



EDVENTURES | POLICY SUITE

School and Venue Hire Provider Arrangements

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Legal entity	EJFVENTURES LTD (company number 16938508), trading as Edventures
Version	1.0 — harmonised edition
Policy owner	Edward Fairnington, Owner and Responsible Manager
Approved by	Edward Fairnington
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Review frequency	Annually, or earlier following significant change or incident
Approval signature	_____

1. Purpose

This policy establishes the arrangements Edventures uses to select, approve, hire and operate within school premises and other third-party venues.

Its objectives are to:

- Establish clear responsibilities between Edventures and the venue provider.
- Protect participants, staff, contractors, visitors and other venue users.
- Ensure appropriate safeguarding, supervision, first aid and emergency arrangements.
- Verify that premises, facilities and equipment are suitable for the proposed activities.
- Maintain documented agreements, risk assessments, insurance and inspection evidence.
- Support consistent and accountable delivery across Edventures activities.

This policy does not constitute a lease, replace a venue's signed hire agreement or transfer statutory duties between organisations.

2. Scope

This policy applies whenever Edventures hires, books or otherwise obtains permission to use premises controlled by another organisation.

This includes:

- School halls, classrooms, sports halls and grounds.
- Indoor climbing centres and climbing walls.
- Community centres and leisure facilities.
- Other premises used for adult wellbeing or outdoor activity programmes.
- Facilities used for occasional events, courses and associated activities.

Edventures independently organises and sells its programmes to participants, parents, carers and group organisers.

The venue provider does not become responsible for registering, supervising, collecting or safeguarding Edventures participants merely because it supplies the premises.

Any additional responsibility accepted by the host must be expressly agreed and documented.

3. Roles and responsibilities

3.1 Edventures Owner / Programme Lead

The Owner / Programme Lead is responsible for:

- Approving venues before use.
- Agreeing hire terms and permitted activities.
- Confirming suitable insurance.
- Ensuring venue and activity risk assessments are completed.
- Verifying instructor qualifications and staff suitability.
- Establishing safeguarding, emergency and first-aid arrangements.
- Maintaining venue compliance records.
- Confirming adequate staffing and supervision.
- Ensuring concerns and deficiencies are addressed.
- Suspending or cancelling activities where necessary.

The Owner may delegate operational checks but retains overall responsibility for Edventures' arrangements.

3.2 Edventures Session Leader

The appointed Session Leader is responsible for:

- Completing pre-session venue checks.
- Confirming attendance and participant supervision arrangements.
- Checking access, exits, emergency information and communication.
- Ensuring equipment and activity areas are suitable.
- Following the agreed registration and collection procedures.
- Reporting defects, hazards and incidents.
- Stopping an activity where an unacceptable risk arises.
- Completing the agreed handover and securing the site as required.

3.3 Venue Provider

The venue provider's responsibilities must be established through the signed hire agreement and Premises Hire Schedule.

These will ordinarily include:

- Identifying the areas authorised for Edventures' use.
- Providing relevant premises safety information.
- Confirming building access and security arrangements.
- Providing fire and emergency instructions.
- Identifying known premises hazards and restrictions.
- Providing suitable welfare facilities as agreed.
- Clarifying responsibility for maintenance and inspection of fixed equipment.
- Identifying a site contact and emergency escalation route.
- Communicating significant changes affecting the hire.

The host retains its applicable legal duties as an employer, occupier, premises controller or equipment operator. Responsibility for a particular item must not be assumed solely from ownership or occupation.

4. Venue approval and due diligence

Before first use, Edventures must assess whether the venue is suitable for the proposed activity and participants.

The assessment must consider:

- Accessibility and reasonable adjustments.
- Physical condition and foreseeable hazards.
- Capacity, group size and supervision.
- Fire safety and evacuation.
- Emergency vehicle access.
- First-aid provision and communication.
- Toilets, drinking water and welfare facilities.
- Lighting, ventilation, heating and hygiene.
- Security, public access and other users.
- Fixed equipment, inspection evidence and operational restrictions.
- Insurance, hire terms and financial arrangements.
- Safeguarding and registration or collection arrangements.

Edventures must complete the Pre-Hire Venue Due Diligence Checklist and retain relevant supporting evidence.

A venue must not be approved for an activity where significant unresolved risks make its use unsafe.

5. Written hire arrangements

Before delivery, Edventures must obtain and retain:

1. The host's actual hire agreement or written booking confirmation incorporating the applicable terms.
2. A completed Premises Hire Schedule.
3. Relevant venue and activity risk assessments.
4. Applicable insurance evidence.
5. Relevant inspection and maintenance evidence.
6. Named operational and emergency contacts.
7. Any required permits, authorisations or activity-specific arrangements.

The written arrangements must confirm:

- Venue identity and legal contracting parties.
- Hire dates and times, including setup and departure.
- Permitted rooms, equipment and outdoor areas.
- Excluded areas and boundaries.
- Access, keys, alarms and locking arrangements.
- Capacity and permitted activities.
- Staffing and supervision responsibilities.
- Registration, collection and handover.
- Other users and shared-space arrangements.
- Cleaning, storage, waste and welfare facilities.
- Charges, payment, deposits and cancellation.
- Damage, incidents, insurance and claims procedures.
- Emergency communication and escalation.
- Any conditions relating to safeguarding or venue rules.

Any conflict between the policy, schedule and signed agreement must be resolved before delivery. Changes to the signed agreement must be made through the agreed contractual process.

6. Activity management and staffing

Edventures is responsible for planning and safely delivering its own activities.

This includes:

- Activity-specific risk assessment.
- Suitable staffing levels and supervision.
- Verification of required qualifications.
- Participant briefings and instructions.
- Appropriate first-aid cover.
- Management of participant medical and support information.
- Inspection and maintenance of equipment brought by Edventures.

- Monitoring conditions throughout delivery.

Any instructor engaged to deliver climbing activities must hold a current, relevant National Governing Body qualification appropriate to the activity, environment and role.

Edventures verifies qualifications, relevant experience and any required authorisations before deployment.

Edventures does not provide in-house instructor training, assessment or qualification.

Staff must comply with the Edventures Safer Recruitment and Staff Suitability Policy, Staff and Instructor Code of Conduct and Safeguarding Policy.

7. Climbing walls and specialist facilities

Where a hired venue includes an indoor climbing wall or specialist activity equipment, Edventures must establish:

- Who owns, operates and maintains the equipment.
- Who is responsible for structural and fixed-equipment inspections.
- The inspection and maintenance evidence available.
- The operating rules and permitted activities.
- Whether Edventures may use the facility independently.
- Any required centre authorisation, induction or sign-off.
- The suitability of instructor qualifications for the proposed activity.
- Who supplies and inspects ropes, harnesses, helmets and other equipment.
- Relevant rescue and emergency procedures.
- Any restrictions arising from defects, maintenance or shared use.

The appropriate standards, inspection intervals and competence requirements must be established for the actual equipment and activities, rather than assuming one inspection regime applies to every facility.

Edventures must not use equipment where essential inspection evidence is absent, a safety-critical defect is unresolved or permission for the intended use has not been established.

A qualified climbing instructor must operate within the scope of their qualification, experience and any applicable centre requirements.

8. Safeguarding and participant supervision

Edventures is responsible for safeguarding participants during the period in which it has agreed to supervise them.

The booking terms, session procedures and venue arrangements must clearly identify when responsibility begins and ends.

For Edventures youth climbing clubs:

- Children aged 4–12 must be accompanied by an adult at check-in, and that adult must remain in the building throughout the session.
- Young people aged 13–17 may check in without an accompanying adult where the required online waiver and arrangements have been completed.
- Authorised collection or independent departure arrangements must be recorded and followed.
- Session Leaders must maintain accurate attendance records.
- Participants must remain under appropriate supervision throughout the agreed session.

A school or other venue does not automatically assume responsibility for participant handover, supervision or collection.

Where an activity takes place at a school, Edventures must establish how its participants are kept appropriately separate from school pupils and other site users.

Edventures manages its own safeguarding concerns and referrals under its Safeguarding Policy.

The host's safeguarding contact or Designated Safeguarding Lead must be informed where a concern affects the host's pupils, staff or premises, where the hire agreement requires notification, or where proportionate information sharing is necessary to protect a child.

Information must be shared securely and only as appropriate.

9. Health, safety and risk assessment

Edventures must complete a suitable and sufficient assessment of the risks arising from its activities.

The venue provider must supply relevant information about hazards under its control.

The risk assessment must address:

- Activity hazards and equipment.
- Premises condition and access.
- Participant age, needs and ability.
- Supervision and staffing.
- Other site users and shared areas.
- Emergency response.
- Environmental and weather-related conditions where relevant.
- Changes to the venue or proposed activities.

The Session Leader must complete a proportionate pre-session check and record significant defects or changes.

Activities must be modified, relocated, postponed or cancelled where risks cannot be adequately controlled.

10. First aid and emergency arrangements

Before the first session, Edventures and the host must confirm the emergency arrangements applicable during the actual hire period, including outside normal operating hours.

These must include:

- Fire alarm and evacuation procedures.
- Assembly point and roll-call arrangements.
- Emergency access and address details.
- Availability of communications.
- Lockdown or shelter procedures where relevant.
- Named emergency contacts.
- Responsibility for first aid and equipment.
- Procedures for missing participants.
- Reporting of incidents affecting the premises.

Edventures must appoint an appropriately qualified first aider and ensure suitable first-aid resources are available.

Staff must follow the Edventures First Aid and Emergency Procedures and the agreed venue instructions.

In an immediate emergency, staff must call 999 when appropriate, protect participants and follow the emergency plan.

The venue contact must be informed where premises assistance, site damage, building systems or the agreed reporting arrangements require it.

Emergency arrangements must be reviewed following significant incidents, changes or exercises.

11. Insurance and liability

Edventures must maintain insurance appropriate to its activities, staffing arrangements and contractual obligations.

Before hire, the Owner / Programme Lead must review the venue's insurance requirements and confirm that Edventures' cover is suitable.

The parties must record:

- Relevant policy types.
- Applicable indemnity limits.
- Insurer and policy reference.
- Certificate expiry dates.
- Activity-specific conditions or exclusions.
- Contractual indemnities and responsibilities for claims.

The venue provider must confirm its relevant insurance arrangements where required by the agreement.

Neither party should assume that the other's insurance automatically covers its own negligence, equipment or statutory responsibilities.

Claims and potential claims must be notified promptly to the relevant insurer in accordance with policy conditions.

12. Accessibility, inclusion and welfare

Edventures must consider reasonable adjustments and individual participation needs in accordance with its Equality, Accessibility and Inclusion Policy.

Before confirming a venue, Edventures must consider:

- Step-free access and accessible routes.
- Suitable toilets and changing facilities.
- Communication and sensory needs.
- Safe access to activity areas.
- Emergency evacuation arrangements.
- Availability of appropriate support and equipment.

The host must provide accurate information about the facilities and any limitations within its knowledge or control.

Edventures must assess whether necessary adjustments can be delivered safely and lawfully, consulting participants or parents and carers where appropriate.

13. Equipment, storage and site security

The Premises Hire Schedule must identify who supplies, maintains, inspects and stores equipment.

Edventures is responsible for equipment it brings unless a different lawful and agreed allocation applies.

The host must identify restrictions affecting the use of its premises or equipment.

Arrangements must cover:

- Equipment access and permitted use.
- Secure storage.
- Keys, alarms and access codes.
- Defect reporting.
- Equipment isolation.
- Cleaning and reinstatement.
- Damage reporting.

- Medication and valuables storage where required.

Where secure storage cannot be provided, participants and families must be informed of the relevant arrangements and limitations before attendance.

Medication must be managed under the applicable individual medical and emergency arrangements; it must not be left unsecured or inaccessible when needed.

14. Participant bookings and information

Edventures maintains its own participant booking and customer information.

This includes, as applicable:

- Activity descriptions and age eligibility.
- Dates, locations and charges.
- Payment and cancellation terms.
- Participant consent and parental permissions.
- Medical, accessibility and support information.
- Emergency contacts.
- Collection and departure arrangements.
- Activity risks and participation requirements.

Customer booking terms are separate from the premises hire agreement.

The host must not be given routine access to Edventures' participant information merely because it supplies the premises.

Any necessary disclosure must have an appropriate lawful basis and comply with the Edventures Privacy Policy.

15. Additional services and third-party providers

Where Edventures provides or arranges catering, transport, accommodation or third-party activities, the Owner / Programme Lead must confirm appropriate arrangements before advertising or delivering those services.

This may include:

- Supplier competence and suitability.
- Insurance and relevant qualifications.
- Safeguarding and supervision.
- Food safety and allergen arrangements.
- Transport operator and driver checks.
- Accommodation safety and overnight arrangements.
- Written responsibilities and emergency contacts.

- Activity risk assessments and contingency arrangements.

For provision relevant to an LOtC Quality Badge application, Edventures must assess whether a third-party provider holds an appropriate recognised quality badge or undertake and document suitable alternative assurance checks.

An existing badge does not remove Edventures' responsibility to check that the provider and service are appropriate for the actual booking.

The Edventures Conditional Food and Transport Arrangements and Third-Party Provider arrangements apply where relevant.

16. Incidents, damage and escalation

All significant premises incidents, defects, damage and safety concerns must be reported promptly.

The Session Leader must:

1. Protect participants and prevent further harm.
2. Contact emergency services where necessary.
3. Inform the appropriate venue contact.
4. Inform the Edventures Owner / Programme Lead.
5. Record the facts, times, actions and notifications.
6. Preserve relevant evidence where safe and lawful.
7. Follow the appropriate safeguarding, accident or insurance procedure.
8. Ensure corrective action is assigned and completed.

Safeguarding concerns must also follow the Safeguarding Policy.

Potentially reportable workplace accidents and dangerous occurrences must be assessed under applicable RIDDOR requirements. The legally responsible reporting person must be identified rather than assumed.

A venue must not return to use following a significant safety defect until appropriate corrective action and authorisation have been recorded.

17. Monitoring and review

The Owner / Programme Lead must maintain a Venue Hire Compliance Register.

Records must identify:

- Approved venues and activities.
- Agreements and schedule versions.
- Risk assessments.
- Insurance evidence and expiry dates.
- Inspection evidence and outstanding defects.

- Named contacts.
- Incidents and corrective actions.
- Review dates and changes.

Venue arrangements must be reviewed at least annually, before a new activity or material change, and following a significant incident or concern.

A change of venue, activity, capacity, equipment, access or operational responsibility may require a revised schedule and risk assessment.

18. Records and data protection

Edventures must retain relevant agreements, inspection evidence, risk assessments, incident records and communications securely in accordance with its documented retention schedule.

Access must be restricted to authorised individuals.

Safeguarding records must be managed separately under the Safeguarding Policy and applicable privacy arrangements.

Documents must not be retained indefinitely without a justified purpose.

19. Related documents

This policy must be read alongside:

- Edventures Safeguarding Policy.
- Edventures Safer Recruitment and Staff Suitability Policy.
- Edventures Staff and Instructor Code of Conduct.
- Edventures Equality, Accessibility and Inclusion Policy.
- Edventures First Aid and Emergency Procedures.
- Edventures Online Safety and Digital Communications Policy.
- Edventures Privacy Policy.
- Edventures Complaints and Concerns Procedure.
- Edventures Conditional Food and Transport Arrangements.
- Applicable third-party provider assurance arrangements.
- Venue-specific risk assessments and emergency plans.

20. Policy approval

Approved by: Edward Fairnington

Role: Edventures Owner

Signature: *Original signed*

Date: 16 October 2026

Next review date: 16 October 2027

Version: 1.0

Controlled supporting-document cross-reference (2026 consolidation)

The final venue approval decision is EDV-FRM-VEN-03, supported by due diligence and site evidence.

This note identifies the current supporting document without altering the substantive policy duties or replacing required operational approvals.