



# DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

September 2016

## COMMUNITY USE POLICY

### PURPOSE

This document outlines the criteria and procedures for the use of facilities at DESS.

### DEFINITIONS

**ECA** means Extra Curriculum Activity provided for DESS children after school, but may include children from outside of DESS in limited circumstances

**Provider** means a person, club or organization using the school premises in accordance with this Policy

### POLICY

DESS is desirous of providing access to the facilities and resources at the school to enable a wider spread of ECAs for DESS children, and for use by the school community outside of the normal school hours. Use of the premises must be balanced with the fact that the DESS site accommodates school staff and therefore access the site may be restricted at certain times and on certain days.

### PROCEDURES

1. Application for use of the school premises may be made to the ECA Co-ordinator by email on [nicola@dess.org](mailto:nicola@dess.org)
2. The school will not permit the premises to be used for activities that interfere with student learning, may cause damage or unmanaged risk to students, school buildings or property, or where the activities may be contrary to the mission, vision and values of the school.
3. The ECA Co-ordinator will carry out a risk assessment to include but not limited to the following:
  - a. Evidence the provider holds public liability insurance, where appropriate.
  - b. Providers have Police Clearance certificates, where they will be delivering an activity for children.
  - c. An assessment on the safety of the activities to be provided and their impact on the school site.
4. The Headteacher determines the application in consultation with the ECA Co-ordinator, and is advised of the outcome, starting date and any additional requirements for the use of the premises.

5. Dependent upon the Provider's status i.e. profit or non-profit, a charge will be levied taking into account the extent of use and charges made by the Provider.
6. Providers will enter into a Use of Premises agreement with the school and are required to adhere to all DESS health and safety guidelines and direction.
7. Providers who use the premises for activities other than ECAs are required to leave a list of attendees at the security gate and for those attendees to sign in upon arrival with details of the resident permit or passport.
8. Members of long-term club usage are required to apply for a DESS Identity badge.

