



# LETTINGS POLICY

2024-2025

Headteacher Signature:

A handwritten signature in blue ink, appearing to be "Cht M", written over a light blue rectangular background.

Chair of Governors Signature:

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Date: September 2024

Date of next review: September 2025



# Southwick Community Primary School & NEW BEGINNINGS NURSERY

LETTINGS POLICY – SEPTEMBER 2024

## Summary of Partnership

- Southwick Community Primary School and the hirer of any facilities are to work in partnership to provide a high quality service for those who use the facilities within Southwick Community Primary School.
- The Partnership Agreement will be reviewed annually during an appropriate Governor meeting.

## Service offered by the Partnership

- The provision of appropriate facilities to provide for the requirements of the purpose of hire.
- The implementation of appropriate conditions and regulations for hire.
- The opportunity for other schools to share/observe good practice.

## General agreements of the Partnership

- Casual bookings should be made within 48 hours of the hire by adults over 18 years old. Payment should be made before the hire takes place.
- No young person, under the age of 16 years, will be admitted without adult supervision.
- Black-soled shoes or outdoor footwear will not be allowed in the Sports Hall.



- Participants in Sports Hall activities are requested to wear appropriate dress for the activity in which they are engaged.
- Plastic water bottles may be taken into the Sports Hall facilities, but food should not be taken into any school areas.
- Smoking is not permitted anywhere on the site of Southwick Community Primary School.
- Drinking alcohol is not permitted anywhere on site, except at special events for which a licence must be issued.
- Only service dogs are admitted to the building.
- Changing rooms and showers should be used properly and sensibly. Any damage should be reported immediately.
- One month's notice of the termination of an agreement should be offered on both sides.
- The confirmation letter stands as a contract between the Governing Body of Southwick Community Primary School and the hirer.

**The Governing Body will:**

- Be the contractual body for the hire of facilities.
- Be indemnified against any loss of damage arising from any failure to comply with the requirements of all statutory authorities, including Fire Evacuation and Health and Safety procedures.
- Not accept responsibility for, or liability in respect of, any damage, theft or loss of any property, goods or other articles placed, deposited, brought into or left upon the premises either by the hirer or by any other person, for his or her use or purpose.



- Not accept liability for any actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death, arising out of, or as a result of, the use of the premises, or any person authorised by the hirer to use the premises, due to the negligence of the hirer, or on the part of such authorised person, during the period of hire.
- Not accept liability in failing to provide facilities previously agreed, in the event that it is prevented from doing so by causes beyond its control. This will include fire, flood, storm, civil disturbance or industrial action.
- Make any additions or variations to these conditions and regulations for hire in writing. No verbal agreements or interim agreements are binding.
- Delegate appropriate responsibilities to the Headteacher as listed below.

**The Headteacher will:**

- On behalf of the Governing Body, reserve the right to refuse admission, or to evict, any person from the site.
- On behalf of the Governing Body, reserve the right, at their discretion, to determine the availability of facilities and to cancel sessions without notice.
- On behalf of the Governing Body, make good any damage done to the property and equipment, fair wear and tear accepted, the cost of which will become a debit due from the person or organisation responsible for the damage.
- On behalf of the Governing Body, ensure that provided equipment is well maintained and safety checks are carried out at regular intervals and all maintenance is recorded.
- Ensure that guests and other visitors are made aware of the conditions and regulations for the hire of facilities.
- Ensure that Fire Evacuation and relevant Health and Safety information is displayed in prominent positions around the site.



- Inform the hirer of any significant needs of any child who will be partaking in the activity.
- In exceptional circumstances, e.g. fire, flood or other emergency situations, the school reserves the right to suspend the hiring until the premises are made safe.

**The Hirer will:**

- Abide by the agreed scale of charges
- Ensure that charges are paid prior to the commencement of the booking.
- Understand that the fee remains payable if the booking is not honoured.
- Ensure that the conditions and regulations for the hire of facilities are observed.
- Be responsible for ensuring that any person authorised by the hirer to conduct sessions with young people (under 16) has a valid Enhanced DBS certificate and appropriate insurance.
- Bear in mind when making bookings that all periods of hire are inclusive of setting up and setting down times.
- At the time of booking and in the case of block bookings, indicate whether the sessions would continue through the school holiday closure.
- Not be responsible for the safe-keeping of the hirers' belongings.
- Follow appropriate Health and Safety regulations including signing in and out of the site in the Visitors Record Book.
- Inform the Head Teacher and/or Community Manager if they are going to be delayed or absent.
- Produce a current DBS certificate as requested.
- Liaise with the Head Teacher and/or School Business Manager as required.



- Attend Safeguard Awareness training sessions organised by the Local Authority every 3 years or be aware of the steps to take should a disclosure be made during an activity.
- Complete registers of attendees for each activity and return completed register to the School Business Manager of the school.
- Be aware of parking limitations on site. If the booking is for training / conference during the school day in term time, then the hirer will inform everyone who is attending to park off site.
- Ensure that at the end of each booked session, the sports hall / room(s) are left clean and tidy (failure to do so may compromise future bookings).
- The hirer shall ensure that the noise is kept to a minimum at all times, especially when exiting the site.
- The premises are not licensed for public entertainment and consequently the collection of money for admission and advertising any entertainment to the general public cannot be permitted, even on a temporary basis.

**The School Business Manager will:**

- Take details of hirers' DBS number, clearing company and date of issue.
- Provide an induction pack ensuring that emergency action procedures and Health and Safety procedures are included.
- Ensure hirers' are aware of any facilities they can access.
- Ensure an appropriate Booking Form is completed and kept on record.
- Collect any monies and registers upon completion of an activity.



### **School Letting:**

This category covers lettings for school events which will take precedence over all other lettings. The school will however take care to ensure that these events or meetings take place at times other than those of the regular lettings by external organisations or the local community. No charge is made for such lettings unless the Site Manager is the only available member of staff to lock up, in which case they will be paid overtime.

### **School Community Letting:**

This category covers lettings by the school for community activities that provide direct or indirect benefit to the school. The school recognises the benefit of these lettings and therefore only levies a nominal charge or a donation, provided that: \*No extra cleaning is required \*A member of staff closes and secures the premises. \*No charges will be made for these lettings where they are only open to children within the school community and the children access the activity at a reduced rate.

### **Extended Community Letting:**

This category covers lettings for other schools and Community Groups.

- Where the charges made by the group cover only costs and there is no profit made from the activity
- Where profit is made but the activity is solely for the benefit of children within the school community The Head Teacher exercises sole discretion when approving hirers and the School reserves the right to refuse approval without explanation;

### **Private Letting:**

This category covers lettings made by individuals or groups. The Site Manager must be fully briefed of the type of activity to be undertaken during the letting and ensure that the relevant risk assessment has been made. Authority to let the school premises is at the Governors' discretion and the Governors reserve the right not to let without explanation. Private lettings will be considered upon application to the Head Teacher.  
Charges

Charges will be paid in advance for "one off" Lettings. Regular lettings will be invoiced on a monthly or termly basis. New Lettings will be required to pay the first month's charges in advance. A letting will be cancelled if the charges remain unpaid after the second reminder for a single payment has been issued.