



# HERITAGE HOUSE SCHOOL

## LETTINGS POLICY

**Approved by:** [ FGB ]

**Date:** [                    ]

**Last reviewed on:** [27 June 2024]

**Next review due  
by:** [June 2025]

## ***INTRODUCTION***

The Governing Body is committed to making every reasonable effort to ensure the school building and grounds (premises) are available for community use.

A hiring may be defined as ‘any use of the school premises by either a community group or a commercial organisation’, regardless of whether a hiring fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

The Governing Body is responsible for setting the charges for the hiring of the school premises.

## ***APPLYING TO USE THE SCHOOL***

Applications must be made in writing on the prescribed form which is available from the School Business Manager. Bookings must be made at least 14 days in advance, for a minimum of 1 hour, and the booking will only be confirmed once the official paperwork has been completed, any necessary permissions obtained and all required documentation supplied to the school and payment received in full in advance.

The period of hire includes setting and clearing time. To comply with insurance requirements Hirers may not have access to the venue prior to the booked start time. Hirers must vacate the premises at the pre-arranged booked time. Any extra request will be charged at double the relevant hourly rate, with a minimum charge of 1 hour. All areas must be left in a clean and tidy state and litter must be placed in the bins provided.

Amendments to an arranged booking must be made in writing to the school by the Hirer and, if deemed necessary by the school, a new booking form should be completed.

The Head Teacher will resolve any conflicting requests for the use of the premises, with school functions always receiving priority. The Head Teacher is responsible for the management of lettings, in accordance with the school’s policy, but the Head teacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility.

The school reserves the right to refuse or cancel a booking should the venue be required for a school event. The dates of such events are normally known in advance but there may be occasions when extra events are organised at short notice. It is the Hirer’s responsibility to advise their group members of those dates and to ensure compliance.

If the Head Teacher has any concern about the appropriateness of a particular request for a letting, he/she will consult with the Chairman of **Governors**, who has the authority to determine the issue on behalf of the Governing Body. The Governing Body has the right to refuse an application and no letting should be regarded as ‘booked’ until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

## ***HIRE AGREEMENT***

Once a hiring has been approved, a letter will be sent to the Hirer, confirming the details of the letting, along with a copy of the terms and conditions and the hire agreement.

The hire agreement needs signing and returning to the school before the hiring can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address. The hire agreement will then be signed by a representative of the Governing Body and returned to the Hirer.

### **TERMINATION OF HIRE AGREEMENT**

The Head teacher, or the Chairman of the Governing Body, has the immediate power to terminate any hire agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

### **COMPLAINTS**

Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available from the school office, or the Hirer own complaints policy, depending on the nature of the complaint. It will be at the Head Teacher's discretion which complaints procedure is followed.

Approved by the Governing Body

at their meeting held on \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **TERMS AND CONDITIONS OF HIRE OF THE SCHOOL PREMISES**

These terms and conditions must be complied with.

The Hirer shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

### ***STATUS OF THE HIRER***

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.

### ***SAFEGUARDING***

#### ***Disclosure & Barring Service (DBS) CHECKS***

It may be necessary for the Hirer to undergo a criminal records check via the Disclosure & Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the Hirer, as advised by the Headteacher, to ensure that they have complied with the DBS Code of Practice and any relevant Buckinghamshire Safeguarding Children Board requirements to establish the requirement for DBS checks.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records in line with the DBS Code of Practice and report to the school any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that DBS checks have been carried out on request.

### **Child Protection**

The Governing Body has a statutory duty to ensure that where services and activities for children are provided on the school site there are appropriate policies and procedures in place in regard to safeguarding children and child protection. All Hirers whose group includes children under the age of 18 must have a Child Protection Policy and Procedures document.

### ***INDEMINITY AND INSURANCE***

Lettings are made on the agreement that the County Council and Governing Body are indemnified by the Hirer against any loss, damage, costs and expenses during the use of the school premises by the Hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the County Council or the Governing Body.

The Hirer shall insure with a reputable insurance office approved by the County Council, against such funds as the Hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents or any person resorting to the premises by reason of the use of the premises by the Hirer.

Unless specifically agreed by the County Council, the insurance cover shall provide a limit of indemnity of not less than **£5,000,000 (five million pounds)** in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises.

The Hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Headteacher, Governing Body within seven days of a request.

Neither the school nor the Local Authority shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

### **STATUTORY REQUIREMENTS**

The Hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

### **LICENSES AND PERMISSIONS**

The Hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the school the licences they hold.

Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's Licence authorising entertainment, or by applying for a Temporary Event Notice

The Head teacher must be given at least four week's notice of a stage play production. The Hirer must obtain a Temporary Event Notice from the Local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority and the Police a minimum of 10 **working** days before the planned event but not including the day of the delivery of the notice or the day of the event.

For more information on licensing please contact your District Council:

Aylesbury Vale - Tel: 01296 585 560, or email: [licensing@aylesburyvaledc.gov.uk](mailto:licensing@aylesburyvaledc.gov.uk)

Wycombe – Tel: 01494 421222 or email: [licensing@wycombe.gov.uk](mailto:licensing@wycombe.gov.uk)

Chiltern – Tel: on 01494 732063, no email specified.

It is the responsibility of any Hirer to ensure that all copyright licences have been obtained to cover planned activities.

To identify the relevant licences, please visit:

<http://www.licensing-copyright.org/leaflet.htm> for a copy of their helpful leaflet: 'A Guide to Copyright Licensing in Schools-Where to start...'

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The Hirer shall indemnify the Local Authority against all sums of money which the LA may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

### **PUBLIC SAFETY**

All conditions attached to the granting of the licence, stage play or other licences and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times;
- b) the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
- c) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- d) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher;
- e) the Hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available;
- f) performances involving danger to the public shall not be permitted;
- g) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Governing Body;
- h) no unauthorised heating appliances shall be used on the premises;
- i) all electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body and County Council disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
- j) adequate supervision must be provided to maintain order and good conduct, and, where applicable, the Hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.
- k) All accidents, incidents and near misses must be reported in accordance with the Buckinghamshire County Council procedures.
- l) All doors and windows in the areas used by Hirers must be firmly closed when vacating the premises

### ***THE HIRER'S RESPONSIBILITIES***

The Hirer must inform the school of any fault, damage or other problems with the premise or equipment encountered during the hiring.

No part of the premises are to be used otherwise than for the purpose of the premises requested. No part of the premises requested are to be used for any unlawful purpose or in any unlawful way.

The Hirer will be responsible for the activities that take place. The Hirer is responsible for ensuring the facility to be used is suitable for the activity, safe for use by the group, and that all equipment meets the standards in force at the time of the event. The Hirer must check the facility and the equipment prior to use – any defective equipment is not to be used and must be reported to the Head teacher.

The Hirer is required to comply with any reasonable request from a member of the school staff concerning the use of the premises and facilities.

The Hirer should ensure that he/she or his/her representative is present throughout the booking.

The school does not accept any responsibility for the action of minors. Minors must be under the control of the Hirer at all times.

#### ***Own Risk***

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

#### ***First Aid Facilities***

It is the responsibility of the Hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

#### ***Furniture and Fittings***

Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

#### ***Food and Drink***

No food and drink may be prepared\* (see note below) or consumed on the property without the direct permission of the Head Teacher in line with current food hygiene regulations.

### ***Kitchen/Food preparation\*, Facilities and Equipment***

Third parties shall only be permitted to share use of kitchens and/or equipment where a member of the school's staff is available to supervise such use and subject to reimbursement of the resultant staff costs.

A 'Slip Kitchen' - where only a kettle and washing up facilities are available, can be used by a Hirer without supervision.

### ***Intoxicating Liquor***

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Head teacher/Governing Body, whose written consent must also be obtained prior to seeking any Temporary Event Notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the hiring.

### ***Smoking***

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

### ***Betting, Gaming and Lotteries***

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

### ***Nuisance/Disturbance***

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

### ***Rules***

The Hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

### ***Charges and Cancellations***

The Hirer acknowledges that the charges are as set out in the hiring agreement including any review arrangements specified. The letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the Hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance.

Cost of hire is £55 per hour invoiced termly in advance.

The Governing Body and the Local Authority will not accept any responsibility for any loss, or other expenses however incurred by the Hirer, in the event of a cancellation by the Governing Body of the letting as a result of sudden closure due to circumstances beyond its control (including, without

prejudice to the generality of the same, industrial action by its employees, or others, failure of electricity/gas/water supply). The decision of the Governing Body, or the Local Authority, as to whether a letting should be cancelled shall be binding on the Hirer.

### ***Sub-Letting***

The Hirer shall not sub-let the premises, underlet or share possession with any other parties.

### ***Loss of Property***

The Governing Body and the Local Authority cannot accept responsibility for damage to, or the loss or theft of, Hirer's property and effects. It is the responsibility of the Hirer to make his/her own insurance arrangements if required.

### ***Car Parking***

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the School. **In particular the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed.** Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.

### ***Toilet Facilities***

Access to the designated school's toilet facilities is included as part of the hire arrangements.

### ***Right of Access***

The Governing Body reserves the right of access to the premises during the hiring for emergency or monitoring purposes. (The Head Teacher or members of the Governing Body may monitor activities from time to time.)

**CHILD PROTECTION ARRANGEMENTS:  
A CHECKLIST FOR SCHOOLS  
AND INDEPENDENT PROVIDERS LETTING THEIR PREMISES**

A checklist should be completed for each activity

1	Name, address and contact number of organisation
2	Type of activity
3	Location of activity (if on school site, be specific)
4	Days and times of activity

	Safety requirement	In Place
5	<p>Does the agreement or contract allowing with the organisation contain a clause that:</p> <ul style="list-style-type: none"> <li>- Requires the organisation to have appropriate child protection policies in place, procedures and codes of conduct that are compatible with those of the school and the Local Safeguarding Children Board?</li> <li>- Gives the school opportunity to terminate the contract with immediate effect if the organisation is failing to discharge its child protection responsibilities?<sup>1</sup></li> </ul>	<p>Y/N</p> <p>Y/N</p>
6	Does the organisation have a code of conduct for staff that is compatible with school's code of conduct or expectations (including the abuse of trust under the Sex Offences Act for children over 16 but under 19 years)?	Y/N
7	Are staff in the organisation aware of the procedures to be followed if they think a child is being abused and have they been supplied with the number for Social Care? <sup>2</sup>	Y/N
8	Does the organisation have a copy of the DfES booklet "What to do if you're worried a child is being abused – Summary" and can the organisation confirm that it is shared with members of staff? <sup>3</sup>	Y/N
9	Does the organisation have an approved procedure in the event of a child protection allegation being made against a member of their staff?	Y/N
10	<p>Has the organisation provided written confirmation that they have in place robust practices which meet the safer recruitment guidance set out by the Safer Recruitment Consortium including:</p> <ul style="list-style-type: none"> <li>• Confirmation that they, or another employment business acting on their behalf, has obtained a DBS certificate on all staff or volunteers working with children (including transporting children as part of the activity)</li> <li>• Confirmation that the staff or volunteers have not had a break of 3 months or more from employment since their latest DBS disclosure was obtained</li> </ul>	Y/N

	<ul style="list-style-type: none"> <li>• Confirmation that job interviews have been carried out for all staff and volunteers and that full application details exist</li> <li>• Confirmation that a minimum of 2 satisfactory references have been received (from previous employers where possible) which address the individual's suitability to work with children &amp; young people</li> <li>• Confirmation that individual identity and qualification checks have been satisfactorily completed (use of photographic ID)</li> </ul>	
11	Are there appropriate arrangements for first aid or other emergencies?	Y/N
12	Are there arrangements for the staff member/organiser to liaise with the appropriate member of school staff if there should be a particular concern?	Y/N

Please refer to “Keeping Children Safe in Education” 2023 for further guidance. When letting its premises school retain a duty of care and has a responsibility to ensure that children onsite are safeguarded whilst accessing provision. This relates to emotional wellbeing as well as physical. Schools need to understand who is leasing their premises and for what purpose. Are any of the activities likely to pose a risk to the reputation of the school or the community e.g. premises used for political or ideological purposes which may cause harm to others?

If the answer to questions 5,6,7 and 10 is ‘no’, schools could share their policy and procedures and, in a covering letter, require the organisation to adopt policies and procedures that are compatible with the school’s policies. It will be important that these are not simply adopted without change, since the school’s documents will often identify school staff who are responsible/accountable for specified actions.

If the answer to question 5 is ‘no’ the contract or agreement will need to be amended to include these requirements. If the answer to any other question is ‘no’, the organisation should be given a period no longer than one month to ensure that the area causing concern can be addressed, including appropriate staff training or plans for training.

<sup>1</sup> Suggested clause

(Name of person/organisation) undertakes to ensure suitable arrangements are in place in regard to the safeguarding children and child protection. The school reserves the right to terminate the contract if (name/organisation) fails to have these arrangements in place.

<sup>2</sup> **Contact numbers:**

First Response Team 0845 460001

Emergency Duty Team 0800 999 7677  
(out of hours)

Local Authority Designated Officers for Child Protection LADO – dealing with concerns regarding the conduct or behaviours of a person in a position of trust  
01296-382070