



# Lettings Policy

**For use by all member schools**

<b>Version</b>	<b>Name</b>	<b>Date</b>
Written By	Sheila Cook, Snr Business Development Officer	Jan 2018
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# Lettings Policy

This policy is to be used in conjunction with The Spring Partnership Lettings Agreement which sets out the terms and conditions specific to the school including relevant risk assessments, emergency operating procedures, health and safety procedures, safeguarding, discipline policy and charges/rates. All lettings will be subject to relevant due diligence searches including Public Liability Insurance, Enhanced DBS checks, and the safeguarding policy of the Hirer.

## Policy Objectives

- The object of letting (or hiring) of The Trust academy premises is to establish themselves as a valuable resource in which to offer a wide range of clubs and activities which are held before, lunchtime or after school. As well as weekends and school holidays.
- The Trust academy premises represent a capital investment and should be fully utilised.
- To encourage local communities to use it as a potential community resource.

## Hirers

- The Trust would consider hiring facilities for a variety of community and leisure purposes except for those groups deemed by The Trust to be contrary to the ethos of the Trust.
- The Trust expects hirers to leave the school premises clean and tidy.
- There is a NO SMOKING policy throughout the buildings and school grounds.
- The Trust does NOT allow dogs anywhere on the premises other than guide dogs.

## Health & Safety Rules

- The provision of food and drink during club activities will be at the discretion of each school.
- No nuts or nut products are to be brought to the sites.
- Children are not allowed to leave the halls unless they are supervised.
- Children are not allowed to walk around the school in bare feet or socks.
- Helium balloons must not be used in any of the schools as they can cause the alarm system to activate.
- Smoke machines must not be used in schools as they can activate the alarm system.

## Equipment

- No items of equipment, plant, machinery or materials may be brought to the school premises by the hirer without the prior approval of the Head Teacher or nominated representative.
- No personal electrical equipment must be brought into the school unless it has been PAT tested, approved and labelled.

- None of the hirer's equipment should be left on site at the end of any session nor should any of the school equipment be removed from the site at any time without prior arrangements with the school.
- The school cannot be held responsible for loss/damage to any of the hirer's equipment.
- No intoxicants or alcohol beverages are allowed on the premises without the authority of the Head Teacher or Representative and appropriate licences being obtained.

## Facility times Available

To be decided by the individual school and detailed in the Lettings Agreement. Lettings may only be permitted on Public or Bank Holidays by prior arrangement.

## Supervision

**School Term** - Most lettings will be supervised by a Caretaker or Representative. The Caretaker/ Representative will make any necessary decisions in connection with security, health and safety and the general well-being of the premises and equipment.

**Weekends/Holidays** - A Key holder will be assigned to open/close for the Letting at the agreed times and these costs are included in the letting charges. If a letting requires a Representative on site to supervise, this will be at an additional cost to the Hirer.

In the circumstances that a Hirer is issued access keys/cards and there is no Caretaker or Representative on site, it is the responsibility of the Hirer to ensure that the premise is left in the condition it was found, and it is securely locked. The recovery of any losses arising for failure to secure the site is the obligation of the Hirer.

### Limits on Persons:

The hirer must declare the expected attendance level on the letting's agreement application form for use of the facility. It is the responsibility of the hirer to keep an up to date and accurate register list for each letting and each school will hold a copy. The Head Teacher has the authority to restrict numbers.

## Cancellations and Complaints

- Any cancellations by the Hirer must be done in writing.
- Notice period for Hire fee refund is as follows:
- ***Between one and two months - 50% of the monthly Hire Fee payable.***
- ***Less than one month - 100% of the Termly Hire Fee payable.***
- The Trust or School is entitled to cancel by giving one month's written notice and will refund the Hirer the deposit (if applicable) or the amount of the Hire fee which you have already paid.

Where the hirer has a complaint the Trusts' standard complaints policy and process will apply. The school/Trust has the right to cancel any letting if the hirer is in breach of the letting agreement.

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## Charges:

Charges to the Hirer are agreed in advance and confirmed in writing to the Hirer. These charges are payable upon receipt of invoice from the Trust and will be paid by BACS into the Trust's bank account by the hirer within fourteen days of receipt. The Trust or school may operate a minimum letting time dependent on the day and time of let and includes setting up and clearing away time. Any additional time required for the Caretaker or Representative to manage or assist with the Letting will be at an additional cost to the Hirer. See *Appendix 1*. Letting Charges are reviewed annually.

## Cleaning

**School Term** - The responsibility for the cleaning and tidying after the letting will be the responsibility of the Hirer. It is expected that the facility is to be left as it was found.

**Weekends and Holidays** - an additional charge will apply to subsidise a professional clean at the end of the letting.

## Damage

The Hirer will be responsible for the cost of any damage to school premises or equipment.

## Insurance Deposit

**One-off lettings** - a returnable deposit of £100 will be levied to cover accident and damage or exceptional cleaning costs incurred by the school which will be returned to you after satisfactory completion of the letting.

## Public Liability Insurance

**Regular lettings** - the hirer must provide evidence that adequate public liability insurance cover is in place before a letting can be agreed. The minimum Public Liability Insurance requirement must be no less than £1 million for low-risk activities (e.g. art, crafts, music) and £5 million for high-risk activities (e.g. gymnastics, football).

## Due Diligence

It is the responsibility of the Hirer to ensure that their employees have a satisfactory enhanced DBS less than 3 years from date of issue. The Hirers will provide the school with the names, certificate number, and date of issue for their staff before they are allowed on school premises. The employees may be asked to show their DBS to the school at any time.

## Risk Assessment

It is the responsibility of the Hirer to provide a thorough risk assessment specific to the school they are hiring that will be approved by the Head Teacher.

## APPENDIX 1: Letting Charges from 1 Sep 2023

		Term Time (additional cleaning charges may apply - see below)	Minimum Hours	Holidays and Weekends (additional cleaning charges will apply - see below)	Minimum Hours
<b>Main Hall / Music Hub (HPS only)</b>					
Mon - Fri	Up to 6pm	£35.00	1	£35.00	2
Mon - Fri	After 6pm	£45.00	1	£45.00	2
Saturday	Up to 1pm	£40.00	2	£40.00	2
Saturday	1 - 6pm	£45.00	2	£45.00	2
Saturday	6 - 11.30pm	£60.00	2	£60.00	3
Sunday	Up to 1pm	£45.00	2	£45.00	2
Sunday	1 - 6pm	£55.00	2	£55.00	3
Sunday	6 - 11.30pm	£60.00	2	£60.00	3
<b>Dining Hall / Small Hall</b>					
Mon - Fri	Up to 6pm	£25.00	1	£25.00	2
Mon - Fri	After 6pm	£40.00	1	£40.00	2
Saturday	Up to 1pm	£35.00	2	£35.00	2
Saturday	1 - 6pm	£45.00	2	£45.00	2
Saturday	6 - 11.30pm	£50.00	2	£50.00	3
Sunday	Up to 1pm	£55.00	2	£55.00	2
Sunday	1 - 6pm	£45.00	2	£45.00	3
Sunday	6 - 11.30pm	£55.00	2	£55.00	3
<b>Fields /Playground Car Park</b>					
Mon - Fri	Up to 6pm	£20.00	1	£20.00	2
Mon - Fri	After 6pm	£35.00	1	£35.00	2
Saturday	Up to 1pm	£30.00	2	£30.00	2
Saturday	1 - 6pm	£35.00	2	£35.00	2
Saturday	6 - 11.30pm	£40.00	2	£40.00	3
Sunday	Up to 1pm	£35.00	2	£35.00	2
Sunday	1 - 6pm	£40.00	2	£40.00	3
Sunday	6 - 11.30pm	£45.00	2	£45.00	3
<b>Classroom/ Resource/</b>					

Intervention Room					
Mon - Fri	Up to 6pm	£20.00	1	£20.00	2
Mon - Fri	After 6pm	£35.00	1	£35.00	2
Saturday	Up to 1pm	£30.00	2	£30.00	2
Saturday	1 - 6pm	£35.00	2	£35.00	2
Saturday	6 - 11.30pm	£35.00	2	£35.00	3
Sunday	Up to 1pm	£40.00	2	£40.00	2
Sunday	1 - 6pm	£45.00	2	£45.00	3
Sunday	6 - 11.30pm	£45.00	2	£45.00	3

**These charges are subject to annual review**

- The Trust Business Development Manager may negotiate a regular letting, community group, or one-off letting
- A non-refundable deposit of £100 may be requested to secure a specific date if it is in demand
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**Additional Costs**

- Holiday and weekend lettings – additional cleaning – charges will be dependent on resources and number of days
- Overtime charges for facility staff required to manage a letting are to receive overtime payments in accordance with their contract of employment
- Call out charges for a member of staff to attend if not fault of the school

**Additional costs MAY apply: eg,** Use of school equipment eg. Goals, PE mats, projectors, Football fields – additional grass cutting and/or line marking

## Appendix 2: Trust expectations of all external Lettings

All club leaders will:

- 1) Ensure that all club staff will read the Trust Safeguarding and Child Protection Policy (see TSPT Policies section of the 'About Us' tab on the Spring Partnership Trust website [www.springpartnershiptrust.co.uk](http://www.springpartnershiptrust.co.uk))
- 2) Read Appendix Two and Three of the Trust Safeguarding and Child Protection Policy ('What to do when a child discloses abuse' and 'Child Protection Procedures').
- 3) Read the most recent revision of the Department for Education – Keeping children safe in education" (KCSIE) Part One.
- 4) Disclose the name of the designated safeguarding lead and evidence of their Safer Recruitment and Vetting process which must include details of club leaders having undertaken appropriate training in this area as well as how clubs will implement their responsibilities.
- 5) Where disqualification of club staff is an issue, the club leader must inform the school to act according to "Disqualification under the Childcare Act 2006 (as amended, 2018).
- 6) Provide certification to evidence that the club leader has completed a Paediatric First Aid Training (3-day course).
- 7) Confirm that the club leader has received training on the signs of abuse, and that the club would know what to do should a child disclose to a member of club staff.
- 8) The Trust Safeguarding and Child Protection Policy points relating to Allegations against Staff and Volunteers will also apply to club leaders and club staff.
- 9) Adhere to the following processes: -
  - Ask parents to advise the club leaders if their child is not attending the club.
  - On arrival at school – Leader to request any absences from the school office prior to start of the club.
  - On completion of taking registers if there are any anomalies, a designated child is to be sent to the school office to advise.
  - At the end of the club, it is the responsibility of the club leader to ensure that all children are safely dismissed to their parent/ carer.
  - If a child is not going to after school club and the parent/carers is not there within 10 minutes, then the pupil should be brought to a member of SLT.
  - Any pupils who are due to go into an after-school club are walked to the club or collected by an assigned adult where the club leader will sign in the pupil and note the time of arrival.
- 10) If the Hirer fails to comply with the above safeguarding aspects, the Trust reserves the right to terminate the contract.

***The Trust will have the final decision in all applications and conditions for the hire of the school and grounds.***

Spring Trust

Registered Office: Elmstead Wood Primary School,  
Castlecombe Road, Mottingham, London SE9 4AT

T: 0203 837 8637

E: [contact@springpartnership.co.uk](mailto:contact@springpartnership.co.uk)

