



Lettings Policy

Adopted by Governors: November 2024
Next Review: November 2027

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Statement of intent

Highfields Primary School recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to local organisations.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

Signed by:

Headteacher

Date:

Chair of Governors

Date:

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Counter Terrorism and Security Act 2015
- The UK General Data Protection Regulations (GDPR)
- Data Protection Act 2018
- Education Act 1996
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'The Prevent duty: safeguarding learners vulnerable to radicalisation'
- DfE (2023) 'After-school clubs, community activities and tuition: safeguarding guidance for providers'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Fire Safety Policy
- Premises Management Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Letting School Premises Risk Assessment
- CCTV Policy
- Manual Handling Policy
- Asbestos Management Policy
- GDPR Policy
- Allegations of Abuse Against Staff Policy

Definitions

For the purpose of this policy, a “letting” is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.

The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.

Use of the premises for activities such as staff meetings, parents’ meetings, governing board meetings, out of school hours learning support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school’s delegated budget.

When letting to commercial businesses, the school will first seek the permission of their LA. Depending on certain conditions, the LA may recommend the school inform the DfE of the letting, e.g. if the letting was during school time. The contact information for the DfE is: schoolsassets@education.gov.uk.

Roles and Responsibilities

The headteacher will be responsible for:

- Reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
- Contacting a legal expert with regards to transactions, for specialised guidance.
- Ensuring any safeguarding risks associated with the letting are identified and addressed.
- Ensuring hirers have appropriate child protection and safeguarding policies and procedures in place.
- Ensuring hirers follow the DfE’s ‘After-school clubs, community activities and tuition: safeguarding guidance for providers’.
- The overall oversight of the letting, handling any queries from the hirer.
- Communicating any relevant information to the hirer, e.g. fire safety precautions.

- Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Working with the site manager to ensure all relevant policies and procedures are implemented and made available to hirers.

The headteacher will be responsible for:

- Ensuring compliance with the premises licence.
- Acting as or appointing a designated premises supervisor.
- Liaising with the governing body to establish whether or not the proposed activity is suitable for the premises.
- Ensuring that the school has the correct insurance in place for hiring out the premises.
- Checking the hirer has the appropriate public liability insurance.
- Working with the site manager to ensure the premises are fit for use.
- Ensuring hirers familiarise themselves with the relevant school policies and procedures, e.g. the Fire Safety Policy and the Asbestos Management Policy.
- Ensuring the school adheres to its Premises Management Policy.
- Reviewing and, where necessary, amending the school's Letting Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
- Assessing whether the activities the hirer is requesting could result in disrupting any asbestos and taking the relevant safety measures as a result.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.

The site manager will be responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Organising any repairs and/or replacement of equipment.
- Notifying the hirer of any known asbestos in the school.
- Ensuring the hirer is made aware that CCTV cameras are installed within the school and ensure they have read the CCTV Policy.

The DPO will be responsible for:

- Being the main point of contact for GDPR enquiries from current and potential hirers of the school premises.
- Ensuring that the statutory privacy information is provided to the hirer.
- Assisting the hirer with any data breach investigation, where necessary.
- Ensuring that the school's Privacy Notice for Third Parties is kept up-to-date, and that it is published on the school's website.
- Ensuring that the hirer's information is stored in accordance with the GDPR Policy.

Hirers will be responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the site manager to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £5 million.
- Providing the headteacher with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, required safeguarding training and providing proof of this to the headteacher.
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.

Informing the headteacher of the activities that will be undertaken on the premises.

- Adhering to the school's Letting School Premises Risk Assessment.
- Adhering to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.

Charges

The governing board will be responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including "on-costs" (e.g. additional security or caretaking)

- Costs of administration
- Costs of wear and tear
- Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
- Costs of using the school's equipment, if applicable
- Profit element, if applicable

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.

The charge issued for each letting will be reviewed **annually** by the governing board.

The review of charges will take place in the **Spring** term, for implementation in the beginning of the next financial year, taking effect from **1 April** that year.

Current charges will be provided to the governing board in advance of any lettings being arranged.

A charging tariff may be established to ensure that access is affordable for particular individuals and groups.

The school requires a **100 percent** deposit of the overall fee to be paid to the school to secure a booking.

Hirers will provide the school with at least **ten days'** notice before cancelling a booking for a full refund.

If hirers fail to provide sufficient notice, the school will keep the hirers deposit.

If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.

In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid.

Managing lettings

The headteacher will have overall responsibility for the management of lettings.

The headteacher will be delegated the day-to-day management of the lettings; however, they will not be responsible for the administrative roles, such as setting charges, this role stays with the governing board.

The headteacher may delegate aspects of the management of lettings to other relevant members of staff, such as the site manager or finance officer.

If the headteacher has any concerns regarding the activities the hirers are conducting, they will consult the governing board and reach a decision together.

Organisations wishing to hire the premises will approach the finance officer, who will identify their requirements and clarify the facilities available.

The headteacher will review the application; they have the right to refuse an application and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing.

Once the letting has been approved by the headteacher, a communication will be sent to the hirer, setting out the full details of the letting and enclosing the terms and conditions of the hire agreement.

The hirer will be invoiced for the cost of the letting as appropriate in accordance with the governing board's charges decision.

The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.

All lettings fees that are received by the school will be paid into the school's independent bank account, to offset the costs of services, staffing etc., (which are funded from the school's delegated budget).

Fees can be paid by bank transfer only.

The finance officer will provide the hirer with the relevant bank details.

Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.

Safeguarding

Highfields Primary School will ensure that appropriate safeguarding arrangements are in place when letting school premises or facilities that involve work with children. Organisations

submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.

Where the hiring of school premises or facilities for work with children, regardless of whether the children are on the school roll, is directly supervised or managed by school staff, the hirer will abide by the school's safeguarding arrangements.

Where the services are provided separately by another body, the school will seek assurance that the body concerned has the appropriate safeguarding procedures in place. The school will inspect the provider's safeguarding policy prior to the commencement of the letting.

Hirers will be expected to adhere to the DfE's '[After-school clubs, community activities and tuition: safeguarding guidance for providers](#)'.

Highfields Primary School will ensure that safeguarding requirements are communicated with the hirer prior to the letting. This will be included [in the school's hire agreement document](#).

Failure to comply with the school's safeguarding conditions will lead to the termination of the hire agreement.

Any safeguarding-related allegations against organisations or individuals who have hired the school premises will be managed in line with the school's Allegations of Abuse Against Staff Policy.

All hirers will state the purpose of the hire.

Each application will be vetted by the DSL and any concerns will be reported to the headteacher prior to approval.

When determining whether to approve an application, the headteacher will consider the following factors:

- The type of activity
- Possible interferences with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- Highfields Primary School's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they will contact the headteacher immediately.

The headteacher will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual group is found to be promoting views in contravention of the school's Prevent duty, this will be managed in line with the school's Prevent Duty Policy.

All hirers will read and review the school's Child Protection and Safeguarding Policy.

Asbestos

The school's Asbestos Management Policy will be available to hirers.

The site manager will inform all hirers of any asbestos-containing materials (ACMs).

When approving the applications to hire the premises, the site manager and the headteacher will conduct a risk assessment to establish whether the requested purpose of use will disrupt any ACMs.

The known ACMs on the school's premises are: See Appendix 3

The site manager will ensure that the hirers have access to the school's asbestos management survey.

The site manager will ensure that the hirers have access to the school's Asbestos Management Plan.

If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

The hirers will be informed by the governing board immediately

All activities will stop, and everyone will be evacuated from the affected area

Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken.

Items, including equipment, books, or personal belongings, will not be moved from the area.

Advice will be sought from an asbestos expert regarding remedial action.

Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Hirers should have procedures in place to deal with the unintended or unexpected release of asbestos.

Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff and hirers.

Emergencies and health and safety

The site manager and headteacher will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors.

In case of an emergency, the on-site telephones can be used to call the emergency services.

The site manager/first aid staff will check first aid kits weekly to ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.

The site manager will show hirers where first aid kits are should they be required.

A first aider (provided by the hirer) will be on site at all times.

Smoking is not permitted on the premises at any time.

The hirer familiarises themselves with the school's Fire Risk Assessment and other relevant risk assessments before using the premises.

The finance officer will make copies of the school's Fire Evacuation Plan available to the hirer at the time of booking and payment.

The hirer will be shown the school's fire exits and evacuation points by the site manager on arrival.

The hirer will be provided with a copy of the school's Health and Safety Policy and First Aid Policy and will be expected to act in accordance with it at all times.

Using the site

The hirer will liaise with the site manager to ensure the school remains secure before, during and after use.

Hirers will be given an emergency contact number for the site manager in case of any security breach.

The school premises are closed after 9.30pm to avoid any noise complaints from neighbouring residents.

The site manager will remain on site until 6.00pm to hand over control of the premises to the first hirer of the evening.

Keys and/or security codes will not be passed to any hirer or other person.

The site manager or key holder will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.

The school uses a 'three strike' rule when handling noise complaints lodged against hirers.

- **Strike one** – hirers will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
- **Strike two** – hirers will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school is issued may be passed on to the hirer if there is sufficient evidence to do so.
- **Strike three** – the hirer will be barred from booking the school premises for any activity for a period of six months. The governing board also expects the hirer to issue an apology to the school and complainant in writing.

The use of public loudspeakers must be agreed with the headteacher and site manager, this agreement must include a maximum noise level which is not to be exceeded.

The school's car park is available to hirers during their time on the premises; however, the governing board and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.

Hirers will only use the car parking spaces allocated and, should any additional spaces be required, the site manager will find suitable spaces on the school grounds.

In the event of additional parking being required, the site manager will ensure the school premises remain accessible to the emergency services, should they be required.

Alcohol will not be brought onto, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the headteacher.

Equipment

Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the governing board to use any additional equipment once the form has been submitted.

The site manager will conduct an inventory of all the equipment that the hirer requests, noting its condition. The site manager will review this inventory after the hirer uses the equipment to ensure its proper use.

Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the site manager or headteacher. Where permission has been granted, the site manager will oversee the move.

If a furniture move has been agreed, the hirer and site manager will negotiate restoring the premises back to its original state.

Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

Any seating provided is limited to the number of chairs on the premises.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.

The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.

The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's Surveillance and CCTV Policy.

Hirers will report any stolen or missing equipment to the site manager immediately.

Risk assessments for manual handling will be carried out by the headteacher and site manager in accordance with the school's Manual Handling Policy.

Food and drink may be prepared on the premises; however, hirers must seek direct permission from the governing board.

The hirer will prepare food and drink in line with current food and hygiene regulations.

Data protection

The school will adhere to the Data Protection Policy at all times.

The DPO will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.

The DPO will provide hirers with the statutory privacy information in the form of the Privacy Notice for Third Parties.

The DPO will ensure that the hirer's information is processed in accordance with the UK GDPR and Data Protection Act 2018.

Monitoring and review

This policy is reviewed tri-annually by the governing board and the headteacher.

The scheduled review date for this policy is 1 January.

Any changes made to this policy will be communicated to all relevant members of staff and all hirers

Appendices

Appendix I – Premises Application/Booking Form



Application for Hire of School Premises

Name of School

Highfields Primary School

Name & Address of Hirer

[Empty text box for Name & Address of Hirer]

Email

[Empty text box for Email]

Mobile Number

[Empty text box for Mobile Number]

Purpose of Letting

[Empty text box for Purpose of Letting]

Date of Hire

[Empty text box for Date of Hire]

Times of Hire

[Empty text box for Times of Hire]

Accommodation Required

Quantity Required

Hall

[Empty text box for Hall Accommodation]

[Empty text box for Hall Quantity]

Classroom

[Empty text box for Classroom Accommodation]

[Empty text box for Classroom Quantity]

Playing Field

Toilets

Chairs

Tables

In consideration of this application being granted I agree to pay Highfields Primary School on demand hiring fees in accordance with the schedule of charges and regulations for the Hire of School Premises, and I undertake to comply with the said regulations. I also agree to pay Highfields Primary School the amount of any damage which may be occasioned to the property of the school and to indemnify them from and against all actions, claims, demands, losses, costs, damages and expenses which may be brought or made against them by any person in respect of any injury or damage sustained by them in consequence of or arising out of the use of the said accommodations as a result of this application.

I am over 18 years of age.

I certify that all adults working with children or vulnerable adults have had the necessary DBS checks and safeguarding training as detailed in the lettings policy.

Signed

Date

Signature of Witness

Name & Address of Witness

For Office Use Only

Authorised by Head Teacher

Accepted by Site Manager

Appendix 2 – Schedule of Charges



Schedule of Charges for Lettings of Highfields Primary School

Sessional Charge (Payable each time the facilities are used)

Monday - Friday	£20.00
Saturday	£30.00
Sunday	£35.00

Hourly Charges

School Hall	£20.00
Playground	£15.00
School Field	£35.00
Chairs	£1.50 per dozen
Tables	£1.00 each

