

LOUDWATER COMBINED SCHOOL

Lettings Policy

Purpose

The purpose of the school site and buildings is for the education of pupils attending Loudwater Combined School. Lettings during the school day will be carefully considered to ensure that groups of visitors onto the site are not disruptive to the educational environment, particularly given the vulnerability of many pupils. Lettings which are likely to be permitted are those which facilitate adult/parents learning.

Scope of the policy

This policy applies to all those who use the school site who are not contractually employed by the school. Any member of staff who hires any part of the school site is also bound by this policy.

Policy

The letting of the school premises by the community is welcomed, subject to the following conditions:

- Use of the premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles:
 - Lettings to the Friends of Loudwater School (FOLS) will be free of charge.
 - Lettings to the local Brownies and Guide groups will be charged at the end of each financial year.
 - Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear and administration.
 - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
- Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.
- The school premises will not be hired to individuals or organisations if there is a reason to believe that the name of the school will be brought into disrepute.
- All lettings will be dependant upon payment of a fee and acceptance of the terms and conditions set out in the Booking Application Form (See Appendix One)
- All lettings are subject to authorisation by the Head Teacher on behalf of the Governing Body of the school.

Appendices

1. Letting Application Form
2. Conditions of Letting
3. Enquiry Letter
4. Confirmation of Booking
5. Information for Users

Date approved by the Finance Personnel & Premises Committee: 6th October 2009.

Reviewed March 2016

Loudwater Combined School Lettings Application Form

Letting No:

IMPORTANT: Before completing this form please refer to the attached Conditions of Letting.

SECTION 1 APPLICATION DETAILS (To be completed by the applicant. Please use a ballpoint pen).

Facilities required	Purpose of Hire	Day(s) of Week	Dates required From To	Times required From To

Name of applicant.....

Telephone No. (Office Hours)

Full postal address.....

Name of organisation.....

I personally agree to be responsible for the fees charged of this letting and I will observe the regulations which I have read.

Signature of Applicant..... **Print Name.....**

Date of Application.....

SECTION 2 APPROVAL DETAILS (To be completed by the Headteacher)

<p>I recommend that this application is: Approved/Not approved</p> <p>Comments:</p> <p>Signed (Headteacher)</p> <p>Date</p>	<p>Date Caretaker informed:</p> <p>For WEEKEND USE ONLY - complete the following: Will the Caretaker be required to be on active duty throughout the duration of the letting?</p> <p>Yes/No</p>
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SECTION 3 FOR OFFICE USE ONLY: Basis of Charge:

School Hall Kitchen Area	Caretaker	Hourly Charge	Weekly Charge	Yearly Charge	Insurance @ 10% of cost As per the Conditions of Letting	VAT	Total

Total amount to pay £

Conditions of Letting

Fees. Charges for the hire for School facilities are:

School Hall	£30.00 per hour (minimum 2 hours)
Use of the Kitchen Area	£18.00
Caretaker	£24.00 per hour
Insurance Cover	10% of cost of hire.

Child Protection. Where services or activities are to be provided for children, the following need to be in place.

- You will have an appropriate Child Protection Policy, along with procedures and codes of conduct that are compatible with those held by Loudwater Combined School and the Local Safeguarding Children Board.
- You will have an approved procedure in place in the event of a child protection allegation being made against a member of your staff or organisation.
- You will have in place a Code of Conduct for staff that is compatible with the School's Code of Conduct and expectations.
- You will be aware of the procedures to follow if you think a child is being abused and have the contact details for social care.
- You will be aware of the document "What to do if you are worried that a child is being abused" (summary version) and have shared this advice with members of staff.
- You will have an approved procedure in the event of a child protection allegation being made against a member of your staff.
- You will have robust practices in place which meet the safer recruitment guidance set out by the children's workforce development council
 - Confirmation that enhanced DBS checks have been obtained on all staff or volunteers working with children, including transporting children as part of the activity.
 - Confirmation that staff or volunteers have not had a break of 3 months or more from employment since their latest CRB/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
- You will have appropriate arrangements for first aid or other emergencies.
- Arrangements are in place for the organiser to liaise with a member of school staff in there are any particular concerns.

Should you not have any of the above in place you must adopt Loudwater Combined School's Safeguarding Policy and Managing Allegations Against Staff Policy, making any relevant changes where needed for your organisation.

The school will terminate any contract with immediate effect if your organisation fails to discharge its Child Protection responsibilities.

Damage. The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise. The hirer must ensure they have their own liability Insurance Cover to the value of £2,000,000, **proof of adequate insurance must be provided**, should you not have your own insurance a charge of 10% of the hire cost will be charged for the use of the school's own insurance.

Licences. The hirer is responsible for obtaining any licences necessary in conjunction with the booking, e.g. a licence from Photographic Performances Ltd to cover music played during an aerobics class.

Behaviour. The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by Loudwater School or any third party that results from any actions of any person organising or attending the function.

Persons Attending. Only personal guests or members of the private organisation hiring the School facilities may be admitted to a function. Any person attending any function shall do so by way of a ticket paid for prior to the function, or by written invitation issued prior to the function.

Health and Safety. The hirer is responsible for undertaking sufficient risk assessments for their activities on site and the provision of adequate first aid personnel and equipment in the event of accidents.

Maximum Numbers Attending. Health and Safety considerations restrict the School Hall to a maximum number of 100 people for any function.

Use of Electrical Equipment. All items of electrical equipment brought onto the premises must comply with Electricity at Works Regulations 1989. The hirer must provide proof that all electrical items have current test certificates.

Hirers Property. The school's governing Body accepts no responsibility for loss or damage to any goods, materials, clothing, etc brought into or left on the school premises or within the school grounds associated with the building.

Alcohol and Drinks. Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption.

Smoking. Smoking is not permitted within the School site.

Car Parking. There is a car park on site, and there is also extra car parking available across the road from the school, we ask you to be considerate to the school's neighbours when using the school car park.

Cancellation. The full fee will be payable if cancellation is less than four weeks before event.

The hirer shall admit any member of School staff to any function to ensure that the conditions of this booking are complied with.

It is the responsibility of hirer to ensure the premises are left in the same condition in which they were found. The School shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the hirer, or any person organising any event or function, or any conditions printed on this booking form is likely to be broken by any person attending any function or event, or connected with the function or event in any way.

Enquiry Letter

Dear

Thank you for your recent enquiry regarding the booking of the hall at Loudwater Combined School.

I have enclosed a formal booking application form, which I would ask that you complete and return to me as soon as possible in order that I can confirm the dates you require are still available.

Should you require additional information or I can be of any further assistance please do not hesitate to contact me.

Yours sincerely

Confirmation of Booking

Dear

Thank you for returning the Letting Application Form.

I can confirm that the dates you require are available and I have reserved the hall for you as follows:

Date Required:

Time:

From:

To:

Should you need any additional information please let me know.

Yours sincerely

Loudwater Combined School Information for users

Before the start of your function please familiarise yourself with the location of the following;

Emergency Exits and Fire Alarms.

Please ensure that all emergency exits are kept clear at all times and you know how to raise the alarm in the case of fire.

A mobile phone will need to be on site with the hirer to contact any of the emergency services.

First Aid Box.

This is located in the Kitchen Area.

At The End of Your Function

Please ensure the following are done:

Windows are shut.

Doors are shut.

Lights are switched off.

Cooker is switched off.

All equipment is left clean and tidy

Damages and breakages are reported.

Safeguarding Children: Schools Checklist

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

	Safety requirement	In Place
5	Does the agreement or contract allowing with the organisation contain a clause that: <ul style="list-style-type: none"> - 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? - Gives the school opportunity to terminate the contract with immediate effect if the organisation is failing to discharge its child protection responsibilities?¹ 	Y/N Y/N
6	Has the organisation got a child protection policy that is compatible with the schools policy?	Y/N
7	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
8	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? ¹	Y/N
9	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? ¹	Y/N
10	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
11	Has the organisation provided written confirmation that they have in place robust practices which meet the safer recruitment guidance set out by the children's workforce development council* (CWDC) including: <ul style="list-style-type: none"> • 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) 	Y/N

	<ul style="list-style-type: none"> • Confirmation that the staff or volunteers have not had a break of 3 months or more from employment since their latest CRB/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 	
12	Are there appropriate arrangements for first aid or other emergencies?	Y/N
13	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 "Keeping Children Safe in Education" 2015 for further guidance, When letting its premises 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

If the answer to questions 5,6,7 and 10 is 'no', schools could share their policy and procedures and, in a covering letter, require the organisation to adopt policies and procedures that are compatible with the school's policies. It will be important that these are not simply adopted without change, since the school's documents will often identify school staff who are responsible/accountable for specified actions.

If the answer to question 5 is 'no' the contract or agreement will need to be amended to include these requirements. 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.

¹ Contact numbers:

First Response Team 0845 460001

Emergency Duty Team 0800 999 7677
(out of hours)

Local Authority Designated Officers for Child Protection
Bridget Day 01296-382070