

Ashton Community Science College

Lettings Policy

Version Control

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Ashton Community Science College

Lettings Policy

1. Introduction

This policy sets out the terms and conditions under which the school premises may be used by external organisations and individuals outside of normal school hours, including evenings, weekends and school holidays.

The Governing Body supports the use of the school's facilities by the community, provided that such use does not interfere with the primary purpose of the school, which is to provide education.

The school reserves the right to refuse any application for the hire of its premises.

2. Legal Status of Lettings

All lettings are granted as a license for use of the premises and do not constitute a tenancy or lease. The school retains control, possession and management of the premises at all times.

The school reserves the right to access all areas of the premises during lettings.

3. Application Process

All hirers must complete an official booking application form via the school's online system- SchoolHire.

Applications must include:

- Full details of the hirer and organisation
- Purpose of the letting
- Dates and times requested
- Evidence of public liability insurance
- Relevant safeguarding and risk assessment documentation

The school reserves the right to request additional information before approving a booking.

Long-term bookings will be reviewed annually.

4. Safeguarding

Ashton Community Science College is committed to safeguarding and promoting the welfare of children and young people. This responsibility extends to the use of school premises outside the normal school day. Where school facilities are hired by external organisations or individuals, the hirer has sole responsibility for the safeguarding and welfare of all children and vulnerable persons attending their activities. The School

does not provide supervision, instruction, or safeguarding for activities delivered by hirers. The presence of school staff on site (including caretakers or lettings site supervisors) does not constitute supervision of participants. Hirers must:

- Have a written safeguarding and child protection policy that is appropriate to the activity and compliant with statutory guidance
- Appoint a named Safeguarding Lead (or equivalent) responsible during the period of hire
- Ensure appropriate DBS checks are undertaken for all staff and volunteers working with children
- Operate safer recruitment procedures
- Ensure staff and volunteers have received basic safeguarding training
- Ensure children know how to raise concerns within the activity

Any safeguarding concern, disclosure, or allegation that occurs during the period of hire must be reported immediately to the School's Designated Safeguarding Lead (DSL), this is done via the lettings staff on the evening who will make contact with the schools out of hours DSL. Hirers where required must also report to children's social care or the police. The School reserves the right to suspend or terminate any letting where safeguarding arrangements are considered inadequate or where there is a risk to children or young people. The hirer is responsible for the safeguarding of participants during the period of hire.

5. Health and Safety

Hirers must comply with all relevant health and safety legislation.

Hirers are required to:

- Provide a suitable risk assessment for their activity
- Ensure safe conduct of all participants
- Familiarise themselves with fire evacuation procedures
- Maintain clear access to fire exits at all times

A responsible adult must be present at all times during the letting.

Where appropriate, a qualified first aider must be present, and a first aid kit must be readily available.

All accidents, incidents or near misses must be reported to the school as soon as possible.

6. Insurance

All hirers must hold public liability insurance with a minimum cover of £5 million. Proof of insurance must be provided prior to confirmation of any booking.

7. Use of Premises

The premises may only be used for the purpose agreed in the booking.

The following are not permitted:

- Activities that are unlawful or unsafe
- Activities that promote extremism or discrimination
- Subletting of the premises

Hirers must:

- Respect the school environment and property
- Leave all areas clean and tidy
- Use only the facilities agreed in the booking
- Park only in school car park and overflow carpark. **Hirers must not park on the roadside obstructing neighboring properties.**
- Ensure a supervisory presence on Aldwych drive to ensure all visitors park on school premises and do not obstruct the road or driveways of our neighbours. Please ensure that High-Viz clothing is worn by these individuals.

Specific facility rules (e.g. equipment use) must be adhered to.

8. Supervision and Staffing

The hirer must nominate a responsible person who will be present throughout the letting.

A Lettings Site Supervisor will be present at all times during any bookings. They are employed by the school and are there as a keyholder and to handle any queries on the evening from hirers.

The hirer is responsible for the behaviour of all attendees. School is based in a residential area, we ask that you remind all site visitors to be respectful when leaving site.

9. Charges and Payment

All charges are set by the Governing Body and reviewed annually.

Charges are based on full cost recovery and may include:

- Facility hire
- Staffing costs
- Cleaning costs

Payment must be made in advance via the online booking software – SchoolHire.

10. Cancellations

The school reserves the right to cancel any booking at any time. Where possible, notice will be given. In such cases, a refund or alternative booking will be offered.

Hirers must provide at least 7 days' notice for cancellation of a booking. Failure to do so may result in charges being retained. Any cancellation made three days or less before the booking date will be subject to a 50% charge.

11. Damage and Cleaning

The hirer is responsible for any damage caused to the premises or equipment. The school reserves the right to charge for repairs or additional cleaning where required.

12. Alcohol, Smoking and Substance Use

Smoking is not permitted anywhere on the school premises.

Alcohol cannot be consumed or stored on site. It is the responsibility of the hirer to ensure this is enforced.

Illegal substances are strictly prohibited.

13. Emergencies

Hirers must familiarise themselves with emergency procedures.

In the event of an emergency, the hirer must:

- Contact emergency services where required
- Ensure safe evacuation of the premises
- Inform the school as soon as possible

An emergency contact telephone number is available during the booking period to contact the lettings site supervisor: 07351 520067.

14. Data Protection

The school processes personal data in accordance with UK data protection legislation.

Information provided by hirers will be used for the purpose of managing bookings and will be handled securely.

15. Equality and Accessibility

The school is committed to equality of opportunity and will not discriminate against any individual or group. Hirers must ensure that their activities comply with equality legislation.

16. Breach of Conditions

Failure to comply with this policy may result in:

- Immediate termination of the letting
- Refusal of future bookings

- Additional charges

17. Review

This policy will be reviewed annually by the Governing Body.