

Enlighten Learning Trust

Application –							and S		— for the Use o	
Premises.	Please co	omplete	this form using BL	OCK CA	APITALS.				ioi tile ose o	
This application	must be su	ubmitted	to the school 21	days in	advance for	an occ	asional	letting, or or	ne term in advance	
letting.										
Name of Organi	isation	Click or tap here to enter text.								
Your Surname		Click or tap here to enter text.								
Your Forename	e(s)	Click or tap here to enter text.								
Your Address		Click or tap here to enter text		Post		Postco	ode Click or t		ap here to enter text.	
Mobile telephone number Work telephone number		Click or tap here to enter text. Click or tap here to enter text.		Home telephone number Email address		Click or tap here to ente		p here to enter text.		
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Will you be pres	ent during	the eve	nt(s)? Yes □	No 🗆	If no please	e give o	details a	bout the per	son responsible du	
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=			you wish to use the	he facil	ities for Click	or tap h	nere to e	nter text.		
Please tick the f	facilities yo	ou wish t							_	
Large Hall		Ш	Small Hall			Ш		ball Court		
Large Playground			Small Playground	t			School	l Field		
Room 9			Classroom				Childre	en's Kitchen		
Other ⁺										
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I Understand this is a request form and the booking is not confirmed until I have received formal written confirmation from the school.

Following approval of letting by the school you will receive an invoice to be paid before commencement of letting.

The following checklist must be completed to keep children safe during community activities, after-school clubs, and tuition – it does therefore not apply to lettings which do not involve children (under the age of 18).

Safety Measure undertaken by the Community activity	Evidence provided (tick)	Individual accountable for checking	Signature							
Health and Safety										
Has considered the suitability and safety of the setting for		Lettings								
employees and take steps to reduce any risks identified		Coordinator								
Has first aid training and/or a first aid kit to hand as well as		Lettings								
awareness of what to do in an emergency (for example,		Coordinator								
call 999 if a child is having an asthma attack)										
Has a fire safety and evacuation plan		Lettings								
		Coordinator								
Has more than one emergency contact number for each		Lettings								
child, where reasonably possible, and knows of any		Coordinator								
medical concerns or allergies										
Safeguarding and Child	l Protection									
Safeguarding and CP policy in place and understood by all		DSL								
staff members										
Has awareness of and training on the specific		DSL								
safeguarding issues that can put children at risk of harm										
(for example, abuse and neglect, peer-on-peer abuse,										
extremism and radicalisation)										
Has clear procedures on what to do if they have concerns		DSL								
about a staff member, volunteer or other adult who may										
pose a risk of harm to children										
Has a suitably trained DSL		DSL								
Provides parents with the name and contact details of the		DSL								
DSL										
DSL knows how to contact LADO and referral route for		DSL								
children's social care										
Suitability of staff and	volunteers									
Has ensured staff and volunteers have had relevant pre-		HR								
employment checks (for example, DBS check, verification										
of identity)										
Has regular performance reviews in place to check the		HR								
suitability and training requirements of staff and										
volunteers after their appointment										
Governance	9									
Has a clear complaint procedure		Lettings								
		administrator								
Has an effective whistleblowing policy		Lettings								
		administrator								

School DSL signature:

Date:

By signing this I confirm that due checks of processes have taken place to reasonably ensure the safety of children using your services and attending this setting.