

# Immersive Learning Environment Hire Agreement for Schools/External Groups

## 1. This agreement is between:

1) Ormesby Village Infant and Junior Schools Federation, (Ormesby Village Junior School, North Road, Ormesby St. Margaret, Great Yarmouth, Norfolk, NR29 3LA ("the school"))

2) School or External Group hiring the immersive learning environment (**Please enter School/External Group's Name**) \_\_\_\_\_ ("the hirer")

And governs the use and care of the immersive space assigned to the School or External Group (the "hirer"). This agreement covers the period from the date the space is hired through to the cessation of hire.

All hired space and equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is enabling the hirer use of the immersive learning environment and all equipment needed for this space to work effectively ("the equipment") for the purpose of curriculum enhancement or to meet sensory needs.
2. This agreement sets the conditions for using Ormesby Village Infant and Junior Schools Federation's immersive learning environment ("the equipment")] appropriately.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and all those using this space during the hire of the space will adhere to the terms of loan.

## 2. Damage/loss

By signing this agreement, I agree to take full responsibility for the hired space and the equipment within it and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and any individuals within my party are responsible for the space and equipment at all times when on the school's property.

If the space or equipment is damaged, lost or stolen, I will immediately inform the school office, and I acknowledge that I am responsible for the costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the space and equipment in good, working condition and ensure it is returned on their demand to the school in the same condition.

I will not leave the equipment unsupervised in any unsecured areas.

I will make sure my party takes the following measures to protect the hired space and all its equipment:

- Keep the space in a clean and hygienic condition by removing all outside footwear before entry.
- Do not enable access to the site for any adult not named through the school hire agreement and who is not signed in at our main office.
- Do not remove any of the mobile digital equipment, the 360 degree camera, the controlling keyboard and/or tablet from the site.
- Do not remove any scent bottles.
- Do not smoke, eat or drink around the space.
- Do not enable use of the controlling keyboard, tablet or 360 degree camera to the children.
- Do not leave the space or equipment unsupervised at any point.

## 3. Unacceptable use

I am aware that the school monitors the hirer's activity in this space.

I agree that any staff, any children or the hirer themselves will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Accessing any form of inappropriate material
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities, space or materials
- Using inappropriate or offensive language

I accept that the school will reserve the right to withdraw any hire agreement, if any individual in the hirer's party or the hirer themselves engages in any of the above **at any time**.

#### **4. Personal use**

I agree that the hirer will only use this space and its equipment for educational purposes and not for personal use and will not hire the space or equipment out to any other person.

#### **5. Data protection**

I agree to take the following measures to keep any data on the equipment protected.

- Make sure the hirer locks the equipment if it's left inactive for a period of time.

The school will:

- Update antivirus and anti-spyware software as required (IT Support can be accessed for this to be completed)
- Keep any equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Install the latest updates to operating systems, as prompted (IT Support can be accessed for this to be completed)

If I need help doing any of the above, I will contact the school office. The school's IT Technician staff may be able to access the devices remotely to resolve technical issues.

#### **6. End of Hire**

I will ensure the immersive space and all its equipment will be left in their original, working condition within the room within the appropriate timeframe of being requested to do so.

#### **7. Safeguarding and Disclosures**

Our Federation of schools is dedicated to ensuring the safeguarding of its students at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. However, where appropriate, we will seek assurances that the hirer has appropriate safeguarding and child protection policies and procedures in place (including inspecting these if needed). Failure to comply with this would lead to the termination of the agreement.

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 pupils may be present in the school (during lessons, library sessions or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

If a safeguarding allegation is made relating to an incident that happened when the hirer or organisation was using school premises, regardless of whether our pupils were involved, we will follow the school safeguarding policies and procedures related to allegations against staff/volunteers.

- The hirer agrees to provide copies of their safeguarding policies and procedures where appropriate.

## 8. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

SCHOOL/EXTERNAL GROUP'S NAME	
HIRER'S FULL NAME	
HIRER'S SIGNATURE	
ADDITIONAL ADULTS' FULL NAMES	