



LETTINGS POLICY

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
6. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis. Application forms can be obtained from the office.
7. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused school with a sole letting)
8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
12. Smoking is not allowed on the premises in line with school policy.
13. Alcoholic Drinks –
 - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.
14. The hourly rate for sports hall hire is £15 for regular users (at least weekly) and £20 for casual users. Other parts of the school premises can be hired by negotiation.

Lettings to organisations who use the premises where children attended must also have the following in place:-

The provider must have a Child Protection Policy in place with appropriate arrangements for sharing and reporting any safeguarding/welfare concerns and records to say that staff had read and understood the policy.

The provider requires it's staff/volunteers to have annual Safeguarding Training and receive regular updates. Prevent training to be undertaken.

The provider must provide evidence appropriate safer recruitment and vetting arrangements including DBS clearance that are consistent with guidance in Keeping Children Safe in Education 2023.

Providers can seek advice and resources to enable them to comply in this area via the DFE

The provider must provide evidence that relevant staff have been checked under the Disqualification under the Child Care Act 2006 requirements. (If appropriate)

The provider must provide evidence an appropriate arrangements/ risk assessment for the activity including, but not limited to, arrangements for -

- Gaining relevant background about any health conditions inc allergies and how any medical conditions will be managed.
- Contingency arrangements for a child who becomes ill or is not collected at the end of the session
- Communication between provider and the school (access to mobile phone etc)

The provider must have a Code of Conduct for its staff / volunteers that is consistent with Guidance for Safer Working Practice for Adults Who Work With Children and Young people (2022)

The provider must have a complaints procedure and management of allegations procedure.

The provider must have an appropriately trained First Aider

The provider must have relevant insurance

It must have been made explicitly clear to parents and all stakeholders that the third party providers are responsible for the safeguarding of children in their care.

It must have been made explicitly clear to the provider that the school conforms to guidance from Keeping children safe in Education, September 2023 in view of reporting any concerns.

March 2024