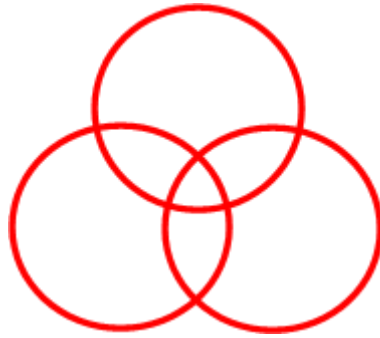


St Edmund's Catholic Primary School



Lettings Policy

Agreed By Governors:
Next Review Date:

November 2023
November 2026

As a Voluntary Aided School, the Governors of St Edmund's School have control of the use of the school premises at all times. The Governing Body will consider the implications and consequences of hiring out the school premises, in particular with regard to any disruption or nuisance to the local community and will be assured that the purpose for which the premises are hired will not result in controversy, disrepute, legal action or disorderly behaviour. In particular,

- No lettings to persons under the age of 18.
- No lettings to any organisation with an unlawful or extremist background.

The Governing Body will ensure that the area, and any furniture and equipment, being hired is in a suitable condition for use by the hirer and it will be made clear to the hirer what is or is not available for use.

The Governing Body will ensure that, as far as is reasonably practicable, that there are no risks to health and safety. This duty extends to the rooms being hired, corridors, staircases and paths used to access the premises and accommodation, toilets, furniture and equipment. Suitable fire exit and emergency lighting to escape routes is in place to allow users to evacuate safely.

All areas that are hired are accessible to people with special needs and disabilities. This includes an adapted toilet.

All hirers will be given written details of emergency arrangements (including means of escape) and details of the location of an available telephone.

Smoking is not permitted anywhere on the school site and notices to this effect are displayed prominently as well as being set out in the Conditions of Letting.

All lettings are recorded electronically in a termly lettings diary and maintained by the School Business Manager. Hirers must provide details of all bookings required in advance of the start of each term so that dates can be checked against School/PA events which are recorded in the School diary. This enables the school to know the availability of its facilities for lettings and minimises disruption to school events. It is important to maintain effective communication between the school, the lettings officer of the governors and the PA to keep this information up to date. It is also important to keep the Caretaker informed of 'ad hoc' lettings so he can arrange cleaning duty priorities.

The Governing Body sets a scale of Hire charges which will take into account any additional heating, lighting and cleaning costs associated with an out of school hours letting as well as overtime payments to the Caretaker for unlocking and locking the premises. These rates are reviewed at regular intervals and notification of any changes in rates will be given at least one term in advance before they become effective.

Charges for lettings are divided into the following categories:

1. PA/Parish/Inter-school Activities – No Charge. These groups thoroughly clean up after their events, but the Governors may pay the Caretaker for any additional

work from Lettings income. The PA pay the Caretaker directly for additional cleaning work as an event cost for the Summer and Christmas Fayres.

2. Commercial groups pay a rate of £15 per hour (Mon- Fri), £16 per hour (Sat) and £17.50 (Sun) with an additional charge of £1 per hour for use of the KS1 cloakroom. They may or may not be charged for unlocking/locking outside the Caretaker's contracted hours at a rate of £13.50 depending on arrangements agreed at the time of letting. These groups are beneficial to the community but are still profit making for the organisers, so rates are higher than in 3.

3. Groups such as Guides and Rainbows pay a fixed rate for the use of the premises, as these are community, voluntary organisations. The current rate is £15 per session where the letting takes place during the Caretaker's contracted working hours. However, when the letting starts or finishes after the Caretaker's contracted working hours there will be an additional charge of £10 to partially offset overtime payments.

4. Discretion will be used in all other lettings. Usually they fall into category 2 but for a truly commercial event the rates should match those in 2 plus a caretaking charge.

All those hiring the school must complete a Lettings booking form and are given a 'General Conditions of Letting' document. The latter details the lettings process and the responsibilities of both the school and those who hire it in terms of safety and care of the school and the people who use it. It also details insurance and liability. Hirers must also read and sign the Safeguarding/Child Protection Declaration. Hirers must have their own public liability insurance cover of at least £5m, and a copy of their insurance certificate must be provided prior to commencement of the letting.

Conditions of Lease

All those hiring the school premises, even if they are not charged, must demonstrate that they have appropriate safeguarding policies and procedures in place. These policies should include:

- Confirmation that DBS checks are carried out on all staff and volunteers and that checks are repeated regularly.
- Processes for training/ informing staff of relevant child protection issues and updates.
- Processes/ procedures for reporting suspicions and disclosures.
- Processes/ procedures for allegations made against a member of staff or volunteers.
- Confirmation that the policy is reviewed every year.
- The named contact for child protection within the club/ group.
- Where appropriate, whether they are affiliated to a professional body and follow the child protection procedures in line with this.

Additionally, all those hiring the school premises will agree that if necessary and appropriate they will:

- Provide school sight of enhanced DBS certificates for all coaching staff
- Provide school sight of all child protection training and certificates
- Agree that a school DSL may observe practice with no notice given
- Agree to liaise with the school concerning safeguarding processes and to share information about pupils who attend the school where necessary for safeguarding reasons.

In case of an allegation against an external member of staff, the school will follow their own relevant policies.

Failure to comply with agreed safeguarding arrangements will result in the termination of the lettings agreement.

Subletting is not permitted.

In most instances the Caretaker will ensure the school is opened up for a letting and is locked and secure after lettings. In a small number of instances, a member of staff or a key holding Governor may be asked to open and/or lock the school premises.

All lettings will be invoiced before the end of the term, unless a prior arrangement has been agreed. All monies will be paid into the Governors Fund. All records and receipts are to be kept for review by the Auditors. Cheques will be made payable to St Edmund's Governors Fund.