



Lettings Policy

Bramley Church of England (VA) Infant and Nursery School

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Approved by	Shona Taylor
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Introduction

This document is a statement of the aims, principles and strategies used for dealing with lettings at Bramley CofE (VA) Infant and Nursery School (the School).

The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the School's Prevent duty on anti-radicalisation. 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. The governors require all hirers and individuals working on school premises on behalf of the hirer to have a Disclosure and Barring Service (DBS) disclosure at an appropriate level (as defined by the Disclosure and Barring Service).

Conditions

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

1. The needs of the school, that is of the Headteacher, staff and pupils, will take priority over lettings.
2. The School has the right to refuse any request for hiring.
3. The Governing Body will set charges for lettings guided by these principles, and all lettings administration will comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual. This includes;
 - a. Lettings to the School PTFA will be free of charge.
 - b. Lettings to bona fide community groups may be charged at cost, to cover caretaking, energy, wear & tear and administration.
 - c. Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - d. Lettings to families within the Bramley School community (parents etc), will be charged at £15 per hour.
 - e. Lettings to all other interested parties deemed external will be charged at a rate of £18 per hour.
 - f. A refundable deposit of £100 will be requested for those lettings as described in 3e.
 - g. Hirers must complete a Lettings Booking Form and must sign to confirm that they have read and agreed the terms and conditions on the reverse of the form.
 - h. A letting will only be confirmed on receipt of the completed booking form.

- i. Standard rate VAT may be payable (see section M of the Finance Manual for details).
- j. Charges for lettings will be reviewed every April.
- k. The school will retain income derived from lettings and costs to the school of lettings will be met from this income.
- l. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation.
- m. Where hirers of school premises are undertaking activities involving children the responsibility for vetting checks lies with the hirer. Governors require that for all hiring's 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.
- n. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- o. 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 Governing Body.
- p. All persons hiring the School premises will be expected to conform to the relevant Health & Safety regulations. A copy of the user's Risk Assessment must be provided and kept on file in the school. The School must also undertake a risk assessment.
- q. All hirers must carry sufficient Third Party Liability insurance to satisfy Surrey County Council requirements. A copy of the insurance policy must be provided and kept on file in the school. If the hirer is not in possession of its own policy the school may organise cover (for an additional fee) through the SCC recommended policy. If hirers are unable to provide their own liability insurance the School can provide insurance through the schools liability at a rate of 15% of the total cost of hire.
- r. All hirers of school facilities should have their own complaints procedure to be used should anyone attending their activity/club have an issue they want to follow through formally.
- s. All breakages and damages are to be reported at the soonest possible time, with all repairs to be paid by the hiring group.
- t. A risk assessment will need to be undertaken by the hirers before the hire and submitted to the office in advance.

Facilities

The following facilities are available as part of a normal letting:

- Heating and lighting
- Toilets
- Various furniture (to be pre-agreed with the School)

Alcohol and Smoking

No alcohol may be brought onto, or consumed on the school premises during, or in connection with any letting, except with the school's approval.

The School has a "No Smoking" policy, which must be adhered to throughout the premises and grounds.

Use of Kitchen Facilities

The School must consult the Local Catering Services Manager regarding the use of the kitchen premises. A school kitchen may only be used for the preparation and provision of food in the presence of a nominated representative of the catering contractor, and the catering equipment may only be operated by catering staff.

Booking Arrangements

Applications for lettings must ideally be made 21 days before the date required on the lettings booking form.

Hirers are responsible for:

- Any damage done.
- Clearing up.
- Vacating the premises.
- Any insurance cover required, e.g. adequate Public Liability Cover.

The School will be responsible to keep the following forms and records, which are subject to audit:

- Letting application forms.
- Confirmation and approval of letting forms.
- Risk assessment forms

Information required by the School for anyone using the premises where children are involved:

- The age range of the children attending.
- A signed agreement relating to the use of only DBS checked staff.

- Details of insurance.
- Details of qualifications, including first aid.
- Dates and times of sessions.
- Additional details for after school clubs.

All hirers of school facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally.