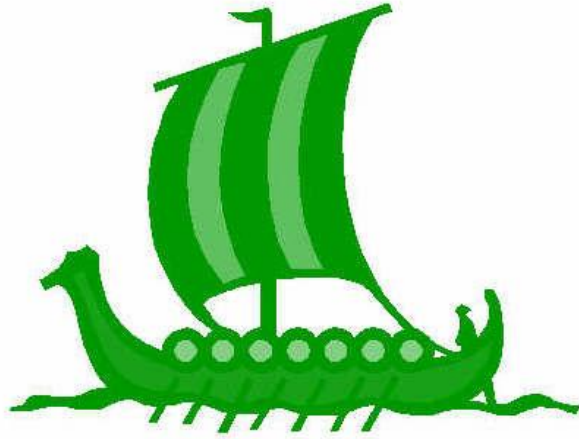


Our school Christian Values: **Respect**, **Self-worth/Perseverance**, **Love**, **Kindness**, **Forgiveness**

Wittersham CEP School



# LETTINGS POLICY

**January 2017**

Date established by governing body: 29<sup>th</sup> November 2007

Reviewed and changes made: January 2017

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The *Guide to the Law for School Governors*, chapter 17, notes the following key points about control and community use of school premises. It says that the governing body:

- controls the use of the school premises both during and outside the school day
- must have regard to the desirability of making the premises available outside school hours to the local community
- has the power to enter into agreements allowing for shared or delegated control of the premises, provided that one of the aims is to encourage community use of the premises
- must get the LEA's consent before entering into a transfer of control agreement, if it transfers control of use during school hours
- must follow any reasonable directions from the LEA as to the use of the premises (for voluntary aided schools this is limited to up to three weekdays a week and to the education or welfare provision for young people).

Lettings must cover their costs; the governing body is not allowed to subsidise non-school activities on the premises by not charging enough for them.

The most relevant guidance is the circulars *The Control and Community Use of Premises* (DfEE 23/99) and *What the Disability Discrimination Act (DDA) 1995 Means for Schools and LEAs* (3/97). The Education Act 2002 proposes no substantive changes to current regulations.

### **Status**

Statutory

### **Purpose**

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

### **Who was consulted?**

The LEA and staff were consulted when formulating the policy. Relevant DCSF guidance has also been considered.

### **Relationship to other policies**

This policy should be read in conjunction with the equal opportunities policy, the health and safety policy and the curriculum policy.

### **Roles and responsibilities of headteacher, other staff, governors**

The **governing body**, with advice from the headteacher, will:

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balance the desire to generate income against the desire to support “worthy” groups within the community, agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria.

- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- consider issues of political balance
- consider the implications of all requests received for the health, safety and security of pupils and staff
- consider the implications for workload of all staff of any decisions it makes
- take advice from the LEA on the charges to be levied.
- 

The **headteacher** will:

- establish a central booking system
- apply the criteria agreed by the governing body and consult the Premises/Finance Committee on requests for bookings which do not meet them or where there is a potential conflict of interest.
- Potential hirer should put in writing their request to rent the hall with times and facilities requested. A form should be filled in and signed by both business manager and hirer and a copy of hirers insurance should be kept on file. A letter confirming the letting will then be sent from the business manager along with a copy of Wittersham School fire procedure (Instructions for Lettings in the event of Fire) , Health and Safety information (Instructions for Lettings) and Safeguarding Compliance form.
- Regulations in Regard to Extended School Activities form to be filled in by person taking the hire.
- Agree price (£10 per hour).
- Agree Insurance – All hirers should pay hire fee plus 3.15% of the hire fee to cover the cost of hirer liability insurance – (KCC Safehands Hirers Liability Insurance) if they do not have their own liability insurance up to 5 million. A copy of hirers insurance policy should be given to the office.
- Hirer to provide Risk Assessment before the hiring commences.
- The Hirer is responsible for having access to a mobile phone.

### **Arrangements for monitoring and evaluation**

The Premises/Finance Committee of the governing body will receive reports from the headteacher on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

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Issues that required intervention by the headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

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## INSTRUCTIONS FOR LETTINGS IN THE EVENT OF FIRE

1. A continuous ringing bell indicates FIRE
2. Leave the hall through one or other FIRE EXIT DOORS
3. WALK, DO NOT RUN, round the school and onto the playground
4. Line up in the playground.

ANYONE discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm. Hirer should have a mobile phone 999 and ask for Fire Brigade.

Evacuation should be in an orderly fashion and walk in single file and not to run, push past others or do anything which might create panic or confusion. If pupils are in the school they must go to the appropriate assembly point and by the easiest route. Hirer to check toilets are empty. It is important that there should be a physical check of the buildings as they are evacuated. Doors should be closed on leaving rooms (and windows too if this does not incur undue delay).

A roll call must be taken once buildings have been evacuated. Hirer to have a register of who is in the hall during the hiring.

In the event of a fire, the most useful information to the Fire Brigade will be whether a particular building is known to be empty or whether circumstances have made it impossible to check all rooms.

Only tackle a fire if it is safe to do so.

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## INSTRUCTIONS FOR LETTINGS

### **Responsibilities of the Hirer**

A risk assessment must be carried out by the Hirer and a copy given to the school for approval.

A first aid kit is available in the staff toilets. It is the Hirers responsibility to have a first aider present at all times.

The Hirer must ensure that no person enters other parts of the building not authorised by the Hirers Agreement.

It is important that the Hirer is aware of what to do in a fire/emergency and is fully prepared.

In the event of a fire, the Hirer must phone 999 and ask for Fire.

The hirer must keep a list of who is attending and contact details.

In the event of the building having to be evacuated the Hirer must check that the building is empty, including toilets.

The hirer is responsible for ensuring that whoever is in the building is aware of fire exits and what to do in the event of a fire. We suggest an announcement by the hirer at the beginning of each session explaining where the fire escapes and meeting point are located.

In the event of a major emergency or the need to be inside a building, the local meeting point is Wittersham Church.

The hirer must leave the facilities in a good and clean condition after the Letting.

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**Wittersham Church of England Primary School**

The Street, Wittersham, Tenterden, Kent. TN30 7EA

Tel: 01797 270329 Fax: 01797 270259

Headteacher Mrs. Claire Frost

Date

Dear

*In line with safeguarding regulations, I am writing to secure the safeguarding assurances we require for any of your employees who run clubs on our premises. Can you please provide written confirmation of DBS details and also please verify in writing that they still fully DBS compliant with no subsequent safeguarding concerns reported since the DBS has been completed, so that we have current assurances. These assurances are not provided through us seeing their individual CRB/DBS as they were relevant on their date of completion but do not confirm to us that this status is still current.*

*Can I also ask you to ensure that all staff bring photo ID in with them when they visit the school so that their identity can be confirmed with the list of names you have provided.*

I attach an outline of a form that some organisations use for their employees which may be of use to you.

We look forward to hearing from you.

Best wishes,

Jo Haydon  
Business Manager

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**Your Organisations Name, Address and Phone Number**

**Photograph of Employee**

**Organisations Insurance Attached**

<b>Name:</b>	
<b>Date of Birth</b>	
<b>NI Number</b>	
<b>Qualification</b>	<b>Yes/No</b> <b>Date obtained:</b>
<b>Enhanced Disclosure Details</b>	Date: Ref Number: L99 Completion Date: Additional Info: All Clear:
<b>Eligibility &amp; ID Checks</b>	Eligibility Evidence: Visa Expiry (if app.): ID Evidence: Proof of Address: Date Checked: Checked by:

*I can verify that .....is still fully DBS compliant with no subsequent safeguarding concerns reported since the DBS has been completed, so that we have current assurances. (These assurances are not provided through us seeing their individual CRB/DBS as they were relevant on their date of completion but do not confirm to us that this status is still current).*

Signed.....Name .....



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Organisation.....Dated.....

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**Agreement Form No:**

**Agreement Form**

SCHOOL: Wittersham CEP School, The Street, Wittersham, Tenterden, Kent. TN30 7EA
Name and Address of Hirer:
Letting of school facilities to:

**Further to your application, I am pleased to offer the following facilities:**

Accommodation:
Furniture/Equipment:
Use to be made of facilities:
Date/Times:
Charge:
Insurance:
Caretaking:
Contract:
Your use of the school facilities is subject to your agreeing to the 'Conditions of Use' as attached. Subject to your agreement would you please sign and return the copy of this letter as soon as convenient.

Headteacher: J. Thornton
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**To:**

Headteacher:	School:
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I am satisfied with the details shown OVERLEAF and confirm that we accept the conditions of use & have appropriate insurance cover/require KCC Insurance Cover (Delete as appropriate)

Organisation: Date: Contact Name: Signature: Address	
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Date:

To:

**LETTING OF SCHOOL FACILITIES**

Thank you for requesting a letting. May I offer you a contract as follows:

**Facilities/Space**

Full details of all space including WCs and car parking, etc"

**Equipment/Furniture**

"Details of all items included in the let"

**Dates/Times**

"Day(s) Date(s) and Times from start to finish (not times of function but to include preparation and clearing up time - i.e. when the caretaker is needed)."

**Charge(s)**

£ for use of the facilities plus £ for specialist equipment such as Stage Lighting, etc. both payable in advance (or by a certain date).

**Insurance**

Proof of insurance cover will be required. As yours is a non-commercial organisation, you may wish to take advantage of the KCC Safehands Insurance for which the premium is 3.15% of the letting fee.

**Contract**

Your use of the School facilities is subject to your agreeing to the "Conditions for Use" as attached. Subject to your agreement would you please sign and return the copy of this letter as soon as convenient. If you have any problems or questions, or wish to arrange a visit or have any further questions please make contact.

Yours sincerely,

Jo Haydon  
Business Manager