



WRAY COMMON PRIMARY SCHOOL

LETTINGS POLICY

AIMS

The Greensand Multi Academy Trust and the school's Governing Body (LGB) recognise that the school facilities are a valuable asset and would wish to encourage their wider use by the local community, both as a means of developing school-community links and as a source of income for the school.

However, the prime purpose of the school site is to promote the education of the school's pupils and, therefore, the needs of the school will always be given priority.

POLICY

- The Headteacher and School Business Manager (SBM) will consider each individual case on its merits, using their discretion to let the premises appropriately, but will not accept a letting that would be likely to bring the school into disrepute or would be unlawful.
- The LGB reserves the right to make a charge for the use and hire of the school premises. The charge will vary according to the requirements of the letting.
- The needs of the school, that is those of the Headteacher, staff and pupils will be given priority.
- Use of the school premises by the school or on behalf of the school e.g. The Friends of Wray Common, are not subject to the charging elements of this policy.

LETTINGS PROCEDURE

- 1 New hire enquiries must complete and submit an 'Application for Use of School Premises' and must sign to confirm that they have read and agreed the terms and conditions.
- 2 Once the application has been reviewed and proceedable, a 'Notification of Approval of Letting School Premises' form will be issued along with the invoice for the letting charge.
- 3 A refundable deposit may be requested for certain lettings.
- 4 Payment must be made upon receipt of the letting's documents by the Hirer at least one week in advance of the letting, or upon commencement of the letting period. If this is not possible e.g., when an invoice is issued at the start of a new term following a school holiday period, an invoice will be sent at the start of the term and payment terms agreed. Payment arrangements for longer lettings may be arranged by negotiation between school and hirer.
- 5 All non-education users must be covered by Public Liability Insurance of at least £5 million. A copy of the insurance policy must be provided and kept on file in school. If the hirer does not have their own insurance, the school may organise cover for an additional charge through the RPA (Risk Protection Agreement for academies).
- 6 Charges for lettings will be reviewed annually, unless otherwise agreed or a longer letting agreement has been put in place and hirers will be notified of any changes at least one term in advance of the changes taking place.

- 7 All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations and the school's Information for Hirers (Appendix A) will be given to all hirers when the letting is confirmed.
- 8 Lettings will normally end by 11pm (9pm for the swimming pool).
- 9 Standard practice is that no refunds will be given however, if reasonable notice is received from the hirer, refunds may be given at the discretion of the School Business Manager. If we as a school are not able to comply with the hiring terms due to unforeseen circumstances or other, this will be discussed with the School Business Manager.
- 10 The Rules for the use of the swimming pool will be given to all hirers of the pool, on booking (Appendix B).
- 11 No person under the age of 16 years is permitted on school premises without adequate adult care and supervision.
- 12 Hirers may be issued with a key fob for the front entrance, at the discretion of the School Business Manager, but will not be given access to the main building intruder alarm system.

SAFEGUARDING

- The Greensand Multi Academy Trust and LGB are aware of their responsibilities for safeguarding children and so, when letting the school premises, have due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. Hirers will be asked to provide a copy of their Child Protection policy or to agree to follow the school's. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment.
- Where hirers of school premises are undertaking activities involving children, the responsibility for vetting checks lies with the hirer, proof of this will be required to be presented annually. Governors require that for all hirings involving groups working with children, appropriate levels of disclosure have been obtained from the DBS for the individuals working on the school premises. Where a DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.
- Hirers are expected to provide confirmation that the individuals working in school have completed relevant Safeguarding training annually.
- Hirers providing childcare i.e., Breakfast and After School club, must agree that their staff have completed the necessary Childcare (Disqualification) Regulations 2018 declaration form and that they are satisfied that these staff are able to work with children under the age of 8.
- Decisions whether to permit lettings will be made by the Headteacher – if the Headteacher believes a letting should not be permitted he/she will report the reasons to the LGB and School Business Manager. If there are any concerns, either have the right to refuse any request for letting.

APPENDIX A

INFORMATION FOR HIRERS

Please note the following points (in addition to the general Terms and Conditions on the reverse of the approval form) and bring to the attention of others who may be present at the time of a letting:

1. Keep to the designated areas and only use the toilets you have been directed to.
2. In the colder months, keep outside doors closed during the letting to conserve energy.
3. The staffroom is out of bounds, unless discussed terms of use.
4. Any accidents should be entered on an accident report form and returned to the school office as soon as possible.
5. Unless otherwise agreed, the hire charge does not cover any cleaning. Cleaning materials will be made available on request, but if cleaning is required to make the areas fit for use by the school, an additional charge may be made, this will be at the discretion of the School Business Manager and on a case-by-case basis.-
6. Check that no possessions have been left behind – although we do try to keep items safely that have been left behind, we cannot take responsibility for these.
7. Vacate the premises by the finish time of the letting – that means out of the car park / school gate. If the site manager is not in attendance (e.g., for a playing field or playground letting) the main gates should also be closed.
8. Hirers should not use school equipment stored around the hall or in the PE cupboards or outside equipment unless specifically agreed – please remind children of this.
9. School equipment that is used with the agreement of the school should be left as it was found, i.e., chairs, tables, pianos put back in place.
10. Close and lock any doors and windows when you leave do not leave entry doors open at any point.

APPENDIX B

RULES FOR HIRING THE SWIMMING POOL

1. At least **two adults** to be in attendance at all times, **one** of whom must hold at least a current NPLQ certificate (or recommended equivalent) which will be inspected by a school representative.
2. Adequate Insurance to cover Public Liability and damage to school property (minimum £5m) must be taken out by the hirer (copy of insurance certificate to be given to school office). The School Business Manager will be pleased to arrange this for you through SCC if necessary.
3. Supervisors must ensure sensible behaviour of the children (please see point 4 of Normal Operating procedures displayed in pool enclosure).
4. **Twenty** people is the maximum number allowed in the pool at any one time.
5. Suitable swimwear must be worn at all times including swim hats.
6. No objects liable to damage the pool area may be brought in (e.g., Heavy balls which could damage the cover).
7. No food or drink to be taken into the pool area.
8. Any accidents/incidents to be noted in the Pool Log Book which should be picked up from the school office before sessions and returned afterwards.
9. An adequate First Aid kit to be supplied by the hirer.
10. Hirers to ensure that all children and their belongings are removed from the pool area and changing rooms at the end of the hiring.
11. Hirers to leave the pool area and changing rooms as they have found them. If extra cleaning is required, this will be charged to the hirer.
12. Doors to the pool should be locked on leaving, lettings must end by 9.00pm.
13. We would ask you to not retract the cover without assistance from the Site Manager.

As all these rules are designed primarily for the safety of the children, we are sure that you will be happy to co-operate with us by observing them. Please contact the School Business Manager/Site Manager if there are any problems, and they will be happy to help you in any way they can.

Under **no** circumstances can **anyone** go into the pool without a **Qualified Life Saver present**. Please leave the pool as you would wish to find it.

