

St Botolph's C of E (C) Primary School Lettings Policy

Care for the flock God has entrusted to you. Watch over it willingly not grudgingly- not for what you will get out of it, but because you are eager to serve God.

Peter 5:2



Agreed December 2024

Review Date December 2026

St Botolph's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We welcome our duties under EA2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender and gender identity), maternity and pregnancy, religion and belief. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.

1. It is the policy of the governors that some school premises and facilities shall be available for use by outside bodies at the discretion of the headteacher subject to their not being required for any organised activity within the school and consistent with the school ethos. For the purposes of this policy the premises and the facilities will be referred to as the facilities.

It is a basic principle that the facilities are provided for use in the normal educational and extra-curricular life of the school, hence any use by external bodies, groups or individuals, will always be of a lower priority than any internal use.

2 For the purposes of this policy, the use of the facilities by organised bodies formed with the sole purpose of supporting the school will be deemed to be use by the school itself. The use of the facilities by the school will normally not be subject to any charge. Use by any other bodies associated with the school e.g., Parents Associations and non-profit making community associations, will be charged at Rate A. Use of the facilities by external bodies will always be subject to the charges detailed in the Appendix attached (Rate B). The charges detailed will be reviewed annually by the Local Governing Body. The exception to no charges for use by the school will be at the discretion of the headteacher and governing body, for example, this would be where caretaking needs involve significant overtime payments.

3. The booking of all use of the facilities, both by the school and external bodies beyond those scheduled by the school timetable and calendar will be the responsibility of the nominated person. Once a signed application is received, written confirmation of subsequent cancellation will be required in order for return of any deposit paid. It is the responsibility of all individuals organising events not scheduled but which involve the use of the facilities, to submit a letting application in good time. If notification is not received sufficiently far in advance it is liable to result in the facilities requested not being available for use.

4. Upon receipt of a letting application the nominated person will inform the person making the request that the booking is confirmed or otherwise and the estimated charges involved. Where requests are made by external bodies not known to the school, a deposit of 25% of the estimated final invoice will be required before booking can be confirmed.

5. The nominated person will inform the Site Manager of the specific needs of the booking. The Site Manager will safeguard the facilities of the school by all reasonable means during any hiring and will immediately report any damage incurred. Hirers will be responsible for

providing his/her own stewards for the event and for any breaches of copyright, performing rights and the Betting, Gaming and Lotteries Act.

6. Following the hiring, an invoice will be raised for the charges incurred plus any additional damage charges. 'Damage' will include the causing of unreasonable cleaning requirements following a hiring. The Site Manager will survey and note the condition of the premises/facilities with the hirer at the end of the event. Invoices should be settled within 30 days and legal action may be taken to pursue the debt.

7. All lettings must be renewed annually in line with the attached timetable and any changes made mid-year require a new lettings form to be completed.

8. Applications for a weekend letting or variations to a regular weekend letting should be submitted 4 weeks prior to letting or change.

9. The Site Manager and/or Headteacher have the right to put a stop to any hiring if, in their opinion it is not being properly or safely conducted.

LETTING CONDITIONS

1. The rooms normally available for general hire are the Hall, the Activity Room and Fitzwilliam Room. The Hall is suitable for social events, rehearsals, large meeting, etc. Toilets are available in the corridor outside the hall. The Fitzwilliam Room has a self-contained kitchen and toilet facilities as well as direct outside access to a large playground and multi-use games area.

The classrooms and Activity Room are suitable for small meetings, adult education etc. One toilet is available by the staffroom. Other facilities may be available upon request to the Headteacher.

2. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fittings and general cleanliness.

3. All external doors and windows must be secured, electrical appliances and lights turned off at the end of a hiring. The Site Manager is responsible for setting the alarm.

4. Cleaning of the premises is to be carried out by the school personnel and the hiring fee will normally include the cost of cleaning up afterwards.

5. The Site Manager must be present if the general public are to have access to the premises. If the hiring is for a private meeting or gathering with no access to the general public, then the Site Manager will normally unlock and lock up only.

6. The hirer will be responsible for the premises in the event that the Site Manager is not required to be present, but will be responsible to the Site Manager if he is required to be present. To contact the Site Manager in case of an emergency, telephone 07563 717483.

7. The hirer must sign a letting agreement form after agreeing to the conditions of hiring including a statement of costs. A copy of the hirer's current insurance certificate should be

submitted with the form. If the letting is for a children's club, the hirer must also submit their DBS certificate and 2 proofs of ID with the application.

8. No access to other classrooms or other areas of the school will be permitted.
9. There is no drinking, music, dancing or singing licence and the hirer must apply for temporary licences to the City Council.
10. Furniture must not be taken from the classroom without prior agreement.
11. The School is a 'No Smoking' area. No smoking will be allowed on the premises, including the external areas.
12. The hirer must visit the premises prior to the letting in order to familiarise themselves with the premises.
13. Refuse bins will be provided and rubbish should not be placed elsewhere.
14. The school accepts no responsibility for any loss or damage to the hirer's property left on the school premises after the hiring.
15. The hirer must not block any exits nor place obstructions in the corridors.
16. Additional lighting or extensions from existing lights must not be used without prior consent from the Site Manager.
17. Any electrical appliances used by or on behalf of the hirer must hold a current Portable Appliance Test certificate which should be submitted with their application form or before the appliance is brought into school for use. The school can PAT test an appliance at an extra charge (please see charges section).
18. No fixings should be attached to the walls or floor without arrangement with the school.
19. The hirer is not permitted to sub-let the premises. The premises can be used only for the purpose outlined in the application.

SAFEGUARDING

Agreements

School reserves the right to terminate the agreement if the hirer doesn't comply with safeguarding obligations. The school can also consider adding additional rights and obligations to the agreement, such as requiring the hirer to provide written confirmation that they have safeguarding policies in place.

DBS checks

If the hirer will be working with children, they may need to undergo an enhanced DBS check. The hirer is responsible for ensuring they have complied with this requirement.

Communication

The hirer is required to immediately inform the school of any safeguarding concerns.

They will also be expected to show they have robust Safeguarding arrangements in place and that there is a named “designated person” for referring Child Protection and Safeguarding concerns. The policies and procedures related to Safeguarding and Child Protection should be robust enough to stand up to scrutiny in line with the expectations of the Academy.

National organisations may have their own safeguarding policies and procedures that stand up to scrutiny and the school should satisfy themselves that the person responsible for the lease is fully aware of Academy policies and procedures as well.

Where the hirer is providing sporting activity or coaching, valid and current First Aid certificates must be in place when school or Academy First-Aiders are not present.

A certificate of public liability insurance must also be in place for the provider. Coaches working for that provider must also be able to show evidence of public liability cover if that is a requirement of their role within the organisation that is hiring or letting the academy premises.

An initial Safeguarding meeting may be appropriate prior to the beginning of a lease, to allow a briefing on how to report a CP concern in Peterborough and how to contact the LADO (01733 864 038) if there is a concern about the suitability of an adult to work with children, meeting the criteria stated below –

1. Behaved in a way that has harmed a child, or may have harmed a child;
2. Possibly committed a criminal offence against or related to a child;
3. Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

EVACUATION

The Site manager will explain the evacuation protocols at the time of the letting and a reminder on the day.

ANNUAL LETTINGS TIMETABLE

- Autumn Term Local Governing Body review charges.
- Spring Term Any changes to lettings charges notified to hirers and new lettings forms sent for the new financial year. Confirmation of letting sent to hirers on receipt of completed application forms.
- Summer Term Revised lettings charges in place and invoices sent half termly.

PREMISES LETTING CHARGES FROM JULY 2023

RATE A – Friends Association/community/staff private hire etc

Facilities Per hour	Daytime/term time (up to 6pm)	Weekends/ School hols
Hall and toilet	£30(20)	£35

Activity Room /Fitzwilliam Room and toilet	£25(18)	£30
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RATE B – Commercial or private hire/External clubs

Facilities Per hour	Daytime/term time (up to 6pm)	Weekends/ School hols
Hall and toilet	£35(21)	£40
Activity Room /Fitzwilliam Room and toilet	£30(19)	£35

Outside facilities Per hour	Daytime/term time (up to 6pm)	Weekends/ School hols
Field including toilet and indoor changing facility	£23	£26

Includes locking, unlocking and cleaning.

Rates apply to normal conditions of cleaning.

We reserve the right to make an additional charge if there is additional cleaning and maintenance to be carried out as a result of the letting.

Charges will be made for photocopying flyers/leaflets etc. Current Charge 10p per A4 copy.

Portable Appliance Testing - £2.50 per appliance.

PLEASE NOTE: failure to vacate the building by the time stated on the letting form will incur an additional charge of £5.00 per fifteen minutes.