



# St Leonard's CE(A) First School

## Lettings Policy

**Developed in consultation with:**  
School Caretaker  
The Governing board  
Using Staffs guidance on Health  
and Safety for Lettings (June  
2015)

Adopted by the Governing Body:  
Jan 2022  
Date for review: Jan 2024

Date of last policy reviewed	Changes made
May 2019	Only dates were changed.
Jan 2022	KCSIE 2021 safeguarding requirements around lettings included. Inspection of lettings safeguarding procedures added.



## LETTINGS POLICY

The hiring of the school buildings by external organisations is a valuable means of raising money to enhance the school's budget. It is important, therefore, that there should be a clear policy, agreed by the Governing Body, which

- (a) lays down the criteria for the approval or otherwise of a request for hire and
- (b) gives guidance on the appropriate level of charges to be made for the hiring of specific areas of the school buildings.

### Criteria for the approval of requests for hire

**1. Applications received from the following groups will normally be approved automatically.** In the event of any request for hire or agreed letting, the school's own needs for use of the premises will take priority:

- a) Any school related organisation (e.g. the PTA).
- b) Adult education courses.
- c) Local Community Groups which satisfy appropriate conditions relating to supervision and organisation.
- d) Language schools in so far as any request does not adversely affect the teaching and learning of pupils of the school.
- e) Requests from established Youth Groups.
- f) Individuals who wish to hire the premises for a family event or community activity/meeting.

**2. Applications from the following groups will be considered on their merits and may be referred to the Governing Board for approval:**

- g) Requests which involve the consumption of alcoholic drinks on the premises.
- h) Religious groups.
- i) Organisations seeking hire of school for profit making purposes.

**3. Applications from the following groups will normally not be approved:**

a) Political or quasi-political groups.

**4. The Governing Body reserves the right to disapprove without reason any request made for the hire of the school premises.**

We are a safeguarding school and put the welfare of children first. All extended schools providers will provide a Disclosure and Barring Service (DBS) check and a certificate showing the appropriate level of public liability insurance is in place. The Council's insurance can be obtained at a charge of 10% of the hire charge.

## **FINANCIAL ACCOUNTING**

1. All letting agreement forms to be sequentially numbered, correctly authorised and accounted for.
2. An invoice/statement of account should be issued for all lettings.
3. A receipt should be issued to the Hirer when cash payments are received. Receipt to include date, amount and invoice number to which it relates.
4. There should be documented evidence for all transfers of income from one officer to another (e.g. Caretaker to Finance Officer).
5. Income, when processed in FMS, should be referenced to the relevant invoice number.

**Letting charges:** figures quoted below are for guidance.

**Classrooms** £15 per hour

**Practical Areas** £10 per hour

**Children's Centre** £15 per hour

**Computer Suite** £50 per hour

**Dining Hall** £20 per hour

**Hall** £20 per hour

**Playground** £10.00 per hour (evenings)

**Playground** £50 per day (weekends or holidays)

**Weekly charge for part school/site,** - £ 125 per week term time and £300 per week non-term time.

An opening fee of £15 and closing fee of £15 will be levied, in addition to above charges, to cover overtime paid to the Caretaker when the let occurs outside the working day of the Caretaker.

An additional charge would be incurred if the Let requires the Caretaker to remain on the premises.

The hirer can choose to pay for cleaning of the school area used if they would prefer not to clean it themselves. The cost for this would be £15 per room, £20 for the hall. For overtime worked on any night between 8.00 pm and 6.00 am there will be a supplement of 20% of the employee's rate payable in addition to the overtime rate.

### **Safeguarding Children**

#### **Taken from KSCIE 2021**

*'Where governing bodies or proprietors hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe. When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff,*

*their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body or proprietor should therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school or college on these matters where appropriate. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.'*

### **Entry and Exit onto School Premises**

When allowing children to exit the school premises at the end of all clubs, Club Leaders must ensure that they escort the children to the exit gate and hand them over to the appropriate parent/carer. If club leaders are in possession of entry codes and/or school keys, they must ensure that no person other than themselves and their employees are in possession of this.

- Children must be let in and let out at the front door of the school. The door should be manned by a leader who knows the parents. This door must be used NEVER be propped open.
- Children and parents should be made aware that they are not to arrive before the start time of the event as there will be no supervision and children under no circumstances should be dropped off and left before the start time.
- Parents should not be on the premises unless a special event is taking place and this has been agreed by the Headteacher. In this circumstance all parents should be signed in and out and supervised at all times.
- The school car park should only be used by leaders and not parents.
- Leaders should ensure that the school is fully secured before leaving.

### **Health and Safety**

When a letting is to take place there will be a meeting between both parties which will include an exchange of information about health and safety risk assessments relevant to the school. This will include:

- The hazards that exist on site which may be a risk to those letting the premises and any associated control measures in place which must be followed by those letting the premises. (This is to include the emergency fire procedures).

- The hazards created by those letting the premises presenting a risk to the regular users of the premises or those present during the letting, and any control measures the Letting will have in place to reduce the risks.

**St Leonard's CE First School**  
**Brookfields Road, Ipstones, ST10 4HH**  
**CONDITIONS GOVERNING THE LETTING OF**  
**ST LEONARD'S CE (A) FIRST SCHOOL**

**Agreement No:** \_\_\_\_\_

Please read and sign Agreement's A or B in addition to the general conditions listed below. For regular hirers this agreement must be renewed annually.

**General Conditions**

- 1. Applications for the use of the school's premises must be made to the Head of the School**, and responsibility for their approval rests with the School Governors. The person signing the agreement form will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions. If a regular/ weekly hirer of the school, the hirer should ensure that the school receive a list of dates and times in advance of each half term.
  
- 2. Hirers are responsible for arranging their own insurance for any legal liability associated with the hiring of the property.** This includes third party claims for injury or loss, and damage to school property caused as a direct result of the hiring. Please arrange to bring in a copy of your certificate of insurance for the sum of £5 million pounds per claim **before** your hire commences. If applying for a private hire a premium of 10% will be added to the hire charge to cover the cost of public liability insurance up to a limit of £5,000,000.
  
- 3. If working with children**, please arrange to supply yours and any helpers' Disclosure and Barring Service Disclosures and please be aware that your safeguarding procedures will be inspected by the school's designated safeguarding lead.
  
- 4. Information about any special needs/dietary requirements**
  - It is the hirer's responsibility to ensure children do not have any allergies to snacks given during the club session.
  
  - If requested however, we will check our records also.
  
- 5. If running classes straight after school which involve children from our school:**
  - Hirers must be on the school premises by 3.10pm to set up, ready to collect children at the end of the school.
  - Hirers must have a Child Protection Policy or agree to adopt the school's policy.
  - Classes being held within the school can only take place during term-time and excludes in-service training days when the school is closed (please see enclosed list of term dates).

- Children must be collected promptly by their parents/carers at the end of the session as there are **no** facilities for minding children after school. It is the Hirer's responsibility to take care of children until their parents/carers arrive.
- Children must be appropriately supervised when using the toilet facilities.
- Children must be suitably attired for the club/class they are attending.

6. All documentation requiring completion and a signature must be completed, signed and returned to the school before commencement of hire.

7. No structural alterations to school premises, fixtures or fittings will be permitted and notices must only be affixed to the boards provided.

8. If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the Head in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.

9. Footwear which is likely to cause damage to school or children's centre floors must not be worn.

10. Hirer's equipment must be PAT tested or CANNOT be brought onto the premises.

11. Animals must not be brought on to the school grounds, playground or into the buildings, with the exception of guide dogs, unless approval is sought from the Head teacher.

12. No smoking is permitted within the buildings or grounds of the school or children's centre.

13. The premises must be left clean and tidy after use. Tables and chairs are to be cleaned after use. If messy activities are taking place then tables should be covered. Lights and electrical equipment must be switched off, all windows must be closed and the door locked. Those letting the premises should ensure that they remove all waste and place in the school bin in the carpark (unless they are paying the agreed cleaning fee).

14. All information in relation to the school must remain confidential.

15. Any photocopying of leaflets must be undertaken by the hirer, if photocopying is required the school will charge 5p per copy.

16. If there is any doubt as to the fitness of the ground the Hirer must consult the Headteacher who will make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being deemed unfit for use

immediately before a letting is due to take place, any letting charge already paid will be refunded and any account due will be cancelled.

17. Hirers must be responsible for ensuring that everyone taking part in the lettings involved in the school playgrounds, and all spectators, are properly and adequately supervised.

18. Casual spectators not connected with the letting must not be admitted. When spectators are invited to observe activities such as football matches on the school field. The hirers are responsible for the spectators as well as those participating.

19. Stakes or the like must not be driven into the ground, unless permission has been specifically given.

20. Vehicles must not be parked upon playgrounds unless permission has been specifically given.

21. Bonfires must not be lit or fireworks set off, unless permission has been specifically given.

22. No marking out of pitches may be done except by the authorised ground staff unless permission has been specifically given.

23. Playgrounds must be left in a clean and tidy condition after use.

24. Any loudspeakers must be moderated so as not to cause a nuisance and must be PAT tested.

25. For any activity or equipment which requires a risk assessment, the risk assessment must be completed by the Hirer and given to the Headteacher at least one week before hire for agreement that this activity can go ahead.

26. In the event of an adverse incident such as a trespasser or a serious first aid incident, the hirer must let the school know as soon as possible using the contact details given. The hirer should ensure that they have a mobile telephone and a first aid kit that can be used in an emergency. Should the fire alarm sound and there is no emergency the caretaker should be contacted to turn this off.

27. The hirer must record and report any defects found or created in the school during letting using the forms provided.

28. In periods of Inclement weather the hirer must communicate with the school to ensure the building is accessible, the school will ensure that the entrance area is

gritted but the hirer must take responsibility for ensuring that pedestrians take the correct gritted access route to and from the premises.

## **Fire Precautions**

**Weekly hirers are responsible for ensuring that a Fire Evacuation drill is carried out at the beginning of each term and that the fire and emergency evacuation procedures are communicated to all relevant persons/ leaders.**

1. The Hirer, or a responsible person nominated by them in writing, shall be in charge of and be upon the hired part of the premises the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties which will prevent him/her from exercising general supervision of the premises and evacuation. THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENT CONTAINED IN MUSIC, SINGING AND DANCE, THEATRES, OR ANY OTHER LICENCES APPROPRIATE TO THE INTENDED USE OF THE PREMISES.

2. If anyone requires assistance in evacuating the building, a Personal Emergency Evacuation Plan (PEEP) must be submitted to the headteacher at least one week before the letting takes place.

3. The maximum capacity of the hall is 120. This must not be exceeded.

4. All corridors and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

5. All exit doors shall be kept clear for safe exit during the whole time that the public are on the premises.

6. Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating 'No thoroughfare'.

7. Mats or other floor coverings shall be secured to prevent rucking.

8. Inflammable materials shall not be used for the decorations of the premises.

9. The Hirer shall ascertain the position of telephone, escape routes, fire alarm systems and firefighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliance and equipment are always available for use. In the case of stall performances and

exhibitions the local Fire Officer shall be consulted as to whether any special firefighting equipment should be provided.

10. If hiring a room in the school after school hours, thorough checks should be made by the Hirer at the end of the letting to ensure that all lights and electrical equipment is switched off doors and windows are properly secured.

If there is any doubt about the application of any of the above conditions and Agreements A & B, the advice of the Headteacher should be sought.

### **Disability Equality Statement**

St Leonard's CE First school is committed to promoting Disability Equality and equality of opportunity for pupils with learning difficulties. The hirer must ensure that anyone with a disability or leaning difficulty has equal access as described below:

### **Equal Opportunities and Inclusivity**

1. The Hirer is committed to providing the equality of opportunity for all adults, children and families. We believe that no child, individual or family should be excluded from any group on any grounds.
2. The Hirer is committed to the principle that any behaviour, language or action that creates discrimination or disadvantage is unacceptable and will be challenged.
3. The Hirer will make every effort to ensure that the setting, equipment and resources promote equality of opportunity for all and reflect the different cultures, levels of ability, family status, gender, religion, etc, of the group of members who hire the facilities.
4. The Hirer believes it is important to operate a provision which is fully inclusive and encourages anti-discriminatory practice for both children and adults. The building has full wheelchair access and the setting and facilities are adaptable to enable the best level of care for all the group member's needs.
5. The Hirer will ensure that any activities undertaken would not be detrimental to cohesion of the community, nor promote intolerance on the basis of ethnicity, faith, gender, sexual orientation, disability or age.

Signed (The Hirer) ..... Date

Signed (The Headteacher)

**Authorised**

**St Leonards CE (A) First School**  
**Safeguarding Children Checklist for Lettings**

A checklist should be completed for each club

	<b>Safety requirement</b>	<b>In Place</b>
1.	Has the school gone through the Partnership Agreement for use of premises with the provider?	Y/N
2.	Has the provider got a Child Protection Policy that is compatible with the school's policy? Is the provider adopting the school's policy?	Y/N
3.	Has the provider got a code of conduct for staff detailing appropriate behaviour with children that is compatible with the school's code conduct? Is the provider adopting the school's code of conduct?	Y/N
4.	Is the provider aware of the procedures to be followed if they think a child is being abused and have they have been supplied with the appropriate numbers?	Y/N
5.	Does the provider have a procedure in the event of a child protection allegation being made against them that is compatible with Staffordshire procedures? Is the provider adopting Staffordshire procedures?	Y/N
5a.	Does the provider follow safer recruitment principles in appointing and vetting staff?	Y/N
6.	Have all staff or volunteers working with children (including transporting children as part of the activity) been DBS checked? Has the school seen the DBS checks?	Y/N
7.	Has anything been disclosed on the DBS check that should have been discussed with the governing body? If yes take advice from the School's HR Team.	Y/N
8.	Have references been checked?	Y/N
9.	Are there appropriate arrangements for first aid or other emergencies?	Y/N
9a.	Does a member of staff have a current first aid certificate?	Y/N
10.	Are all individuals in the organisation made aware of policies and procedures?	Y/N
11.	Are there arrangements for the provider to liaise with the appropriate member of staff if there should be a particular concern?	Y/N

12.	Are staff/pupil ratios appropriate for the Extended Services activity?	Y/N
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**St Leonards CE (A) First School  
Hazard Exchange Information for Lettings**

<b>Premises name/ address</b>	
<b>Details of letting</b>	
<b>Contact name</b>	
<b>Contact telephone number</b>	

**Section 1 - Premises Hazards**

The premises manager must identify any hazards in the premises which may pose a risk to those letting the premises. Any control measures required to reduce risk must be followed by those letting the premises.

<b>Hazards identified and notified to those letting the premises</b>	<b>Details/ location and control measures to be taken</b>

**Section 2 - Letting Activity Hazards**

Those letting the premises must identify the hazards created by the activity or equipment used which pose a risk to the regular users of the premises or those present during the Letting. Those letting the premises must identify the control measures they will have in place to reduce the risks.

<b>Hazards - Lettings</b>	<b>Details/ location and control measures to be taken</b>

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The following site arrangements for the letting have been agreed by both parties. Any changes to the letting, such as activities, duration or equipment being brought onto the premises must be reviewed both parties.

Site arrangements	Details

Where necessary, both the Premises Manager and the person/ group letting the building will be required to exchange written risk assessments.

<b>Premises Manager</b>	
<b>Representative for those letting the premises</b>	
<b>Creation date</b>	
<b>Review date(s)</b>	