



Lettings Policy

Author / staff lead: Mrs L Barnard

Abstract: This policy sets out the procedure and expectation for the external lettings of spaces at Lent Rise School

Approved by:	Mrs M Young Chair of Governors	
Approved by:	Mrs J Watson Headteacher	
Last reviewed on:	07/08/2023	
Next review due by:	06/08/2026	
Policy number:	LRS0077	

Introduction

The governing body is committed to making every reasonable effort to ensure the school building and grounds (premises) are available for community use.

The school's facilities are available to hire outside of the normal school working day hours as follows:

Term-time

Monday to Thursday 6pm-10pm.

Saturday 8am to 6pm.

Non term-time

Monday to Friday 8am to 6pm

These times and days are restricted due to the health and safety considerations and financial implications to the school.

Only regular bookings are taken from recognised organisations.

Definition of a hiring

A hiring may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a hiring fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Charges for a hiring

The school will charge £30 per hour to hire the school hall, which includes a small kitchenette and £30 per hour to hire the school field, which can include outside toilet facilities for an additional fee to cover cleaning.

Full day bookings for holiday clubs will be charged at a daily rate of £100 with a top up of £1.50 per child.

The governing body is responsible for setting the charges for the hiring of the school premises. These charges are reviewed regularly.

The governing body may consider a reduced hiring fee for non-profit making groups.

Applying to use the school

Application to use the school premises should be made to the Compliance Lead in writing at least one month in advance. The Compliance Lead will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The Compliance Lead is responsible for the management of lettings, in accordance with the school's policy, but the Compliance Lead may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility.

If the Compliance Lead has any concern about the appropriateness of a particular request for a letting, he/she will consult with the Chair of the Finance Committee who has the authority to determine the issue on behalf of the governing body.

The governing body has the right to refuse an application.

Hire agreement

Any hiring will be subject to the hiring organisation providing a satisfactory safeguarding policy and evidence of appropriate clearance procedures where applicable.

Any hiring will be subject to satisfactory Covid 19 Risk Assessment and procedures being in place and adhered to.

Once a hiring has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions and the hire agreement.

- The hire agreement needs signing and returning to the school before the hiring can take place.
- It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.
- The hire agreement (with the terms and conditions of hire of the school premises attached thereto) will be signed in duplicate by the hirer and on behalf of the Governing Body.
- The named individual applying to hire the premises where practical will be invoiced in advance for the cost of the letting.
- All hiring fees will be paid into the school's bank account to offset the costs of services, cleaning etc.
- All hiring fees will be paid within one month of invoice date.
- Cancellations with less than 30 days notice will be charged the full amount
- Lettings will not be made to persons under the age of 18, or to any person or organisation with any link to unlawful or extremist background

The Governors or Managers of the school, reserve the right to refuse any application for hiring school premises and, where the circumstances make such necessary, to cancel the arrangements without notice.

Any hiring will be made under the agreement that the site is a no smoking area.

Any hiring will be made subject to an appropriate and fit for purpose insurance policy.

Termination of Hire Agreement

The Chair of the governing body, has the immediate power to terminate any hire agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

Lent Rise School undertakes to ensure suitable arrangements are in place in regard to the safeguarding children and child protection. Where those who hire the site fail to comply with safeguarding requirements, their contract will be terminated.

The school reserves the right to terminate the contract if any letting organisation fails to have these arrangements in place.

Contact numbers

First Response Team 01296 383962

Emergency Duty Team 0800 999 7677 (out of hours)

Local Authority Designated Officers for Child Protection LADO - dealing with concerns regarding the conduct or behaviours of a person in a position of trust 01296-382070

Complaints

Any complaints arising from this decision will be dealt with using the school's complaints procedure, a copy of which is available from the School Office, or the hirer own complaints policy, depending on the nature of the complaint. It will be at the Headteacher's discretion which complaints procedure is followed.

Appendix

Child protection arrangements checklist

A checklist should be completed for each activity including the following information:

1. Name, address and contact number of organization
2. Type of activity
3. Location of activity (if on school site, be specific)
4. Days and times of activity

Safety requirement in place:

Does the agreement or contract allowing with the organisation contain a clause that: -
Requires the organisation to have in place appropriate child protection policies, procedures and codes of conduct that are compatible with those of the school and the Local Safeguarding Children Board Y/N

Gives the school opportunity to terminate the contract with immediate effect if the organisation is failing to discharge its child protection responsibilities? Y/N

Has the organisation got a child protection policy that is compatible with the schools policy? Y/N

Has the organisation a code of conduct for staff that is compatible with school's code of conduct or expectations (including the abuse of trust under the Sex Offences Act for children over 16 but under 19 years)? Y/N

Are staff in the organisation aware of the procedures to be followed if they think a child is being abused and have they been supplied with the number for Social Care Y/N

Has the organisation a copy of the DfES booklet “What to do if you’re worried a child is being abused - Summary” and can the organisation confirm that it is shared with members of staff? Y/N

Does the organisation have an approved procedure in the event of a child protection allegation being made against a member of their staff? Y/N

Has the organisation provided written confirmation that they have in place robust practices which meet the safer recruitment guidance set out by the Safer Recruitment Consortium including:

- Confirmation that they, or another employment business acting on their behalf, has obtained a DBS certificate on all staff or volunteers working with children (including transporting children as part of the activity)
- Confirmation that the staff or volunteers have not had a break of 3 months or more from employment since their latest DBS disclosure was obtained
- Confirmation that job interviews have been carried out for all staff and volunteers and that full application details exist
- Confirmation that a minimum of 2 satisfactory references have been received (from previous employers where possible) which address the individual’s suitability to work with children & young people
- Confirmation that individual identity and qualification checks have been satisfactorily completed (using photographic ID)

Are there appropriate arrangements for first aid or other emergencies? Y/N

Are there arrangements for the staff member/organiser to liaise with the appropriate member of school staff if there should be a particular concern? Y/N

Please refer to the latest version of “Keeping Children Safe in Education” for further guidance.

When letting its premises the school retain a duty of care and has a responsibility to ensure that children onsite are safeguarded whilst accessing provision. This relates to emotional wellbeing as well as physical.

Schools need to understand who is leasing their premises and for what purpose:

Are any of the activities likely to pose a risk to the reputation of the school or the community eg premises used for political or ideological purposes which may cause harm to others? Y/N

If the answer to any other question is ‘no’, the organisation should be given a period no longer than one month to ensure that the area causing concern can be addressed, including appropriate staff training or plans for training.