



School Lettings Policy

Updated: Dec 2023
To be reviewed: Dec 2024
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EQUALITY SCHEME EQUALITY IMPACT ASSESSMENT FOR SCHOOL LETTING POLICY		
Staff / Committee involved in development:	Finance / Health Safety Committee; Headteacher / Bursar	
For use by:	Staff and Parent/Carers	
This policy relates to statutory guidance:	SFVS Standard	
Key related Farndon Policies:	Charging and Remissions policy	
Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
Groups:	Yes/ No	Positive/Negative impact
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious & Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
Reviewed by	Leadership and Management	
Agreed by	Finance / Health Safety Committee Policies with negative impact must be notified at full governing body	
Next Policy review date	Dec 2024	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

This document is a statement of the aims and principles of the School, for ensuring the confidentiality of sensitive information relating to staff, pupils, parents and governors.

LETTINGS INTRODUCTION

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget, which is provided for the education of its pupils, will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

DEFINITION OF A LETTING

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group or a commercial organisation". Priority will be given to community lettings.

A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, PTA activities and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the schools facilities:

- Commercial activities with little potential to generate income or support for the school
- Events selling alcohol
- Activities promoting gambling

CHARGES FOR A LETTING

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:-

- ✚ Cost of services (heating & lighting)
- ✚ Cost of staffing (additional security, caretaking & cleaning) – including "on-costs"
- ✚ Cost of administration
- ✚ Cost of "wear and tear"
- ✚ Cost of use of school equipment (if applicable)
- ✚ Profit element (if appropriate)

The specific charges will be reviewed annually and submitted to the full Governing Body for approval.

Please see [Appendix A](#) for a breakdown of current charges.

VALUE ADDED TAX (VAT)

In general, the letting of rooms is exempt from VAT unless there is equipment in the room which is the purpose of the hire of the room.

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair or Vice Chair of Governors.

The school should ensure that the terms of any contract for lettings such as supplementary schools; theatre groups; sports activities; cubs and scouts etc, that will require the contractor to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, also requires the contractor to adopt and implement the measures described in this guidance. As a school we should also monitor the contractor's compliance. A risk assessment must be conducted for each proposed letting. Governing Bodies must consider the need for business & financial planning, procurement and legal advice in relation to Extended Services, and any necessary changes in Governance.

An annual report on lettings will be made to The Governing Body and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

THE ADMINISTRATION PROCESS

Organisations seeking to hire the school premises should approach the School Bursar or Headteacher, who will identify their requirements and clarify the facilities available. A Lettings Hire Agreement Letter and Form (see [Appendix B and C](#)) should be completed at this stage. The Hirer should be a named individual and the Agreement should be in their name, giving their permanent private address. This avoids any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

The Governing Body has the right to refuse an Application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally dealt with as detailed herein.

The Governing Body will consider this with regard to the matters contained in this policy and shall advise the applicant of its decision.

Once it has been decided to proceed with a letting a letter of confirmation will be sent to the successful applicant, 'the Hirer', setting out full details of the letting and enclosing a copy of the terms and conditions and the relevant agreement.

The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises on behalf of the Hirer will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. (Schools may wish to seek payment in advance in order to reduce any possible bad debts.)

The Hirer must give their full details with the agreement in their name, including their permanent private address (for individual lettings) or named senior personnel, contact details, full business address and any registered Charity/ Company registration numbers.

No letting should be regarded as "booked" until the written agreement has been signed by both parties, any deposit/ pre-payment has been paid as appropriate and approval has been given by the relevant person on behalf of the school.

No public announcement of any activity or function taking place should be made by the Hirer until the booking has been formally approved as per paragraph above.

PUBLIC LIABILITY AND ACCIDENTAL DAMAGE INSURANCE

The Hirer must produce an appropriate certificate of Public Liability Insurance cover. The certificate of insurance must be produced before the letting can be confirmed.

If a Hirer has their own insurance it must be public liability insurance that covers all their legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million.

Neither the school, nor the Local Education Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

ACCESS ARRANGEMENTS

School must consider the need for Hirers to comply with the Disability Equality Scheme and make reasonable adjustments. Where this is a strength of the school accommodation, this should be made explicit. However, the responsibility for making sure the accommodation is suitable for the needs of all users, is the responsibility of the Hirer and not the school. The Governing Body can consider exclusions, whilst also considering Equal Opportunities / Freedom of Expression Rights. It is the responsibility of the Hirer to make a prior judgment before the booking as to whether the facilities available at the school are suitable for disabled access.

The Governing Body reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Body from the Premises and Safety Committee (*or suitable alternative*) may monitor activities from time to time. The Headteacher will decide conflicting requests for the use of the premises, with priority at all times being given to school functions. Access to the school's toilet facilities is included as part of the hire arrangements.

Subject to availability, car parking facilities may be available for use by the Hirer and other adults involved in the letting. The Hirer will request this in the Application Form.

ISSUING A LETTINGS CONTRACT

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions ([Appendix E](#)) and the Lettings Contract ([Appendix D](#))

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. We will seek payment in advance in order to reduce any possible bad debts and or a deposit to cover damage. A guarantee card should support cheques wherever possible. An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Headteacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

Copyright or Performing Rights

The school is not responsible for infringements of any subsisting copyright or performing right, and the Hirer must indemnify the Local Authority against all sums of money which the LA may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire. Schools are responsible for the management and documentation records PRS & PPL (John Fogarty can provide the guidance).

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the LA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LA prior to use and certified fit for use. The intention to use any electrical equipment must be notified on the application form.

Furniture and Fittings

The Hirer shall pay the cost of any reparation required. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, Hirers should ensure footwear is cleaned before re-entering the premises. Any damages or broken equipment must be reported to the school or caretaker, whether caused by the Hirer or otherwise, as good vigilance will ensure the safety of all other users.

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is suggested that the Hirer makes its own arrangements. Use of the school's resources is not available.

Food, Smoking, Drink & Drugs

No food or drink may be prepared or consumed on the premises without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided. No intoxicants/ unlawful drugs shall be brought on to or consumed/ used on the premises. The whole of the school premises, including the external areas, is a non-smoking area, and smoking is not permitted.

School Equipment

This can only be used if requested on the application form, and if its use is approved by the Headteacher. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment it is using, and for the equipment's safe and appropriate use. Use of light or fixed catering / cleaning equipment is limited, and the Hirer will need to demonstrate a competence level for use of equipment, plant or other issues on food hygiene standards. Untrained or inappropriate use of equipment may lead to damage to floors etc or render the equipment inoperable causing service delivery disruption the following day.

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of each period of use or letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. Additional charges will be made where the caretaker is unable to lock up whilst the Hirer ensures children are safely vacated beyond the time agreed in the letting agreement.

Behaviour

The school must take appropriate measures to ensure that the Hirer is responsible for ensuring adequate supervision and preservation of good order for the full duration of the letting and until the premises are vacated, also the prevention of overcrowding and keeping clear all gangways, passages and exits.

Promotional Literature/Newsletters

A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Headteacher at least seven days prior to distribution by the Hirer.

Site Security

School must clarify arrangements where there is no caretaker. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Governing Body of the school.

The school will be responsible for communicating arrangements for out of hours, school closure, keys and alarms, checking and switching off technical equipment, explaining fire procedures & fire risk assessments and ensuring appropriate risk assessments are completed. The school will also be responsible for checking fixtures & fittings before and after the letting, and keeping signed copies of the Lettings Agreements. The school is responsible for annual checks of fire equipment and displaying arrangements for fire safety.

Transfer of Control Agreement

Where the school allows an external company use an area of school for a club where the pupils will benefit, the Governors can opt to arrange a transfer of control agreement. The agreement will incorporate the implied

terms set out in Schedule 13 of the School Standards and Framework Act 1998. In accordance with schedule 13, this agreement does not grant any property interest to the service provider. It is the expectation that parents and the pupils will benefit from this through reduced and lower entry prices to the club.

APPENDIX A

*Copy of Lettings Policy dated also in SFVS Manual

County Recommended Schools Lettings Charges –

The recommended charge for the use of school premises for community use for the 2022/23 academic year is as follows:-

Schools Lettings Charges - Academic Year 2023/24

These letting charges have been designed to be used as a guide when charging for the use of school or youth facilities to recover typical premises, cleaning and caretaking costs (reflecting Local living wage pay scales) and administration/overheads.

Schools are advised to use their own discretion when deciding on the exact charges to be levied. Please take into account local conditions and levels of charging from similar venues.

These figures are updated annually using Government statistics and this version is based on August 2023 CPI

Community and Commercial charges

The recommended charge for the use of school and youth centre premises for community and commercial use for the 2023/24 academic year is as follows :

	CW&C Adult & Community Learning Usage	Public Communit y use (2/3 of actual cost return rate)	Outside company Profiting from the letting Commercial use <u>Actual cost return rate</u>
	£ per hour	£ per hour	£ per hour
<u>(i) Primary Schools:</u>	-		
- Hall	20.90	41.80	62.70
- Classroom	13.55	27.10	40.65
- Subsequent Classroom	2.17	4.33	6.50
<u>(ii) Secondary Schools:</u>	-		
- Hall	27.08	54.17	81.25
- Classroom	13.83	27.67	41.50
- Sports Hall	51.00	102.00	153.00
- Gymnasium	26.52	53.03	79.55
- Changing room	12.10	24.20	36.30
- Subsequent Classroom	2.43	4.87	7.30
- Squash Courts	12.77	25.53	38.30
- IT Suite	13.83	27.67	41.50
- Art & Craft Studio	13.83	27.67	41.50

- Cookery Room	13.83	27.67	41.50
- Centre Head Office	13.83	27.67	41.50

(iii) On cost for Sunday and Bank holiday lettings	3.20	6.40	9.60
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(iv) Sports Facilities

£ per game

- Tennis / Netball	8.81
- Football / Rugby / Hockey / Cricket	
Weekday	48.64
Weekend	64.44

- Synthetic Pitches	£ Per Hour
Full Size Pitch	74.82
Half Size Pitch	47.57
1/3 Size Pitch	42.57

The recommended charges relating to Elections have now been removed.

Schools maintained by Local Authorities are obliged to provide ‘**free of charge**’ a room in a school for election purposes.

The Returning Officer is only obliged to make good any damage and to pay any additional caretaking costs.

Currently CWAC will reimburse caretaker direct for the extra hours they work on Polling Day.

Historically the Returning Officer has also paid school an amount towards the cost of any additional heating and lighting expenses



Date:

Dear

I am writing to request your assistance in helping us comply with Local Authority procedures and policy in regard to the hire of our school premises.

A Hire Agreement is attached, which has been drawn up by County Property Management & Legal Departments, such Agreement covers all third party use of the premises.

To comply with legal requirements we ask that you complete the relevant sections of the paperwork enclosed and submit these documents in support of your application.

Many thanks.

Kind regards,

Yours sincerely

A. J. Walker

**A. WALKER
HEADTEACHER**

APPLICATION TO ENTER INTO A HIRE AGREEMENT FOR FACILITIES

Name of Applicant:

Address:..... Telephone

Number:..... Email Address.....

Name of Organisation:.....

Activity of Organisation:

.....

Details of Premises Requested (Hall, , Sports Hall, Classroom etc):

.....

Dates Requested:

Start Time:..... Finish Time:.....(please allow time for your preparation and clearing up)

Frequency:.....

Use of School Equipment (please specify your request):.....

Details of any Electrical Equipment to be brought on site:.....

Maximum Number of Participants:..... Age Range of Participants:.....

Number of Supervising Adults:.....

Relevant Qualifications of Supervising Adults.....

Have List 99 and/or CRB checks been carried out? When? By Whom? Please list details

.....

Dates during the year when facilities will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will be given wherever possible.

The Applicant confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see *Terms and Conditions 2.3 for further details*).

The Applicant confirms that arrangements are in place with reference to First Aid (see *Terms and Conditions 2.7.2 for further details*).

The Applicant undertakes to comply with the regulations regarding the use of own electrical equipment (see *Terms and Conditions 2.6.j&k for further details*).

The Applicant undertakes to comply with the Terms and Conditions of Hire of the School Premises

Any other relevant information including details of insurance cover

.....

I confirm that I am over 21 years of age, and that the information provided on this form is correct

Signed:

Date:

(Please complete and return to the school at least 21 days before the event, wherever possible)

Appendix D

SCHOOL LETTING AGREEMENT

The Governing Body of <i>(insert school name and address)</i>
The Hirer:
Address:
Telephone :
Areas of the School to be Used:
Specific Nature of Use:
Maximum Attendance:
Details of any School Equipment to be Used:
Date(s) of Hire:
Period(s) of Hire:
Fee <i>(specify per hour or per session)</i> : £

- The Governing Body agrees to let the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.
- The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.
- The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to obtain suitable insurance cover for any loss, damage or injury.

I have read and understood the conditions required of me as Hirer.

Signatures: (The Hirer)

..... (On behalf of the Governing Body)

..... Date

APPENDIX E

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Priority of Use and Access

The Governing Body reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Body from the Premises and Safety Committee may monitor activities from time to time.

The Headteacher will decide conflicting requests for the use of the premises, with priority at all times being given to school functions.

The responsibility of making sure the accommodation is suitable for the needs of all users, is the responsibility of the hirer and not the school, to comply with the Disability Equality Scheme. Access to the school’s toilet facilities is included as part of the hire arrangements.

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given. The Hirer shall not sub-let the premises to another person. Subject to availability, car parking facilities may be used by the Hirer and other adults involved in the letting. The Hirer will include this in the ‘Letting Request Form’.

Status of the Hirer & Safeguarding of Children & Young People

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.

The Hirer must give their details with the agreement in their name, with their permanent private address (for individual lettings) or (for organization/ company/ charity lettings) named senior personnel, contact details, full business address and any registered Charity/ Company registration numbers.

Persons may have to undergo, at the discretion of the Governing Body, a criminal record check via the Criminal Records Bureau (CRB). If a particular letting involves contact with the school’s pupils, all personnel involved must be checked in accordance with Safeguarding Board guidance. All staff in schools be cleared at Enhanced level and therefore this should be replicated across to third party users.

These checks must be made by prior arrangement with the Headteacher, with at least half a term’s notice in advance to ensure that the checks can be carried out in time. Any adults working with the school’s pupils (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the LEA’s guidelines for working in schools. Please note: The Hirer shall not sub-let the premises to another person.

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits.

Where partnership activities take place (eg. between school, other local authority services and other 3rd parties), a responsible identified lead (if not the school) is to be established who takes full responsibility for leadership, lettings application, finance, safeguarding and all aspects of risk management between all parties.

Policies

The Hirer will be given copies and adhere to school policies eg. Lettings, Complaints, Equality, Disability & Diversity Policies, Health & Safety and Safeguarding.

Charges and Cancellations

Hire charges are reviewed annually and the current charge is set out in the **Hire**

Agreement. The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Body on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the Hirer’s responsibility to notify all involved in writing (where appropriate) of any changes in dates or venues at least a week in advance.

Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

Conclusion of the Letting / Contract termination

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost will be charged.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Education Authority against all sums of money which the Local Authority may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Damage, Loss or Injury

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. The hirer "should adequately supervise the event, "the letting", and be responsible for any consequences arising from the event", and liability insurance is therefore recommended. A risk assessment must be conducted for each hiring/ activity.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the LEA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LEA. The intention to use any electrical equipment must be notified on the application.

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available.

Food, Smoking, Drink & Drugs

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided. No intoxicants/ unlawful drugs shall be brought on to or consumed/ used on the premises. The whole of the school premises is a non-smoking area, and smoking is not permitted.

School Equipment

This can only be used if requested on the initial application form, and if its use is approved by the Headteacher. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use. Use of light or fixed catering / cleaning equipment is limited, and the hirer will need to demonstrate a competence level for use of equipment, plant or other issues on food hygiene standards. Untrained or inappropriate use of equipment may lead to damage to floors etc or render the equipment inoperable causing service delivery disruption the following day.

Security

The Governors will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Governing Body of the school.

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

In the event of an emergency, occupants must leave the school by the nearest exit and assemble on the lower playground. The Hirer must have immediate access to participants' emergency contact details, and may use the telephone in the school office in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

Leaving of Premises/ Trips/ Transportation of Young People

The Hirer must make arrangements for uncollected children, and any permission from parents on arrangements for being taken off premises (and emergency contacts). The Hirer is also responsible for transportation arrangements, transport safety checks, CRB checks of volunteers, appropriate adult:child ratios and supervision arrangements.

Whilst transportation arrangements between establishments are the responsibility of the Hirer, the school may wish to monitor the effectiveness of arrangements. Risk assessments must also be completed by the Hirer when taking young people off the premises and transporting them between premises. The Hirer is responsible for ensuring that young people normal means of travel are effective, after school hours, eg. valid bus passes.

Promotional Literature/Newsletters

A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Headteacher a week prior to distribution by the Hirer.

Checklist

In addition to the items listed above, the following may be a useful checklist, although does not necessarily cover all eventualities:-

Responsibility of School Lettings Manager/ Site Manager

The role of Site Manager will include:-

- Establish mechanism for evidence that DBS certificates are up to date and appropriate (Not a suggested role for the caretaker).
- Establish mechanisms for monitoring quality assurance of what?
- Communicating out of hours arrangements, caretaker
- Arrangements for school closure, caretaker
- Arrangements for keys and alarms in their absence, caretaker
- Checking switching off technical equipment, caretaker
- Ensuring appropriate risk assessments are completed, SLM role
- Explaining fire procedures & fire risk assessments, caretaker/SLM
- Checking fixtures & fittings before and after the letting, caretaker/SLM
- Complete annual checks on relevant equipment, SLM
- Policies updated & given to hirer (Complaints Policy, Equality, Disability & Diversity Policies, Health & Safety). SLM
- Signed copies of Lettings Agreement kept on file SLM
- A risk assessment must be conducted for each hiring/ activity.
- Notify the school of any changes in role, staffing, responsibilities, absence etc.

Responsibility of Hirer

The Hirer will:-

- Ensure Public Liability Insurance has been arranged for all activities
- Complete risk assessments, for both lettings and activities out of the premises,
- Ensure adequate supervision, ratios and up to date and adequate recruitment and vetting checks, and ensure arrangements to liaise with the school on these matters where appropriate.
- Take responsibility of tidying up, reporting and paying for damages, switching off electrical items,
- Make a prior judgment before the booking as to whether the facilities available at the school are suitable for disabled access.
- Read policies given to hirer and follow procedures accordingly, (to include Lettings, Complaints, Equality, Disability & Diversity Policies, Health & Safety).
- Ensure the insurance and quality of additional resources brought in,
- Take into consideration Disability Equality,
- Establish register of emergency contacts
- Notify the school of any changes in role, staffing, responsibilities, absence etc.
- Inform the school of any car parking requirements

Encouraging all hirers wherever possible to obtain pre- payment for small value services. Conduct a risk assessment must be conducted for each hiring/ activity.

