

SHIMNA INTEGRATED COLLEGE

LETTING OF COLLEGE PREMISES POLICY

The Board of Governors of Shimna Integrated College is keen to share our premises with our local community for activities compatible with the integrated ethos of the college, and which complement the interests of our students and staff.

Our aim is to foster goodwill, and the sharing of our integrated ethos with our local community.

The Board of Governors retains responsibility for the premises and grounds of the college.

In considering requests for the use of the college premises and grounds, the Board of Governors will give due regard to the following:

The integrated ethos of the college;

- The various Acts which cover discrimination as well as Human Rights legislation;
- The need for assurance that any group using the premises has effective policies and procedures for safeguarding children and for child protection;
- The need for a named person to accept responsibility for opening and securing the premises and grounds;
- The need to ensure that the group using the premises has appropriate supervision in place;
- Appropriate criteria for an appropriate responsible person, good knowledge of the school and the confidence of the Board of Governors in her/his ability to do the job with integrity and initiative;
- Clear and reasonable conditions covering the letting, which will include appropriate indemnity cover, fire and emergency regulations and procedures including assembly points, the name and contact details of the person to contact for the college in case of emergency and the name and contact details of the responsible person for the user group;
- Clear charging structure.

Insurance Cover

The Board of Governors will need to be satisfied that the user group has appropriate and up to date insurance cover for any activities they carry out on college premises.

Principles of Charging

The Board of Governors seeks to ensure that the college does not bear costs in relation to groups using the premises or grounds. However, the Board of Governors does not at present seek to make profit from user groups. The purpose of making

available the premises and grounds is to generate goodwill and to share our integrated ethos.

Charges will reflect the need to cover the costs of: heating; lighting; building maintenance; caretaking and cleaning; access and security; ensuring that the college is ready for use on the next school day.

Should the Board of Governors decide to progress a policy of letting the college premises or grounds for profit to the college, a schedule of charges will be developed.

Groups Using the College Premises or Grounds

1. Newcastle Football Club

The use of Shimna's pitch is governed by a contract drawn up between Newcastle Football Club and Shimna Integrated College.

2. Greenhill YMCA

As our main community partners in relation to our Specialist School status, we have a reciprocal arrangement with Greenhill whereby the college and the centre assist each other with accommodation, staff and transport for nominal charge. The benefit to both organisations is kept under review.

3. Shimna Integrated College Parents' Council

The Parents' Council uses the premises and grounds for purposes which serve the students and staff of the college, and no charge is made.

4. Local Community Groups

Very occasionally the Board of Governors has made the premises or grounds available to other groups where our facilities meet their needs and can be used by a group without risk to our students' full access. An example has been use of our pitch for training sessions by the Newcastle Junior Athletics club.

5. Evening Classes

Evening classes in languages are hosted in the college in connection with our Specialist Status and no charge is made. Concierge arrangements are provided on a voluntary basis.

Arrangements for Processing a Request for Use of the Premises or Grounds

All requests should be submitted in writing to the chair of the Board of Governors estates committee. Taking account the views of the principal and facilities manager a decision is reached by the estates committee and recommended to the Board of Governors. One off or short term use which clearly fits within the ethos of the college and can be easily accommodated within the normal running of the college may be

determined by the principal. Each use by an external group should in all cases be reported to the Board of Governors.

Where charges are made, an invoice should be raised by the Finance and Personnel Coordinator of the college, and all monies should be receipted and banked.

Additional Considerations

Educational considerations take precedence over any other use.

The college is a no smoking premises and grounds.

Access to the college kitchen and dining room must be arranged additionally with the canteen manager.

The Board of Governors agrees with, and fully supports the contents and implementation of this policy.