes.
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5. Insurance, Indemnity, and Liability

15. The Hirer shall indemnify the Governors and West Sussex County Council against claims for damages, compensation, or costs in respect of:
 - Bodily injury or illness to third parties; and/or
 - Damage to third-party property arising from the hirer's use of the premises.
16. Hirers must maintain Public Liability Insurance with a minimum indemnity limit of £10 million (or £5 million subject to insurer approval).

Non-commercial hirers may opt into the WSCC Hirers' Insurance Scheme as outlined in the Appendix.

17. The hirer is responsible for loss or damage to school property and for ensuring that all electrical appliances comply with PAT regulations.
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6. Access, Conduct, and House Rules

18. The hirer is responsible for good order, conduct, and ensuring appropriate supervision throughout the hire.
 19. Smoking, vaping, and alcohol consumption (unless licensed under a Temporary Event Notice approved by Governors) are prohibited.
 20. The school reserves the right to cancel any booking if conditions are breached or safety is compromised.
 21. All facilities must be left clean, tidy, and secured after use.
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7. Estate Stewardship and Environmental Responsibility

22. The school is committed to sustainable estate management in line with DfE's Sustainability and Climate Change Strategy (2023) and Good Estate Management for Schools (GEMS).
Hirers are expected to:
 - Minimise energy and water usage.
 - Avoid single-use plastics.
 - Dispose of waste responsibly.
 - Respect school grounds and landscaping as part of the school's stewardship of creation.
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8. Maximising Community Benefit

23. In line with the school's Strategic Estates Plan, lettings income contributes to the maintenance and improvement of school facilities, supporting both education and wider community benefit.
 24. The school encourages longer-term partnerships and community ventures that align with its educational mission and Christian values.
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9. Termination or Cancellation

25. The Governors reserve the right to cancel any hire without notice if:
 - The premises are required for school purposes or essential maintenance;
 - There is a safeguarding, security, or reputational concern; or
 - The hirer breaches any term of this policy.

Refunds will be issued at the Governors' discretion as set out in the cancellation clause.

Appendices

Appendix A – Risk Assessment Requirements

Appendix B – Hirers' Insurance and Indemnity Clause (as per WSCC)

Appendix C – Martyn's Law Preparedness Plan Template

Appendix D – Safeguarding Declaration for Hirers

Further Details

Further details and booking may be obtained from <https://htscrawley.schoolhire.co.uk/>

All contact with the school should be via Schoolhire which operates a messaging system.

If there is a need to contact the school directly please contact the School Office:

The Holy Trinity Church of England Secondary School,
Buckwood Drive, Gossops Green, Crawley RH11 8JE
Tel 01293 423690

office@holyltrinitycrawley.org.uk

APPENDIX

Hirers Insurance – Indemnity Clause Injury to persons or property

The Hirer shall indemnify The Governors of The Holy Trinity School and West Sussex County Council against all claims for damages, compensation and/or costs in respect of:

- bodily injury or illness to Third Parties, including the County Councils servants and agents or Governors and/or
- damage or loss to Third Party property caused by, or arising out of, or being incidental to the hirer's use of the premises

The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of £10million, although £5million is acceptable subject to approval from our insurers.

Damage to premises and equipment

The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of The Holy Trinity C E Secondary School and/or West Sussex County Council, except when loss or damage to the premises or contents is as a result of the negligence of The Holy Trinity C E Secondary School and/or West Sussex County Council.

The Hirer shall effect adequate insurance in respect of such loss or damage.

Hirers who have no Public Liability Insurance, must as a condition of the proposed hiring take out the Hirer's Insurance arranged by West Sussex County Council, (provided they do not fall within the definition of the exclusions listed below) and the premium must be added to the hiring fee payable.

Hirers Insurance

In accordance with the terms of hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for Third party claims involving injury to persons and/or damage to property.

Due to the difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of at least £10 million, the County Council has arranged the following policy on behalf of non-commercial individuals and organisations: -

West Sussex County Council – on behalf of non-commercial individuals and organisations hiring County Council Schools.

Operative Clause

The indemnity will cover individual hirers for their legal liability for injury/illness to third parties and/or loss/damage to their property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the hirer under the terms of the hiring agreement.

Limitations

For loss/damage caused other than by Fire or Explosion, cover is limited to £10,000 per hiring and is subject to an excess of £100.

Damage resulting from Fire or Explosion is limited to £10 million.

Exclusions

Political Meetings and Professional Entertainment Promotions.

Commercial or trade hiring.

Premiums

The premium is charged at 10% of the basic hire charge, plus Insurance Premium Tax (IPT)

If a group is affiliated to the school or establishment, they can obtain a special rate detail of can be supplied by contacting Litigation, Insurance and Risk Management Section at West Sussex County Council.

Scale of Charges

All charges are as detailed on the School Hire site and are reviewed at regular intervals. Charges may be subject to a minimum fee. Where applicable, the cost of insurance and insurance premium tax will be due in addition. Charges are payable in advance. For regular bookings this should be for a monthly period in advance. Cancellation charges are incorporated in the Terms and conditions.