



# The Princess Royal Sports Complex

## **SAFEGUARDING NOTICE FOR THE HIRE OF SCHOOL FACILITIES AT WELLINGTON SCHOOL ('The School')**

Thank you for considering Wellington School as a venue for your booking. Since the venue is within a School campus, we need to ensure measures are taken in relation to our pupils and students to safeguard our children. This notice will outline some important information in connection with this legislation and how it will affect you or anyone involved in the organisation of the event you are booking with us, please ensure you share this information with those people.

Your access to the School will be carefully planned to ensure that instructions relating to access and safeguarding procedures are followed. We are a boarding school and have children on campus at all times during term time and have other visiting student groups during the holidays.

During your event you should take measures to ensure that your guests and group stay within the areas you are hiring. If you have any concerns during your event, please call the number listed below.

There may be occasions that you or one of your group need to visit us during the School day or at other times, you will need to report to our Sports Complex office reception. They will provide you with a visitors badge and they will contact an appropriate member of staff to come and escort you whilst you are on site.

If sensible safeguarding measures are not being met by you, members of your group or people associated with your event, then we will raise these issues with you. Any breaches are taken very seriously and may result in a cancellation of your booking if appropriate steps are not taken to comply with the safeguarding guidelines.

In the first instance please contact the Sports Complex Reception for any issues:

Princess Royal Sports Complex  
Wellington School  
South Street  
Wellington  
Somerset  
TA21 8NT

Tel: 01823 668 718  
Email: [prsc@wellington-school.org.uk](mailto:prsc@wellington-school.org.uk)  
Website: [www.wellington-school.org.uk](http://www.wellington-school.org.uk)

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Other useful numbers:

The Main School Reception is also open between 08.30-17.30 weekdays on 01823 668800

The Security Guard is on-site overnight from 16.30 on 07715 004376

The School Bursar can be contacted on 01823 668806