



# Lettings Policy & Arrangements

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Governors' Committee Responsible:</b>	Resources
<b>Date Approved</b>	Summer 2023
<b>Review Period:</b>	3 yearly
<b>Next review Date:</b>	Summer 2026
<b>Status:</b>	Non statutory

## **The Limpsfield Grange Values:**

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

*July 2023*

## **Limpsfield Grange School Lettings and Arrangements Policy**

This policy outlines the aims, principles and strategies used for dealing with lettings at Limpsfield Grange School.

The letting of the school premises by the community is welcomed subject to the following:

- The needs of the school that is of the Headteacher, staff and students will take priority over lettings
- The Governing Body has the right to refuse any request for hiring

The Resources Committee will set charges for lettings guided by these principles and all lettings administration will comply with Section M (community use of schools) of the Surrey County Council Finance Manual. This includes:

- Occasional lettings/events arranged by local Surrey maintained primary or secondary schools may be agreed on a no charge/reduced charged basis at the Headteacher's discretion subject to cost considerations.
- Lettings to bona fide community groups may be charged at cost, to cover caretaking, energy, wear and tear and administration.
- The school is happy for the staff to use the premises and grounds but they must ensure that the correct administration procedures are adhered to when booking. A discount will be applied, but the cost of the letting will be dependent upon the individual request as each letting will require different facilities
- Lettings to all other hirers will be charged at cost plus a profit margin, hourly hire rates to be determined by the Resources Committee.
- A refundable deposit may be requested for certain lettings.
- Hirers must apply on form ED110 and must sign to confirm that they have read the terms and conditions.
- A letting will only be confirmed on receipt of the completed booking form.
- Standard rate VAT may be payable (see section M of the Finance Manual for details).
- Charges for lettings will be reviewed annually.
- The school will retain income derived from lettings and costs to the school for lettings will be met from this income.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

Decisions on whether to permit lettings will be made by the Headteacher. If the Headteacher believes a letting should not be permitted then she will report the reasons to the Governing Body via the Resources Committee. These are likely to include the following:

- Unreasonable hours
- Unreasonable disturbance to local residents
- Non-availability of staff (e.g. premises/cleaning) or facilities
- Health and safety considerations

- Safeguarding considerations
- Potential damage or wear and tear
- Disruption of other school/community activities on site
- Lack of security/supervision
- Detriment to community relations and community cohesion
- Use of facilities for political purposes
- Conflict with the school of LA policies

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations. A copy of the users risk assessment must be provided and kept on file at the school.

All hirers must carry sufficient Third Party Liability Insurance to meet Surrey County Council requirements. A copy of the insurance policy must be provided and kept on file in the school. If the hirer is not in possession of their own policy then the school may organise cover (for an additional fee) through the Surrey County Council recommended policy.

### **Safeguarding**

The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment.

The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at the appropriate level (as defined by the Disclosure and Barring Service). Hirers must also share with Limpsfield Grange School a copy of their Safeguarding policy and the name of their Designated Safeguarding Lead, along with evidence of DSL training, prior to a letting on Limpsfield Grange premises being agreed. For more information see <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings>

The school's safeguarding policy is issued to all hirers who must sign to say that they have received and read it. All hirers using the facilities during the school week must have undertaken safeguarding training.

Where allegations relating to incidents on site are received relating to organisations who hire our facilities, Limpsfield Grange School will follow its own safeguarding policies and procedures, including informing the LADO, as outlined in KCSiE May 2023.

We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

### **Terms and conditions of use for community school premises**

- There will be at least two weeks' notice for any cancellation of a booking made by the hirer.

- Payment of the appropriate charges will be made on demand.
- If in attendance, the Premises Manager will give reasonable assistance.
- The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the School in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
- The hirer shall pay to the School the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises and all equipment or property thereon (whether provided by the School or any other body or person). Hirers shall ensure that they have a policy of insurance to cover such liability up to at least £5 million and shall produce the policy to the School on demand; the school can arrange insurance for an additional fee.
- The hirer will provide the School with a risk assessment prior to the letting.
- The hirer will provide the School with their fire safety procedures. The School's fire safety procedures and policy will be issued to the hirer. The hirer will be required to sign to say that the documents have been read and understood.
- If the Premises Manager is in attendance and the hirer provided additional personnel to prepare for the letting, these personnel shall be subject to the general direction and control of the Premises Manager.
- A hirer must not sub-let to a third party.
- No intoxicating liquor will be brought in to or consumed on the premises except at a function organised by a body or bodies which the Governors of the school shall have approval. Where a licence for the sale of intoxicating liquor is necessary for a function, the responsibility for obtaining a licence is solely the hirer's.
- No preparations are to be applied to the floor.
- Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional furniture and for removing them before the school re-opens.
- In the case of lettings for music, singing, dancing or stage plays, the entertainment must be a closed organisation such as a society or club by invitation only.

Note – all other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform with the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose.

- There must be no infringement of copyright and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
- Surrey County Council operates a no smoking policy on all of its premises including the grounds.
- Before approving a letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempt from, or requires a licence under the provision of the Cinemas Act 1985 or any statutory modifications thereof.
- Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of cloakroom and toilet accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.
- The hirer will ensure that clients adhere to the school rules regarding parking and do not wander around the school site or use school equipment

- Young children must be accompanied by an adult at all times and noise levels kept low so as not to disturb staff and students who are working.
- Any dispute on the use of School facilities or equipment out of normal school hours shall be settled by the school Governors.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment.
- Power of Revocation - the Governors reserve the right to revoke without notice any contract for the hire of the school premises. Governors, or any employee of the County Council so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such fields are unfit for use.

**Related policies:**

- CCTV policy
- Child protection and safeguarding policy
- Equalities policy
- Guidance on Securing the school site in response to an external or internal incident
- Health and safety policy
- Infection Control policy
- Risk Assessment policy
- Site Security policy

**Status of Policy and Review**

This policy will be reviewed by the School Business Manager the Headteacher and the Governing Body.

**Review**

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated

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