



St Martin's C of E Schools

LETTINGS POLICY

Approved by	Headteacher
Date of Next Review:	July 2024
Date of Approval:	July 2023

1 Rationale

St Martin's C of E Schools regards the school buildings and grounds as a community asset and aims to make every reasonable effort to enable access for the local community whilst ensuring priority use for educational purposes of the school in order to support the school in providing the best education for its students.

This policy must be read in conjunction with the following, available on the school website:

Accessibility Plan
Positive Behaviour Policy
Child Protection & Safeguarding Policy
Health & Safety Policy

2 Roles and Responsibilities

The Headteacher

The Headteacher has overall responsibility for all lettings that take place on the school site. This responsibility may be delegated to a member of the school's leadership team,

The Headteacher should be satisfied with the purpose and planning for each letting and is required to give approval for any letting that takes place during the school day.

Where issues of ethics, values or morals arise regarding a proposed letting the Headteacher will liaise with the Governing Body prior to a confirmed booking being taken for the letting.

The Lettings Coordinator

The Lettings Coordinator role is delegated to staff members as appropriate to each setting by the Headteacher.

The Lettings Coordinator ensures that all lettings follow the correct procedures. They will liaise with the Headteacher and make recommendations. They will monitor any required written risk assessments to ensure good practice. In addition, the Lettings Coordinator will:

Identify the purpose and requirements for each letting and agreeing delivery of these with the Estates Team e.g., licences/risk assessments/access.

Ensure that a copy of the school's terms and conditions of usage is provided to the hirer prior to confirmation of the booking.



Ensure that Disclosure and Barring Service checks are in place where necessary.

Pass lettings forms to Finance to enable production of invoices

The Estates Team

Ensure all hirers are made aware of fire prevention and emergency procedures for lettings (Appendix E).

Ensure the security of the school premises and buildings before, during and after any lettings outside of school hours. This responsibility may be delivered through a keyholder agreement (Appendix F).

Ensure a member of the estates team is contactable in the event of emergencies for the duration of the letting.

Keep records and make reports of accidents and 'near misses' in line with school reporting procedures

The Hirer

The hirer must ensure all terms and conditions, as laid out in "Terms and Conditions for Use of the School Premises, (Appendix B), are adhered to throughout the duration of the letting.

The hirer is responsible for payment of any charges related to the letting upon receipt of invoice, or as negotiated.

The hirer has overall responsibility for the control and leadership of events and people throughout the duration of the letting period.

The hirer is responsible for completing a thorough risk assessment for all activities, including emergency evacuations.

The hirer will familiarise themselves with the published advice and guidance to ensure good practice and compliance with necessary regulations

3 Additional notes for lettings

In order to plan for a letting the Lettings Coordinator and other relevant staff should be involved in discussing plans at an early stage. All regular lettings that have been approved will be reviewed on a termly basis. **No financial commitment should be entered into until all relevant approvals have been received.**

'Application for the use of school premises' Form This form must be completed by the hirer and approved by the Lettings Coordinator for each letting, in consultation with the Headteacher where appropriate (Appendix A).

Lettings Approval letter' This must be completed by the Lettings Coordinator for all lettings that have been agreed to by the Headteacher and other appropriate individuals. This letter is to be sent to the hirer as confirmation of the letting. (Appendix C)

Charges. Payments made for lettings will be calculated from the lettings charges price list that is reviewed and approved by The Headteacher on an annual basis (Appendix D). Charges will take into account all overheads e.g., heating, lighting, staffing, maintenance etc. It is at the Headteachers discretion to waive charges for specific purposes that do not impact the school budget or the running of the school e.g.



Diocese or Parent/Carer organisations raising funds for the school, to charge at cost or to charge as a source of raising income.

Risk assessments These may be required for lettings.

Risk assessments may include generic risks, event specific risks and on-going risks. For lettings that take place whilst children are on the school premises, the risk assessment should also make provision to ensure a safe environment for children in line with the school's Child Protection Policy.

Hirers will be asked to complete and be ready to present, on request, their own risk assessment documents for the activities undertaken during the letting.

The Lettings Coordinator has responsibility for requesting and checking any risk assessments undertaken by hirers. The Lettings Coordinator is also responsible for undertaking a risk assessment where a letting may have a significant impact on the school or its students and staff, with support from ELT Health and Safety manager.

Alcohol may only be brought onto the school premises with the Headteachers approval. This must be obtained in advance of the letting by submitting a written request to the Headteacher. Where a licence for the sale of alcohol is necessary, this is sole responsibility of the hirer and must be produced in advance of the letting.

Timing Lettings will only extend after 10pm, or any applicable local planning restrictions governing site use, as an exception, and with permission of the Head Teacher. At the weekend this rule applies to hours outside 8am to 6pm on Saturdays, and 9am to 5pm on Sundays. The site will only be available if the school is able to facilitate appropriate secure opening and closing.

Auditing In respect of all charges the school will maintain the following records which are subject to audit:

Sales Ledger

Application for the Use of School Premises Form.

Lettings Approval Letter

Safeguarding Where the letting activity (or Transfer of Control Agreement) involves children and young people being left in the care of the hirer, the hirer must have appropriate policies in place to safeguard children. The school will ensure the hirer has appropriate arrangements in place to keep children safe including reserving the right to see evidence of appropriate child protection policies and procedures, including information relating to DBS checks. Appropriate safeguarding arrangements are a condition of any control, lease or hire agreement and any failure to comply could lead to its termination.

Published guidance 'Keeping children safe in out-of-school settings' details the safeguarding arrangements that our schools expect these providers to have in place.

When the school receives an allegation relating to an incident that happened when an individual or organisation was using the school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), as with any safeguarding allegation, the schools will follow its safeguarding policies and procedures, including informing the LADO.



All lettings must be aligned with the school's values – Radicalisation and Extremism

The Prevent Duty for England and Wales (2015) under section 26 of the Counter Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism. Extremism is defined as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of 41 different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. As part of our risk assessment for the hiring of premises we may include, due diligence checks for private hire of facilities and other issues specific to the school's profile, community and philosophy.

The following areas are covered within the terms and conditions (4.) issued with each letting:

Insurance cover

Damage

Application for the Use of the School Premises.