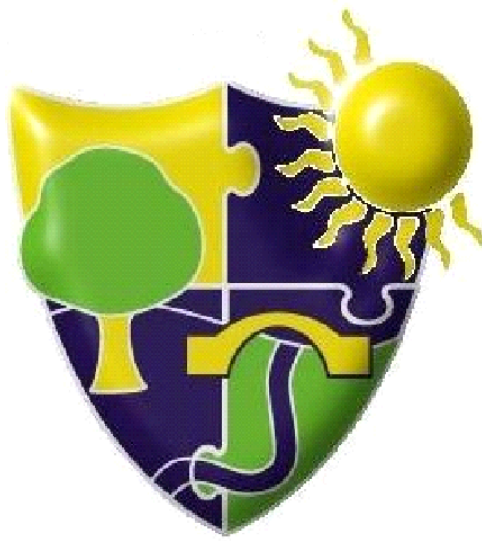


The Meadows School



School Lettings Policy



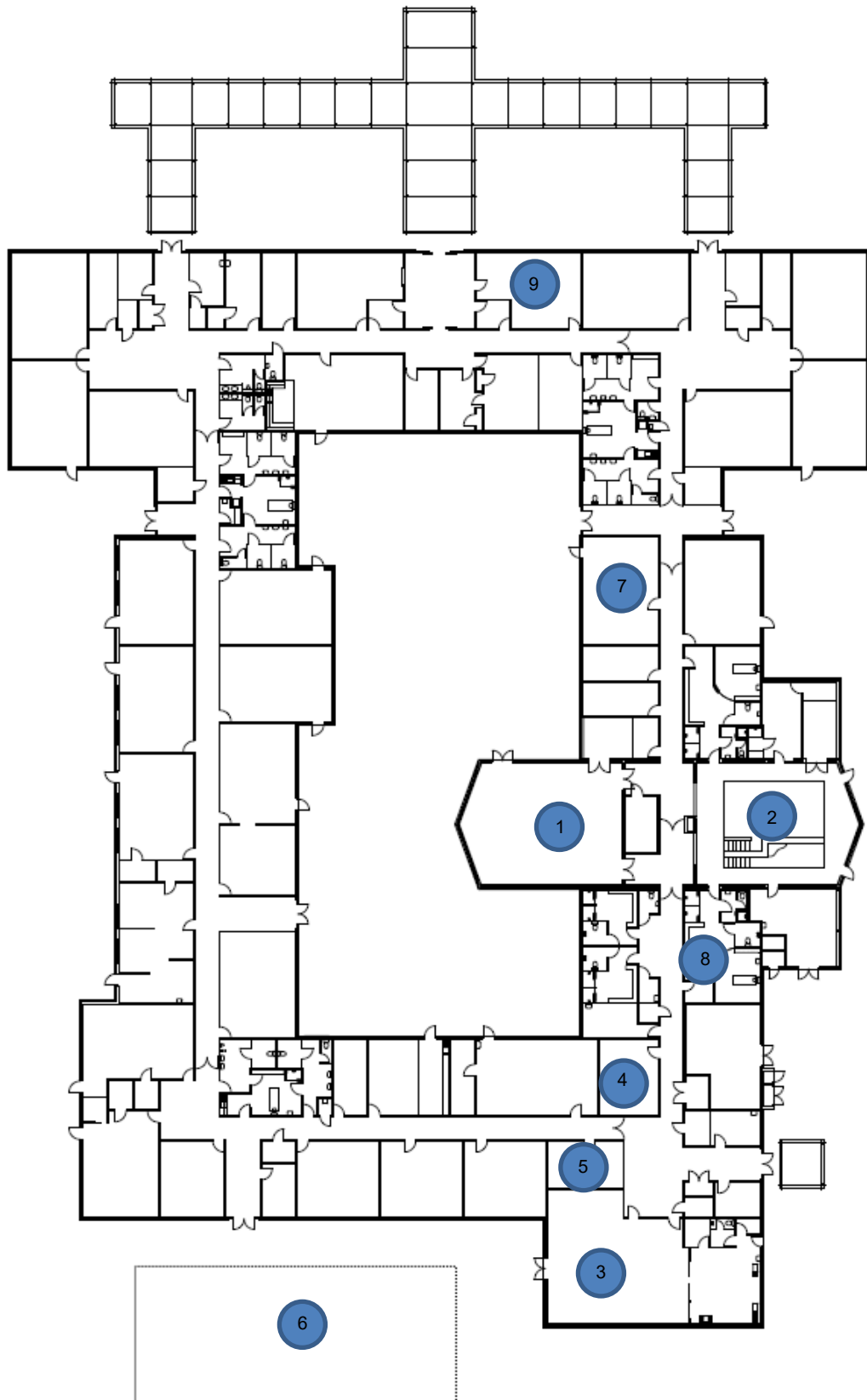
Updated: January 2019

Adopted by Governors:

Review: February 2020

Chair's Signature:

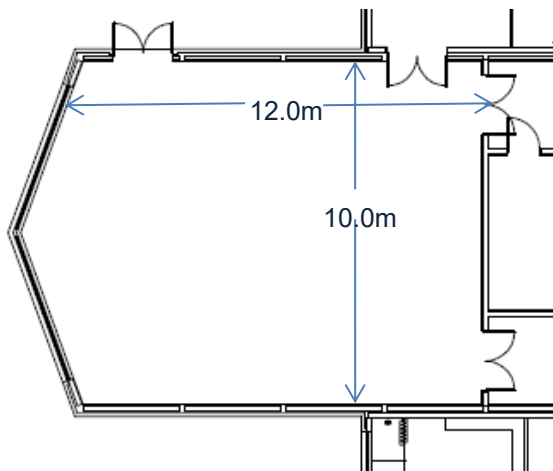
The Meadows School Site Plan



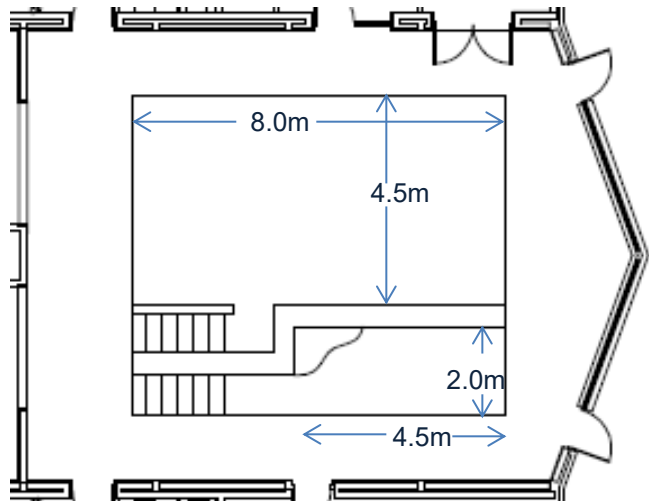
Facilities Available *(all measurements quoted are approximations, viewings*

available on request)

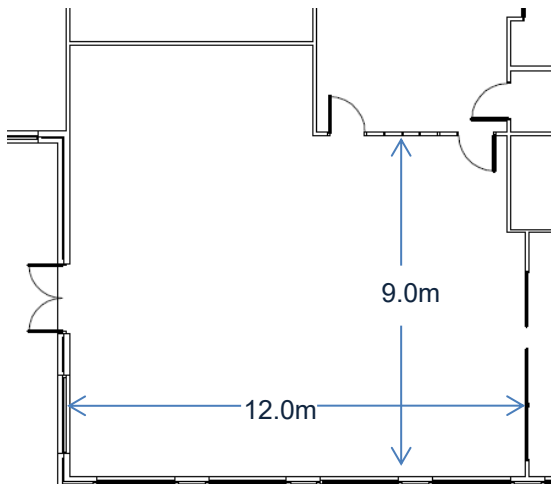
1 Sports Hall



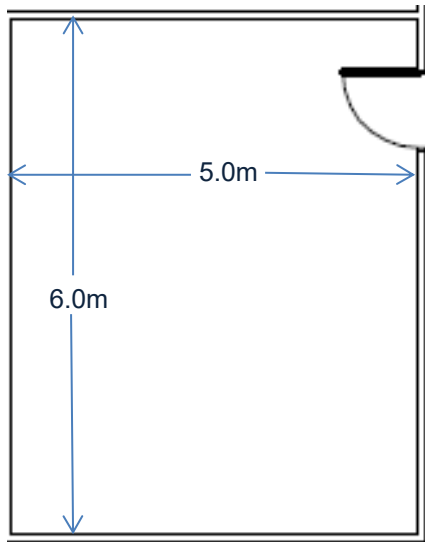
2 Swimming Pool



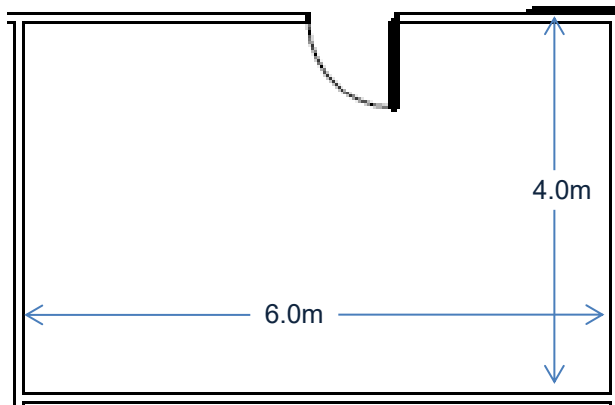
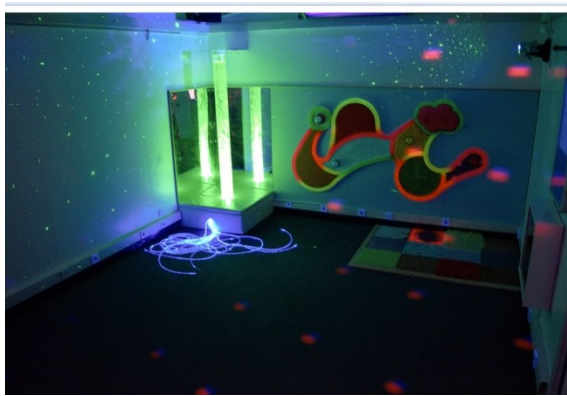
3 Dining Hall



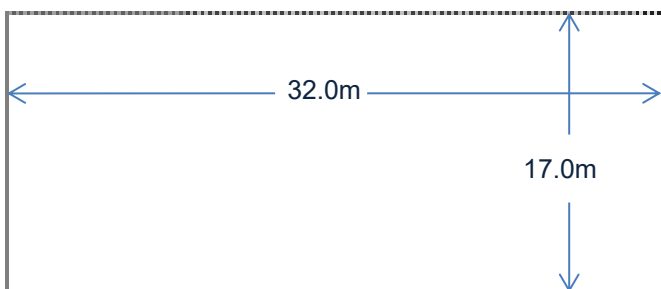
4 Soft Gym



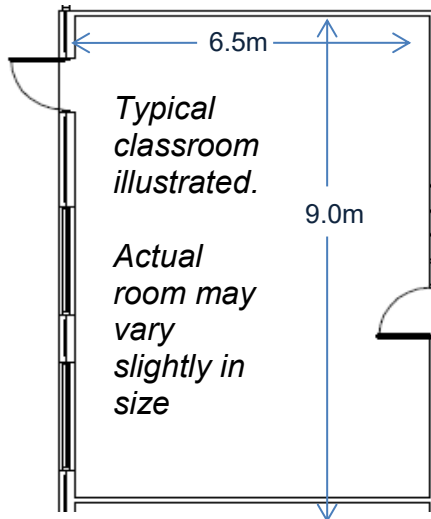
5 Sensory Room



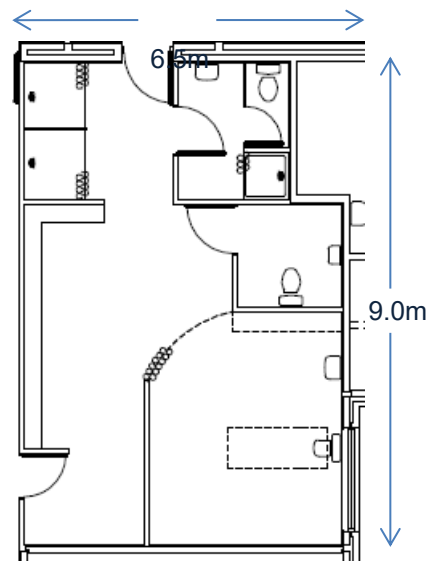
6 Five-a-Side Synthetic Pitch



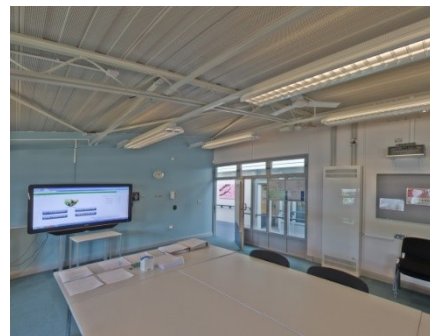
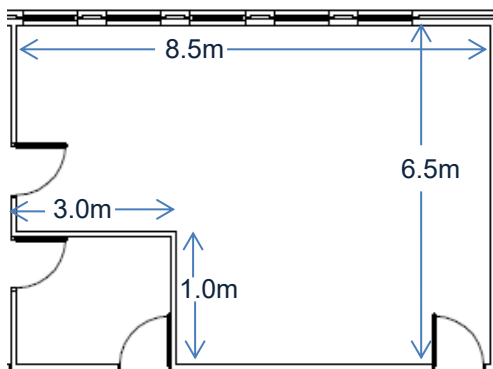
7 Classrooms



8 Changing Rooms



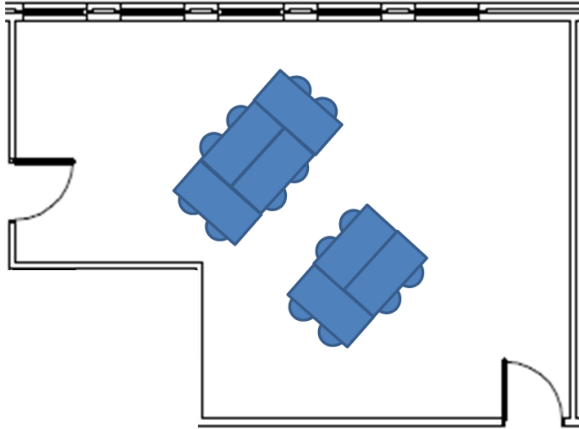
9 Conference Room



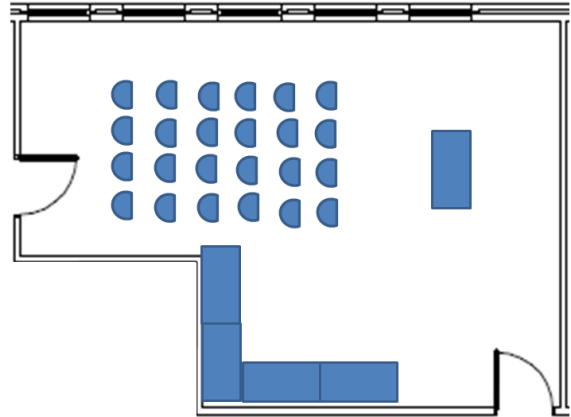
Conference Room Suggested Seating Plan

Inventory 24 chairs, 8 tables 1.6m x 0.8m

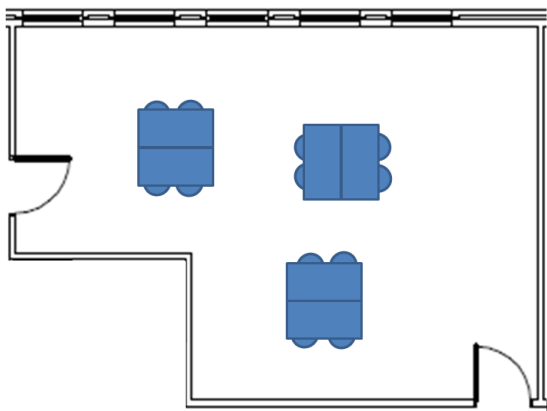
Large Group



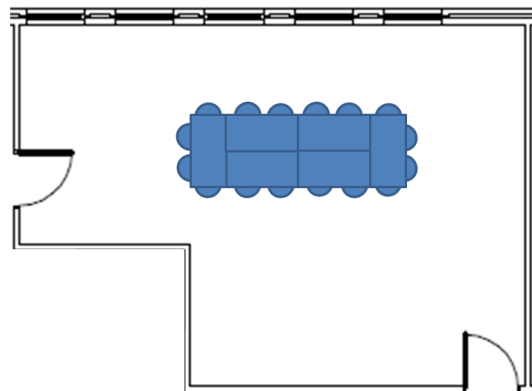
Assembly



Small Group



Boardroom



Appendices

Appendix A	Schedule of Letting Charges for 2016/17
Appendix B	Schedule of Concessional Rates for the use of School Premises
Appendix C	Conditions of Hiring of School Premises
Appendix D	Application Form for the Hire of Education Premises
Appendix E	Permit for the Hire of School Premises
Appendix F	Form FIN 51 – Hire of School Premises
Appendix G	Payment Instructions to Hirers
Appendix H	Calculation of Lettings Charge form
Appendix I	VAT Regulations
Appendix J	Letting Checklist
Appendix K	DBS Check
Appendix L	Fire Safety Procedures Out of Hours

Governors have control over the use of the school premises, subject to the LA's general policy that all educational premises should be made available wherever possible to provide for the wider educational and recreational needs of children, young people and adults.

Applications for Hire of School Premises

An application form for the use of school premises must be completed for all school use or use by other organisations that take place after school hours and extend beyond 1800 hours, or take place wholly after 1800 hours, or at weekends.

When an enquiry is received regarding the hire of school premises the following information will be issued to the person making the enquiry:

- Scale of charges.
- Conditions of hire.
- Application form.

An application form must be completed in full, signed and witnessed prior to approval being given for a letting to take place.

The following points should be noted when considering an application:

- Only a Director can legally bind an incorporated company unless the company has, by resolution appointed any other person, in which case a copy of the resolution must be attached to the application form.
- Where a firm is run in partnership the signatures of all partners are required.
- A member of a club committee can sign the form if so appointed by a resolution of the committee. If there is no such resolution, the signatures of all the committee members are required.

Applications for the hire of the school premises is to be made directly to the school.

Application may be made on behalf of others, however the person or organisation who completes the application form will be charged for the hire and will be responsible for the hire.

Applications can only be authorised by a member of the Senior Leadership Team and must be agreed by site staff before being accepted.

Permits for Hire of School Premises

A permit for the hire of school premises must be issued once a letting application

has been accepted. The following details will be completed on the permit:

- Permit Number.
- Name of School.
- Name of Hirer – this will be the name of the person or organisation who is to be charged for the hire of premises.
- Address of Hirer
- Organisation using the premises.
- Purpose of the Letting.
- Date(s) of use.
- Times of use (to and from)
- Accommodation – this will include the type of accommodation and the numbers involved.
- Hire Charges – this will be a separate sheet which will clearly breakdown the charge of the letting as detailed:

$$\begin{array}{r} \text{Accommodation charges per letting} \\ + \\ \text{Other Charges (Please specify)} \\ \times \\ \text{Concession rate (if applicable)} \\ = \\ \text{Charge per letting} \end{array}$$
$$\begin{array}{r} \text{Charge per letting} \\ \times \\ \text{Number of Times Let} \\ = \\ \text{Total net Charge for Letting} \end{array}$$
$$\begin{array}{r} \text{Total net charge for letting} \\ + \\ \text{VAT @ 20\% (if applicable)} \\ = \\ \text{Total gross charge for letting} \end{array}$$

The permit will be issued to the hirer, a copy given to site staff, and a copy retained in school.

Use of School Kitchens

The use of school kitchens is not allowed.

Charging – General

The school is responsible for charging hirers of school premises direct and as such the letting charge must be calculated by schools.

Schools with delegated powers must calculate the hire charges in accordance with the school's Letting Policy, as laid down by the Governing Body, and the VAT Regulations.

Once a letting has been agreed, any authorised charges will be calculated as detailed below, and an invoice will be issued stating the payment terms.

i) **Accommodation Charges**

You must take into account the cost of different types of accommodation used and how many of each are used.

ii) **Other Charges**

You must take into account any other charges that are to be levied for each letting, e.g. Sessional Charge.

iii) **Concession Rates**

You must apply the appropriate concession rate, if applicable, to the letting.

iv) **Charge Per Letting**

The sum of i) and ii) less the concession rate, where applicable, will give you the charge for each time the letting takes place.

v) **Total Net Charge for Letting**

If the letting is for one day only the total net charge for the letting will be equal to the calculation shown in iv) above. Where the letting is for more than one date, the charge per letting should be multiplied by the number of times let, to calculate the total net charge.

vi) **VAT**

The VAT regulations applicable to hire of school premises are covered in more detail further on. Where VAT is applicable, it should be calculated at the standard rate and shown separately. The council's VAT registration number should be quoted on the hirer's copy of the permit.

vii) **Total Gross Charge for Letting**

If VAT applies, it should be added to the total net charge for the letting to give the total gross charge for the letting.

viii) **Instalment Charges**

Instalment charges should state the following:

- Name of school
- Name of hirer
- Address of hirer
- Total charge for letting
- Permit number
- Number of instalments – where the letting is for a number of dates, the number of instalment payments allowed should not be more than the number of dates booked.
- Instalments due – agreement should be reached on the day/dates that instalments are to be paid. You must ensure that an instalment payment is received prior to each date of use.
- Authorised by – the Business & Finance Director should sign to denote his/her agreement
- Agreed by – the hirer should sign to denote his/her agreement to the amount and frequency of the instalments.

A copy of the agreed instalment should be issued to the hirer together with the permit. Once the last instalment has been received, the hirer's copy of the permit may be endorsed "Full and Final Payment Received".

The school's copy of the completed record should be kept on file with the school's copy of the permit.

The hirer must be informed that payment for the letting charge must be made to the school office prior to the date(s) of the letting(s), unless agreed otherwise by the school.

Access to the school premises should only be allowed if the hirer can provide proof that the letting has been paid for in advance or, in the case of instalment payments, that the latest instalment has been paid.

Under no circumstances should the hirer make payment to the member of staff covering the letting on the day of use, or otherwise. Staff should be instructed to refuse payment and deny access to the school premises.

Charging – Value Added Tax

It is imperative that VAT is accounted for properly. Failure to do so could result in the Authority incurring financial penalties. If penalties are incurred due to an error or omission on behalf of a school, such costs will be charged to the school's budget.

a) Letting of Premises for Sport and Physical Recreation

The letting of facilities designed or adapted for playing any sport or taking part in physical recreation is subject to VAT at that standard rate.

However, the letting of such facilities may be exempt from VAT if:

The letting is for over 24 hours or there is a series of lettings to the same person over a period of time.

The section explains in detail the conditions which must be met for exemption to apply.

i) Facilities for Sport or Physical Recreation

Premises are defined as sports facilities if they have been designed or adapted for playing sport or taking part in physical recreation.

ii) Single Lets – 24 Hour Rule

Single lets of sports and physical recreation facilities for a continuous period of over 24 hours to the same person are exempt from VAT, provided the person to whom they are let has exclusive control of them throughout the period of the letting.

iii) Series of Lets

The letting of sports or physical recreation facilities is exempt from VAT if the facilities are let out for a series of sessions provided all of the following conditions are met:

- The series consists of 10 or more sessions
- Each session is for the same sport or activity
- Each session is in the same place
- The interval between each session is at least a day and not more than 14 days. Lettings for every other Saturday afternoon fulfils this condition but there is no exception for longer intervals than 14 days which may arise through closure, for example, public holidays or school holidays
- The series is paid for as a whole, and there is written evidence to that effect. This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session is actually exercised. A formal agreement, exchange of letters, or an invoice issued in advance requiring payment for the sessions specified on the invoice would be sufficient evidence. Provision for a refund in the event of unforeseen non-availability of the facility would not break this condition but

the provision for a refund in any other circumstances would.

NB: Providing the hirer with details of the full cost of the charges on the white copy of the permit and the hirers written agreement that the charge is to be paid in full satisfies this condition.

- In addition, the fact that the series is subsequently paid for in instalments has no bearing on VAT liability of the supply. The important fact here is that the series of lets must still be paid for even if the hirer cancels the sessions
- The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations (such as local league)
- The person to whom the facilities are let has exclusive use of them during the session.

iv) **Sports Facilities etc, let other than for Sports or Physical Recreation**

The letting out of premises designed or adapted for playing sport or taking part in physical recreation for other purposes – for example a sports hall let for a wedding or a religious meeting – is exempt from VAT.

The councils VAT Registration Number is: 281 2856 47

Receipt of Income

The following procedures must be adhered to when income is received for the letting of school premises:

a) Cash

- Check that the cash received is legal tender.
- Check that the cash received is the actual amount that is stated.

b) Cheques / Bacs

- Cheques should be made payable to The Meadows School.
- For Bacs Payments the account number is **69625271** and the sort code is **60-15-39**.
- Cheques dated over six months previously should not be accepted. Cheques are only valid for six months.
- The amount on the cheque should be entered in both words and figures and care taken to ensure that these agree.
- The cheque should always be signed by the person drawing the cheque.
- Any errors made on the cheque should be corrected and initialled by the payer.

- The following details should be written on the back of the cheque:
 - Receipt number
 - Permit number to which the payment relates

c) Official Receipt

All income received for the letting of school premises must be acknowledged by the issue of an official receipt.

The following information must be completed on the receipt:

- Date income received
- Name of payer
- Sum received in both words and figures (if the sum includes VAT the amount of VAT should be identified separately on the receipt and the councils VAT registration number quoted)
- Details of what the income relates to (it would suffice to quote the permit number that payment relates to)
- Type of income, e.g. cash/cheque
- All receipts should be signed by the officer issuing them in his/her own name as on behalf of the school

d) Recording Income

Where payment for a letting of the school premises is received in full, the following details of the payment must be recorded on the school's copy of the permit:

- Date paid
- Amount paid
- Receipt number

Where an instalment payment for a letting of the school premises is received, the following details of the payment should be recorded on both the school and hirer's copy of form FIN.51:

- Date paid
- Amount paid
- Balance remaining
- Receipt number

When the last instalment has been received, the school's copy of the permit should be endorsed "Full and Final Payment Received".

Banking of Income

All due and proper precautions must be taken for the safety of council funds and arrangements should be made for such funds to be banked as soon as possible.

On no account should council funds remain on school premises where the amount exceeds that for which insurance cover exists.

There are two methods by which income may be banked as indicated below:

- i) Collection by the security firm which delivers the school post
- ii) Payment into one of the branches of the Nat West bank



The Meadows School

Schedule of Lettings Charges

Facility	Session Charge Payable each time the premises are used	Charge (per hour)	Comments
Sports Hall	Monday – Friday £10.25 Saturday £15.40 Sunday £20.50	£25.60	
Swimming Pool/Hydro Pool		£26.65	A qualified life-saver must be present during the whole period of hire
Dining Hall		£15.90	Charge does not include the use of the kitchen
Soft Gym / Sensory Room		£12.30	Includes the use of equipment. This will be let out to children aged 6 or below or people with disabilities at the discretion of the staff. (The school must provide trained staff at an additional charge)
Five- a-side Synthetic Pitch		£25.60	
Conference Room		£25.60	Includes supply of refreshments/ chairs/tables
Late Payment Charge	Payment is to be made in advance unless specified by a Service Level Agreement. Late Payment Charges: £10.25 per week to a maximum of £57.25		

NB: Permits for the use of school premises in which it is proposed to engage in physical activities, e.g. aerobics class, swimming class etc. will only be issued when a person, appropriately qualified to teach and supervise the activity, will be in charge throughout the period of hire. Evidence of this will be required before the permit is issued.

Please see conditions of hire attached

Typical School opening times – term time only:

**Monday 4pm-7pm, Tuesday – Thursday 4pm-8:30pm, Friday 4pm – 6pm,
Please note that swimming closes ½ hour earlier than the stated opening times to allow for cleaning. Weekends 9.30-4.30**



Appendix B

The Meadows School Schedule of Concessional Rates for Hire of School Premises

Organisation	Charge Payable
Meadows Pupils Youth Group	Free
Meadows Staff, Governors and Registered Charities	25% Discount

All other groups will be charged at full rate



Conditions of Hire of School Premises

1. Each application should be made in writing to the School giving at least 21 days' notice for a weekday letting and at least one calendar month's notice for a letting on a weekend. All hiring fees must be paid one week before the date of the letting and admission to school premises will be granted only on production of the official **permit and receipt for payment of fee**.
2. A single application form is acceptable to cover a series of booking of up to three months, subject to availability of premises on the dates required, which should be stated.
3. It is the responsibility of the hirers to satisfy that the accommodation and furnishings requested are suitable for the purpose required.
4.
 - (a) Furniture may not be moved without the consent of the school. Permission must be obtained at the time of hiring.
 - (b) If additional furniture is required, which is not available at school, it may be possible to arrange delivery, but any expenses involved must be borne by the hirer.
5. Decorations and advertising matter are not permitted without special permission from the Head. Notice boards, supplied by the hirer, may be displayed at the entrance to the school for 24 hours before the commencement of the letting; such boards to be fixed in accordance with the Head's ruling.
6. Hirers are not permitted to use or enter accommodation, other than that which is stated on the permit.
7. The Council prohibit:
 - a) The use on floors of polishing matter other than chalk
 - b) Any gambling on school premises
 - c) Screws or nails or similar articles being driven into any part of the Council's property
 - d) The sale or consumption of intoxicants otherwise than as authorised in writing by the Director of Learning, in which case it shall be the responsibility of the hirer to satisfy the requirements of the licensing laws
 - e) Loitering at the entrance to schools, corridors or playgrounds
 - f) Smoking is prohibited in all council buildings

8. The Council grant facilities for the public use of schools and classrooms on the express condition that those responsible for hiring the room will give an undertaking that the meetings will be conducted with propriety and will hold themselves liable for any damage incurred.

Any damage arising from the hiring of school premises will be repaired by the Council and charged against the party or person hiring the school premises in question.

In addition, those responsible for hiring school premises must indemnify Sandwell Metropolitan Borough Council from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of the school premises.

9. Hirers should report any suspicious incidents to the Police immediately.
10. With prior arrangement, an extension of time may be requested and additional costs met by the hirer.
11. The Council reserves the right to refuse or cancel a letting or close the facility at its discretion.
12. Notification of any cancellation must be given by the hirer, in advance, to the School and Children's Services as soon as possible.
13. All equipment brought into the school for the purpose of the letting must be removed immediately afterwards. Electrical equipment should not be used on school premises unless it has been PAT (Portable Appliance Testing) tested. Any items left or stored on the premises are done so at the owner's risk. SMBC cannot take responsibility.
14. Admission shall be given to the Director of Learning or his representative, or any representative of the Police or the Fire Service or the Governing Body at any time during when the premises are open.
15. The number of persons admitted to the premises must not be more than the building, or part thereof, can properly accommodate. The hirer is responsible for ensuring that any activity does not restrict the use of passages, staircases, exits, etc.
16. The hirer must take precautionary measures at every meeting to avoid damage to school property. Lavatory accommodation will be made available to persons hiring the school premises at no extra charge. Parking facilities, where available, are at owner's risk and are free of charge.
17. Where premises are used for a public performance the person hiring the school will be responsible for satisfying the requirements of licensing for stage plays.

18. Vehicles are not permitted to drive or park on grassed areas, emergency boxed areas or in designated SLT parking spaces. There is no parking allowed in the access road to the Balaji Temple. Cars parked in this road may be towed away by the Temple. In the event that no parking spaces are available on the school car park, overspill parking is available at the temple, but a temporary parking permit must first be obtained from the school reception and displayed in your vehicle.
19. (a) Permits for the use of sports halls, swimming pools, fields and any other part of the school premises in which it is proposed to engage in physical activities, will be issued only when a person, appropriately qualified to teach and supervise the activity, will be in charge throughout the period of hire.
- (b) A qualified life-saver must be present at the side of the pool throughout the whole period of hire of a swimming pool.
- (c) No school gymnastic apparatus, other than fixed goals and mats may be used without the specific consent of the Head Teacher because of the possibility of damage to premises and equipment.
22. Any equipment or materials which may constitute a danger to the hirer, or other persons or the premises, may not be brought into the school (e.g. flammable or toxic materials, substances or equipment). Any equipment found to be faulty should be removed from use immediately and a member of the school site management staff informed.
23. On entering the building the hirer must examine the Fire Regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.
24. Site staff are responsible for accommodating the hirer whilst on site and expressively instructed by the Council to ensure that hirers observe the regulations set out above.



Appendix D

The Meadows School

Application for Hire of Education Premises

Name of Establishment:

The Meadows School

Full Name and Address of Hirer

(Mr/Mrs/Miss/Ms):

Telephone No:

Organisation:

Purpose of Letting:

Date(s) of Use:

Times:

Accommodation Required:

	Number Required		Number Required
Sports Hall	<input type="text"/>	Sensory Room	<input type="text"/>
Soft Gym	<input type="text"/>	Sports Pitch	<input type="text"/>
Playground	<input type="text"/>	Fitness Suite	<input type="text"/>
Dining Hall	<input type="text"/>	Classroom	<input type="text"/>
*Swimming Pool/ Hydro Pool	<input type="text"/>	Showers/ Changing Rooms	<input type="text"/>
Other room, Please specify _____			<input type="text"/>

Additional Information:

In consideration of this application being granted I agree to pay the school on demand hiring fees in accordance with the scale of charges and conditions of hire, a copy of which has been supplied to me, and I undertake to comply with the said regulations. I also agree to pay the school the amount of any damage which may be occasioned to the property of the school and to indemnify the school and Sandwell MBC 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 consequences of or arising out of the use of the said accommodations 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 CRB checks (please see Appendix K):-

- I certify that I have read, understood and will comply with the schools Letting Policy
- I certify that I have read, understood and will comply the schools Fire Emergency Plan appendix L - out of hours activities
- I certify that I have read, understood and will comply with the Prevent and safeguarding procedures
- *In the event of hiring the swimming pool / hydro pool I certify that I have read, understood and will comply with the schools Swimming Pool Procedures and Emergency Action Plan

All of the above policies are available from the school and are on the school website.

Signed: Date:

Position in Organisation

Signature of Witness

Name and Address of Witness:

Notes of Guidance for Signatory

1. Only a Director can legally bind an incorporated company unless the company has by resolution appointed any other person, in which case a copy of the resolution should be attached.
2. Where a firm is run in Partnership the signature of all partners are required.
3. A member of a club committee can sign the form if so appointed by a resolution of the committee. If there is no such resolution the signature of all the committee members are required.

For Office Use:

Authorised Senior Leadership Team:

Accepted Site Staff:

<input type="text"/>
<input type="text"/>



Permit for the Hire of School Premises No:

Name of School:

The Meadows School

Name of Hirer:

Address of Hirer:

Organisation:

Purpose of Letting:

Is there to be a charge for Admission?

Date(s) of Use:

Times:

Accommodation

No of Rooms

Charges

£

Additional Information:

Signed:

Senior Leadership Team

Conditions

This letting is subject to the terms and condition of hire, a copy of which has been received by the Hirer



Hire of School Premises FIN 51

Name of School:

Name of Hirer:

Address of Hirer:

Total Cost of Letting

Permit Number:

Number of Instalments:

Amount to be paid

Per Instalment:

Date Due	Date Paid	Amount Paid	Receipt Number	Balance Outstanding

Authorised By:

(Senior Leadership Team)

Agreed By:

(Signature of Hirer)



Conditions of Payment for Hire of Premises

1. All payments for the hire of school premises must be made in advance to the administration office of the school concerned, prior to the date of the letting.

All cheques should be made payable to Sandwell Metropolitan Borough Council.

2. Payments by instalments must be made to the administration office of the school concerned by the date due, as agreed with the Head teacher of the school.
3. A receipt will be issued for all payments received for the hire of school premises; the receipt should be retained and produced as proof of payment when seeking access to the school premises.

Staff have been given instructions to refuse access to the school premises unless the hirer can provide proof that the letting has been paid for in advance or, in the case of an instalment payment, that the latest instalment has been paid by the date due.

4. Under no circumstance should payment be made to the member of staff covering the letting on the actual date of the letting or otherwise.

Staff have been instructed to refuse payment and deny access to the school premises to any person attempting to make payment in this way.



CALCULATION OF LETTING CHARGE

Name of Hirer:

Date(s) of Hire:

A. Accommodation Charges

Accommodation	Charge Per Hour	Hours Of Use	£

B. Other Charges

Description Of Charge	£

C. Concession

Sum Of A & B	X	Concession Rate	=	Charge Per Letting

D. Total Net Charge for Letting

Charge Per Letting	X	Number Of Times Let	=	Total Net Charge

E. VAT (Where Applicable)

Amount Subject To VAT	X	VAT @ 20%	=	VAT Charged

F. Total Gross Charge For Letting

Total Net Charge	+	VAT (Where Applicable)	=	Total Gross Charge



VAT Regulations

1. **Supply of Chairs and Tables**

If there is a separate charge made for the hire of chairs and tables it is subject to VAT at the standard rate. However, where chairs and tables are provided inclusive of the accommodation charges, the supply is exempt.

2. **Letting of Premises for Sport and Physical Recreation**

The letting of facilities designed or adapted for playing any sport or taking part in physical recreation is subject to VAT at the standard rate.

However, the letting of such facilities may be exempt from VAT if:

The letting is for over 24 hours or

There is a series of lettings to the same person over a period of time.

This section explains in detail the conditions which must be met for exemption to apply.

(a) **Facilities for Sport or Physical Recreation**

Premises are defined as sports facilities if they have been designed or adapted for playing sport or taking part in physical recreation.

(b) **Single Lets – 24 Hour Rule**

Single lets of sports and physical recreation facilities for a continuous period of over 24 hours to the same person are exempt from VAT, provided the person to whom they are let has exclusive control of them throughout the period of the letting.

(c) **Series of Lets**

The letting of sports or physical recreation facilities is exempt from VAT if the facilities are let out for a series of sessions provided all of the following conditions are met:

- The series consists of 10 or more sessions
- Each session is for the same sport or activity
- Each session is in the same place.

- The interval between each session is at least a day and not more than 14 days. Lettings for every other Saturday afternoon fulfils this condition but there is no exception for longer intervals than 14 days which may arise through closure for example: public holidays, school holidays.
- The series is to be paid for as a whole, and there is written evidence to that effect. This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session is actually exercised. A formal agreement, exchange of letters, or an invoice issued in advance requiring payment for the sessions specified on the invoice would be sufficient evidence. Provision for a refund in the event of the unforeseen non-availability of the facility would not break this condition but provision for a refund in any other circumstances would.

NB: Providing the hirer with details of the full cost of the charges on the white copy of the permit and the hirer's written agreement that the charge is to be paid in full satisfies this condition.

- In addition the fact that the series is subsequently paid for in instalments had no bearing on the VAT liability of the supply. The important point here is that the series of lets must still be paid for even if the hirer cancels the session.
- The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a local league).
- The person to whom the facilities are let has exclusive use of them during the session.

(d) Sports Facilities etc. Let other than for Sports of Physical Recreation

The letting out of premises designed or adapted for playing sport or taking part in physical recreation for other purposes – for example a sports hall let for a wedding or a religious meeting – is exempt from VAT.

The Council's VAT Registration Number is 281 2856 47.



Appendix J

The Meadows School

Letting Checklist

Actions	Date seen	Signature/Name of letting organisation	Head teacher/SLT Name/Date
Insurance certificate			
DBS			
First Aid Qualifications			
Lifeguard qualification			
Pool test certificate (if relevant)			
Have seen site Risk Assessment and H and S relevant documents			
Have seen Fire Risk Assessment			
Have met letting caretaker- Mark			
Registers available for all groups			

Actions	Date seen	Signature/Name of letting organisation	Head teacher/SLT Name/Date
Has a Child Protection Policy in place			
Has signed the school Prevent Policy			
Other relevant documents			



Appendix K

The Meadows School - Letting DBS Check

To be completed by all staff involved in the letting. Copies of DBS and relevant qualifications also need to be presented.

BDC – Basic Disclosure Check SDC – Basic Disclosure Check ECE- Enhanced DBS check Excluding Barred List ECI - Enhanced DBS check Including Barred List

Legal Forename	Legal Surname	Date of Birth	Address	DBS Document Number	DBS Clearance Level * (Delete as appropriate)	Date DBS Awarded	Any conviction or cautions?	Other Relevant Qualifications
		/ /			BDC SDC ECE ECI			
		/ /			BDC SDC ECE ECI			
		/ /			BDC SDC ECE ECI			
		/ /			BDC SDC ECE ECI			
		/ /			BDC SDC ECE ECI			

I confirm as the letting lead that I have seen all of the paperwork of all the staff listed above and confirm that they are safe to work with students:

Signed: _____

Date: _____



Fire Safety Procedures - Out of Hours

1. The organiser must brief any responsible people on these fire procedures before any activities begin, pointing out the assembly point, alarm call points and fire exits.
2. The organiser will ensure that all attendees have been registered / sign-in at the beginning of every session.
3. The person discovering the fire should immediately raise the alarm by the nearest call point.
4. On hearing the alarm all attendees must leave the building through the nearest **safe** fire exit to the Assembly Point. DO NOT GO IN THE DIRECTION OF THE FIRE.

DO NOT STOP TO COLLECT ANYTHING, INCLUDING PERSONAL BELONGINGS.

5. Any person experiencing difficulties with the evacuation process should, if necessary, be assisted out of the building using the appropriate manual handling technique.
6. Attendees should assemble under the canopy at the front of the building.
7. The Senior Person in charge of the activities at the time of the fire alarm will be the designated FIRE CO-ORDINATOR.
8. The college fire alarm system is linked to a monitoring company who will try to contact the college before sending the fire brigade. If no contact can be made the fire brigade will be sent out as a high priority. They will also contact the school Site Manager or Assistant Site Manager, who will attend the site.
9. The organiser must ensure that all attendees are accounted for by doing a roll call.
10. If a person is reported missing, the Fire Co-ordinator will inform the fire service.
11. Senior Leadership Team to be informed.

AWAIT THE FIRE SERVICE

DO NOT RE-ENTER THE BUILDING UNLESS YOU ARE TOLD THAT IT IS SAFE TO DO SO BY THE FIRE CO-ORDINATOR

I have read and fully understand my responsibilities regarding these procedures and will ensure that these will be followed any time when using the college facilities.

Signed: _____ Date: _____

Print Name: _____
(Organiser)