



LETTINGS POLICY

THIS POLICY WAS APPROVED:	30.01.24
THIS POLICY WILL BE REVIEWED:	SPRING 25
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	HEAD TEACHER

GENERAL

- 1.1 The school encourages the letting of school premises to the local community, if it involves the community actively in the life of the school; it fosters links between the school and a range of local, voluntary and community groups; it encourages parents to think of the school as more than just the place they send their children to each day – more as a resource to make full use of, and it raises funds for the school.
- 1.2 However, the school recognises that their primary role is to educate children. Therefore, the following criteria shall apply to the consideration of any application for a letting of school premises:
- 1.3 In agreeing to any potential letting, the school shall have regard to the impact it might have on the safe and efficient functioning of the school for teaching and learning, including the consequences of any physical disruption to the premises or resources of the schools.
- 1.4 The letting will cover any costs incurred by the school (except by agreement in advance with the Chair of Governors, and only in exceptional circumstances)
- 1.5 The hirer will need to assure the school that the hiring is being done by someone associated with the school (such as a parent) or otherwise has educational or community value.
- 1.6 The hirer shall be bound by a written set of terms and conditions.
- 1.7 The school shall have the absolute right, within the wish to maximise income from lettings, to refuse any letting which might bring the schools into disrepute, or where there is any doubt that the costs associated with the letting might be recovered.
- 1.8 The Site supervisor will be responsible for locking/unlocking the premises in respect of all lettings.

2.0 TERMS & CONDITIONS

The terms and conditions on which the premises are let shall be as follows: -

2.1 BOOKINGS & FEES

All applications for the letting of school premises shall be made through the Head Teacher and Finance Officer.

- (a) All Applications for the hiring of school premises must be made through the Headteacher using the appropriate *Booking Form*.
- (b) Bookings can normally only be accepted for up to 6-months in advance.
- (c) A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the Head Teacher (*Please do not make any arrangements until you have received written confirmation.*)
- (d) The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised with effect from **31st August** each year.
- (e) All charges are inclusive of caretaking, cleaning, lighting, heating and water (where applicable).

- (f) All charges will be invoiced and are payable within **30 days** of Invoice Date.
- (g) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.

2.1 a **SAFEGUARDING**

- a) Any organisation/club or group who has attendees' children below the age of are 18 are subject to the school's safeguarding procedures.
- b) They must provide a copy of current DBS for the staff involved in the activity and a current child protection policy that is acceptable to the school.
- c) No booking will be approved without the above documents.

Stour Valley Community School is committed to safeguarding and promoting the welfare of children and young people and expects organisations or clubs hiring the school to share this commitment. Please refer providers to the Safeguarding Guidance for Visitors document, located on the final page of this policy.

2.2 **DEPOSIT**

- (a) A non-refundable deposit of **20%** of the hire charge is required at the time of booking. Money should be transferred to the school account following an invoice for this deposit. Regular lettings will exempt from the non-refundable deposit.

2.3 **CANCELLATIONS**

- (a) Notice of cancellation must be given, in writing, to the Finance officer seven days before the hiring date. If notice is not received in time, then the Hirer will be liable for any costs incurred. Deposits are non-refundable.
- (b) The Governing Body reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Governing Body shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

2.4 **PUBLIC LIABILITY INSURANCE**

The Trust has public liability insurance for all activities which take place on their premises and in their grounds. Any extended services and activities which are directly provided by the schools have cover within this group policy.

- (a) All Third-Party Hirers must have adequate **Public Liability Insurance** cover as a condition of the Letting. Please enclose a copy of your own cover with this application.
- (b) If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the Finance Officer prior to the Letting.

2.5 HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) vacate the premises by the time stated on the Booking Form.
- (b) obtain a temporary events licence through Suffolk County Council, if alcohol is to be sold. This must be agreed by the school prior to application. A copy of the licence must be provided to the Finance officer prior to the event.
- (c) Agree and confirm the responsible Designated Premises Supervisor for an event.
- (d) be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the school against any infringement of copyright.
- (e) ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use.
- (f) fireproof all scenery and props etc to be used in any performances, in accordance with instructions issued by the County Fire Officer. Dry ice/Smoke machines are not permitted.
- (g) All those who use the premises are kindly asked to **refrain from smoking or vaping on the premises at all times.**
- (h) observe the School's Health & Safety Policy.
- (i) comply with all applicable notices and signs.
- (j) immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is a continuous ringing of a bell*).
- (k) inform the *Duty Site Team member* immediately of any **accidents/incidents** and report in writing any defects or issues.
- (l) leave the premises and equipment as found.
- (m) If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the school will be responsible for any such expense and charged accordingly.
- (n) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement, or repair of such will be made whether because of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. **Please note** that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- (o) In respect of Item 2.5(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.

- (p) The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of the Stour Valley Community School site, and for preserving good order.
- (q) The school cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Governing Body and Anglian Learning against all claims, demands, actions or proceedings.
- (r) **Car parks are situated at the front of the school to the west and east of the entrance.** If your function involves many cars, you are advised to contact the Police so that they may put 'No Parking' cones on the road adjacent to the school. All vehicles are parked at the owner's risk. The school takes no responsibility for theft or damage to vehicles while parked on the premises.

3.0 **FORM OF AGREEMENT & INDEMNITY**

- 3.1 A Booking Form must be completed for each letting, giving full details of use of premises/equipment.
- 3.2 The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted: -

"I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Governing Body of Stour Valley Community School and Anglian Learning against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking, the Governing Body/ Anglian Learning does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)"

- 3.3 The Governors reserve the right to refuse any booking which is deemed unsuitable.

4.0 **CATEGORY OF USER**

Category A

PTA Activities,
Before and after school clubs

Category B

Non-profit making educational activities for children. E.g., Brownies

Category C

Local clubs and societies e.g., political, church, parish council meetings
Other educational / recreational and children's activities

Category D

All other organisations

5.0 SCALE OF CHARGES

- 5.1 The Scale of Charges will be revised annually at the beginning of each academic year.
- 5.2 All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking, and cleaning costs.

1. The capacity of the hall and classrooms is as set out below.

Type of function	Capacity
Hall with seating arranged for a stage show	300
Hall with no seating for dances/discos/other	350
Classroom for meetings	30 (class specific)

Category	School Hall	Classroom
A	Free	Free
B	£15.00 per hour	N/A
C	£25.00 per hour	£12.00 per hour
D	£30.00 per hour	£15.00 per hour

C) ADDITIONAL CHARGES

Setting up/Clearing up time:	This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice.
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Notification of price increases on 1st September will be issued in March based on the RPI the previous November.

Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.

D) **USE OF PREMISES DURING SCHOOL HOLIDAY PERIODS**

By negotiation and subject to availability

Please note:

There is a first aid room located within the Admin Corridor at Reception. This contains basic equipment such as plasters and bandages, a key card is required to gain access. There is also a defibrillator by the entrance in Reception.

It is essential that you have a mobile phone for emergency 999 calls as the school offices may be locked.

Should there be a fire in the building, please make your way to the playground in front of the school. All exits are clearly marked.

The Head of Operations should be notified immediately of any emergency.

The wearing of footwear of any kind that is liable to cause damage to the floor of the main hall is prohibited.

Electrical equipment must **not** be brought onto the premises unless the arrangement has been approved in advance with the hirer, and the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work Regulations.

The premises should be left in a clean and tidy state. The school governors may by arrangement allow a hirer reasonable time to clear up and remove property at the end of the hiring.

Safeguarding Guidance for Visitors



ANGLIAN LEARNING

What is Safeguarding?

ABUSE
NEGLECT
SAFEGUARDING

CHILD PROTECTION

Safeguarding is about protecting children from harm
Looking after children's mental and physical health
Making sure children grow up in safe environments
Taking actions to make sure children have the best outcomes

A child is anyone under 18

Safeguarding is
everyone's responsibility

Types of harm

Emotional Abuse
Physical Abuse
Sexual Abuse
Neglect
Online Abuse



Withdrawal
Anxiety
Depression
Aggression
Hunger
Lack of suitable clothing
Bullying or harassment
Exposure to indecent images

What should you look out for?

Visible signs of harm
Outward distress
Change in behaviour
Drug or substance use
Self injury
Self Neglect
Inappropriate internet use



Listen carefully



Give plenty of time



Reassure

What to do if a child makes a disclosure

Never promise to keep a secret

TED: Tell me, Explain, Describe

Accurate records
Facts not opinion
Names, Dates



Act
Immediately



Speak to
the DSL

IF YOU
THINK IT,
REPORT IT.

Report to:
Reception who will find a
Designated Safeguarding Lead

Wear your lanyard

