Lyminster Primary School

Lettings and After School Clubs Policy

September 2026 – October 2027

Approved by: SBM	
Last reviewed on:	**September 2026**
Next review due by:	**October 2027**

Lettings & After School Clubs Policy

Thank you for your interest in hiring our premises for your activity. We recognise that the quality of the education that we offer is greatly enhanced by the provision of a wide range of after-school activities; we are keen to extend the use of the school premises, beyond the usual 'school-day' and to enable greater use by the wider community.

In order to ensure the consistency of the high standards that we expect to achieve, this document will set out a framework for partnership which will clarify the responsibilities of the school and the outside agencies, providing after school activities.

All External Providers

All outside providers wishing to run at club at Lyminster should make an arrangement to meet with the School Business Manager or Headteacher to discuss their proposal. Before any agreement is made, the school will consider the suitability of the activity and whether it balances with other existing activities.

Before you consider hiring please be aware;

- We require all hirers to provide to referees. These will be contacted to provide reference prior to any hire agreement.
- The club leaders must complete the lettings agreement (SL1) and a risk assessment (see example attached below)
- The leaders are fully responsible for staffing the activity and must be suitably qualified to run the sessions and hold a relevant First Aid certificate and, where appropriate, a recent DBS certificate. Whilst First Aid boxes are available at school, we would recommend that club leaders provide their own. Leaders must provide their own system for recording accidents and near misses, and also agree a procedure for reporting these to school staff.
- All hirers must have adequate Public Liability Insurance. If no insurance is in place, the club must enter into the policy operated by WSCC, which will incur an additional charge.
- A letter of acceptance on behalf of the Governors will be issued to the Club at which point the Club may be advertised.

Charging

The Governors will apply the following charges to outside agencies for the use of hall.

- £15.00 per session for a maximum of 1.5 hours Monday – Friday during term-time.
- £25.00 per session for a maximum of 1.5 hours on the weekend
- There may be additional charges for insurance provided by WSCC if you do not have your own. If you need this, you will need to make an appointment with the School Business Manager to confirm current charges.

Please read and sign this document and complete the application form (SL1). The Headteacher or School Business Manager can only agree the application on behalf of the Governors, once all forms, (risk assessments, qualification, insurance and DBS certificates) have been submitted.

1. The use of the premises is limited to the defined area. i.e. hall, classroom. Club Leaders must ensure that if classrooms or other rooms are used by agreement for changing, they are treated with respect and left in good order. Specified toilets will also be available for participants to use.

2. All agreed charges will be invoiced to the Club Leader and must be paid promptly upon receipt of invoice, either termly of half termly.

3. The agreement to hire the premises is between the individual signing the agreements and the school; keys and access cards must not be given to third parties.

4. The Club Leader is responsible for the creation and publication of any promotional material, and the school may support with distribution.

5. Club Leaders are responsible for the behaviour of all participants involved in the Club and for preventing unauthorised access to the building.

6. No smoking is allowed on school premises.

7. Hall furniture and PE equipment should be left as it was found – school PE equipment should not be used, unless by prior agreement.

8. Groups are not permitted to use their own electrical equipment, unless the Club Leader has sought prior approval from the School Business Manager and the equipment has been PAT tested within the last year.

9. The Club Leader will be responsible for the recording of all accidents and incidents maintaining a record of first aid treatment administered. The school must be notified immediately if any serious accident occurs – and in particular if an ambulance (or a parent) has had to be called.

10. The Club Leader/Staff must ensure all areas used are left clean and tidy and that all participants have left the premises at the end of the session.

11. It is the responsibility of the club staff to ensure the integrity of the parts of the building they are using; the club staff shall **not** allow other children **or** adults (even if they are parents) to use the 'club access' to enter the building.

12. If hiring the premises 'out of hours' and responsible for securing the premises, the Club Leader/club staff must ensure that all windows, doors and gates are properly secured (please ensure you 'thumb through' the combination padlocks) and that the alarm system is correctly set at the end of each session.

13. Please be aware that this is a residential area and it is the Club Leader's responsibility to ensure that participants of the club respect our neighbours when parking their vehicles and when leaving the premises.

Clubs for children

14. All Club Leaders and associate coaches/helpers will need to have a current DBS (formally Criminal Record Bureau) clearance. Evidence of this will need to be presented before the Club is agreed and upon any staff changes at the Club. The organisation must provide a Letter of Assurance to the school to confirm that all appropriate safeguarding checks have been properly carried out by them (see template below).

15. The Club Leader must hold a valid First Aid Certificate.

16. Participants should be asked to reply direct to the Club Leader either at a postal address or via the school – the school office can support by collecting letters and payments to hand on to the Club Leader. For clubs operating directly from the end of the school day, the Club Leader must provide a copy of the register to the school office.

17. Club staff are responsible for ensuring that an accurate register is kept and operate a signing-out procedure to ensure all children are handed-over to the named parents – during the school day school staff may be able to support with phone calls if required.

18. If the Club operates directly from the end of the school day, the Club Leader must provide the school office with a register of attendees.

19. The Club Leader is responsible for agreeing with the school a single drop-off and pick-up point for parents with one point-of-entry to the school. The school will shut other doors and gates for security. The school will support the Club Leader in communicating to parents the importance of their support in this.

20. We would normally expect there to be contingency plans in place should bad weather prevent the club from running. In this event it is expected that the Club Leader will ensure that the children are engaged, and good standards of behaviour are upheld. If the Club needs to be cancelled due to illness the school will support the Club Leader in communicating with parents. The Club Leader must inform the school by 1:00pm if it is necessary to cancel the club, using the Club register supplied by the leader.

21. The numbers of children taking part and adult to child ratios will need to be included in the Risk Assessment. Adult to child ratios will be dependent upon the nature of the activity, however, as guidance the adult to child ratio should be no more than 1/12 to ensure safety and quality of provision.

22. We have high expectations of behaviour in school and would expect those to be achieved albeit within the less formal setting of the Club. If Club staff are experiencing on-going problems with an individual/groups of children, please liaise with the school office to discuss solutions. In extreme cases, the parents of any child who is persistently disruptive may be asked to withdraw him/her from the Club.

23. The Club Leader will be responsible for providing any first aid. It is the responsibility of the Club Leader to communicate any accident/incident with the Parent/Carer upon collection, in particular head injuries and ensure they inform the school of any injuries.

24. The Headteacher may request that a proportion of places at the club are reserved for children which the school has identified as vulnerable. The school will fund places for these children, and will pay for the places upon receipt of an invoice.

Safeguarding/child protection

Our school is committed to safeguarding and promoting the welfare of children, and expects all club staff to share this commitment. Any concerns that club staff have about the pupils they work with/come into contact with should be voiced with **Mrs R Yarrow, Mrs G Terrill, or Mrs J Galvin** and **NEVER** with the parents of the child/persons concerned.

Child Protection

- It is possible that children may tell you (or try to tell you) things which may be a cause of concern, or they may even relay information relating to some form of abuse. If this happens, **do not question the child**; please inform one of the safeguarding officers immediately. While you cannot promise confidentiality within school (i.e. you must make it clear to the child that you'll have to tell someone), you must ensure that once you have passed the matter on you do not discuss it with anyone else. The school's designated safeguarding officers are the Head Teacher and Inclusion Manager.
- **If you are at all unsure of what to do in this situation, speak to the Safeguarding Officers; Mrs R Yarrow or Mrs G Terrill,**
- **If you are in any doubt about the safety of a child, immediately tell the Safeguarding Officers.**
- **If you have a concern about a member of staff, please speak to either the Headteacher or Chair of Governors. Alternatively, the LADO (Local Authority Designated Officer) may be contacted.**

INSURANCE

Please see the Insurance Section on form SL1.

Please provide the details of two referees on the form attached below.

Signed ……

Date ……..

Print name ……

References

If you want to hire our premises on a regular basis we will need you to give us details of two separate individuals who are willing to provide references on your behalf. These cannot be related to you; ideally one of these should be from an organisation from who you have let premises before, but they can also be from individuals you know professionally. We will contact them directly and this process will need to be complete before you can start.

Referee A

Name:

In what capacity do you know them (friend, neighbour etc, or previous hall hirer?

Address

Telephone number

Email address

Referee B

Name:

In what capacity do you know them (friend, neighbour etc), or previous hall hirer?

Address

……

……

Telephone number

Email address

Lyminster Primary School
Risk Assessment for After School Activities

Assessors: Kim Jones **Date:** September 2025 **Date of Review**: September 2026

Hazard	People affected	Existing controls	Additional controls
Injury to child during session	Children	Clubs must provide their own qualified First Aider There must be sufficient staffing to ensure supervision of rest of group in event of a first aid incident First Aid kit in hand and up to date Parents phone number held in register Club organiser must have access to a mobile phone - battery fully charged. During school hours phones are available to call emergency services in all classrooms and office – clear signage next to phones detailing emergency number and school address	Staffing to support with First Aid crisis
Fire – risk of injury during evacuation	All	The school fire alarm is tested weekly. Club users need to familiarize themselves with the emergency evacuation procedures of the room they are using Group must evacuate with first aid equipment In the event of injury first aid can be delivered once evacuated.	
Child missing during session	Children	Register taken at start of session Child/Adult ratio maintained at all times Children must only use the toilets immediately adjacent to the hall and staff must be sure that	Staffing to support with group and/or search

		the children return to the session in a timely fashion Club-staff to ensure supervision of group whilst search is carried out. If during school hours school-staff can assist in a search. If child is not located within 7 minutes, Parents/Carers must be contact, followed by contact with police.	
School property vulnerable during Club and at pick-up times	School community	Agree one drop-off and pick up point with parents which is either the school Office or the school hall rear doors	Staffing to support security – front door and gates
Intruder on school premises approaching children	All	Club-staff to ensure safety of group Mobile phone on person – battery fully charged to contact emergence services if necessary Emergency numbers available	Staffing to support in emergency
Parents failing to turn up for collection of child	Children	Parents phone number kept on register Mobile phone on person – battery fully charged Knowledge of how to operate school phone if no signal	Staffing with knowledge of school families to support
School property damaged during Club/club e.g. window broken	School community and children	If during school hours – school staff to be notified. If outside of school hours Premises Manager or Business Manager to be notified phone number kept by Club Leader	

YOUR LOGO HERE

Organisation Name: ……

Registered Address: ……

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…..……

Dear Mrs K Jones,

Please accept this letter as confirmation that the appropriate pre-employment checks have been carried out for the staff member named below.

- enhanced DBS with barred list for all roles that meet the definition of Regulated Activity; additional checks on those that have lived or worked abroad, where their role meets the definition of Regulated Activity;
- checking right to work in the UK;
- checking qualifications and/or membership to a professional body, where it is a legal requirement for the role;
- undertaking a Prohibited Teacher Status check, Qualified Teacher status check where appropriate;
- obtaining a minimum of two satisfactory references and a signed declaration in accordance with the 'Disqualification under the Childcare Act 2006' regulations.

Staff name: ……

Employed as: ……...

Date of checks: ……...

Signed

Dated