



Highcliffe School

Lettings Policy

September 2020

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Statement of intent

Highcliffe School recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to organisations within the local community.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:
 - School Premises (England) Regulations 2012
 - Health and Safety at Work etc. Act 1974
 - Health and Safety (First-Aid) Regulations 1981
 - Counter Terrorism and Security Act 2015
 - The General Data Protection Act (GDPR)
 - Data Protection Act 2018
 - Education Act 1996
- 1.2. This policy has due regard to the following guidance:
 - DfE (2015) 'Advice on standards for school premises'
 - DfE (2018) 'Keeping children safe in education'
 - DfE (2015) 'The Prevent duty'
- 1.3. This policy operates in conjunction with the following school policies:
 - [First Aid Policy](#)
 - [Fire Safety Policy](#)
 - [Health and Safety Policy](#)
 - [Child Protection and Safeguarding Policy](#)
 - [Surveillance and CCTV Policy](#)
 - [Manual Handling Policy](#)
 - [Data Protection Policy](#)

2. Definitions

- 2.1. For the purpose of this policy, a '**letting**' is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.
- 2.2. The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.
- 2.3. Use of the premises for activities such as staff meetings, parents' meetings, governing board meetings, out of school hours learning/study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

3. Roles and responsibilities

- 3.1. The [Senior Leadership Team \(SLT\)](#) is responsible for:
- Reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
 - Establishing any safeguarding risks associated with the letting.
 - The overall oversight of the letting, handling any queries from the [hirer](#).
 - Communicating any relevant information to the [hirer](#), e.g. fire safety precautions.
 - Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
 - Working with the [headteacher](#) to ensure all relevant policies and procedures are implemented and made available to [hirers](#).
- 3.2. The [headteacher](#) is responsible for:
- Ensuring compliance with the premises licence.
 - Acting as or appointing a designated premises supervisor.
 - Liaising with the [governing board](#) to establish whether or not the proposed activity is suitable for the premises.
 - Ensuring that the school has the correct insurance in place for hiring out the premises.
 - Checking the [hirer](#) has the appropriate public liability insurance.
 - Working with the [site manager](#) to ensure the premises are fit for use.
 - Ensuring [hirers](#) familiarise themselves with the relevant school policies and procedures, e.g. the [Fire Safety Policy](#) and the [Asbestos Management Policy](#).
 - Assessing whether the activities the [hirer](#) is requesting could result in disrupting any asbestos and taking the relevant safety measures as a result.
 - Reviewing the relevant safeguarding checks carried out by the [hirer](#) to ensure they comply with the school's policies.
- 3.3. The [site manager](#) is responsible for:
- Ensuring the facilities and equipment requested are clean and in a good working condition for each [hirer](#).
 - Working with the [hirers](#) to ensure high levels of security are maintained.
 - Showing the [hirers](#) how to properly secure and lock the premises after use.
 - Organising any repairs and/or replacement of equipment.
 - Ensuring the [hirer](#) is made aware that CCTV cameras are installed within the school and ensure they have read the [Surveillance and CCTV Policy](#).
- 3.4. The [DPO](#) is responsible for:
- Being the main point of contact for data protection enquiries from current and potential [hirers](#) of the school premises.

- Ensuring that the statutory privacy information is provided to the [hirer](#).
- Assisting the [hirer](#) with any data breach investigation, where necessary.
- Ensuring that the school's [Privacy Notice for Third Parties](#) is kept up-to-date, and that it is published on the school's website.
- Ensuring that the [hirer's](#) information is stored in accordance with the [Data Protection Policy](#).

3.5. [Hirers](#) are responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the [site manager](#) to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance.
- Providing the [Director of Business and Finance](#) with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the [Director of Business and Finance](#).
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the [governing board](#) of the activities that will be undertaken on the premises.

4. Charges

4.1. The [governing board](#) is responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including “on-costs” (e.g. additional security or caretaking)
- Costs of administration
- Costs of wear and tear
- Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
- Costs of using the school's equipment, if applicable
- Profit element, if applicable

4.2. Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the [hirers](#) involved.

4.3. The charge issued for each letting will be reviewed [annually](#) by the [governing board](#).

- 4.4. The review of charges will take place in the **Spring** term, for implementation in the beginning of the next financial year, taking effect from **1 September** that year.
- 4.5. Current charges will be provided to the **governing board** in advance of any lettings being arranged.
- 4.6. A charging tariff may be established to ensure that access is affordable for particular individuals and groups.
- 4.7. **Hirers** will provide the school with at least **five days'** notice before cancelling a booking.
- 4.8. If **hirers** fail to comply with paragraph 4.9, the school will keep the **hirers** deposit.
- 4.9. If the whole fee has not been paid, the school reserves the right to refuse the **hirer** entry to the premises.
- 4.10. In the event any fees are outstanding after the **hirer** has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid.
- 4.11. There will be a grace period of **30** days for payment to be made, after this period, if a payment hasn't been made, the school will seek additional legal advice for payment to be recovered.

5. Managing lettings

- 5.1. The **governing board** has overall responsibility for the management of lettings.
- 5.2. The **headteacher** will be delegated the day-to-day management of the lettings; however, they will not be responsible for the administrative roles, such as setting charges, this role stays with the **governing board**.
- 5.3. The **headteacher** may delegate aspects of the management of lettings to other relevant members of staff, such as the **Director of Business and Finance and the site manager**.
- 5.4. If the **headteacher** has any concerns regarding the activities the **hirers** are conducting, they will consult the **governing board** and reach a decision together.
- 5.5. Organisations wishing to hire the premises will approach the **Director of Business and Finance**, who will identify their requirements and clarify the facilities available.
- 5.6. The **Director of Business and Finance** will review the application; they have the right to refuse an application and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing.

- 5.7. Once the letting has been approved by the **Director of Business and Finance**, an email of confirmation will be sent to the **hirer**, setting out the full details of the letting and enclosing the terms and conditions of the hire agreement.
- 5.8. The **hirer** will be invoiced for the cost of the letting as appropriate in accordance with the **governing board's** charges decision.
- 5.9. The **hirer** will be a named individual and the agreement should be in their name, giving their permanent private address.
- 5.10. All lettings fees that are received by the school, will be paid into the school's independent bank account, to offset the costs of services, staffing etc. (which are funded from the school's delegated budget).
- 5.11. Fees can be paid in cash, cheque or bank transfer. The **hirer** will state how they intend to pay in their application form.
- 5.12. The **Director of Business and Finance** will provide the **hirer** with the relevant bank details.
- 5.13. Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the **hirer** has made will be cancelled.

6. Safeguarding

- 6.1. Organisations submitting a lettings request involving working with children and/or young people will submit a copy of their current safeguarding policy.
- 6.2. All **hirers** must state the purpose of the hire.
- 6.3. Each application will be vetted by the **DSL** and any concerns will be reported to the **SLT** prior to approval.
- 6.4. When determining whether to approve an application; the **SLT** will consider the following factors:
 - The type of activity
 - Possible interferences with school activities
 - The availability of facilities
 - The availability of staff
 - Health and safety considerations
 - The school's duties with regards to the prevention of terrorism and radicalisation
 - Whether the letting is deemed compatible with the ethos of the school
- 6.5. An application will not be approved if the **hirer's** purpose:
 - Is aimed at promoting extremist views.
 - Involves the dissemination of inappropriate materials.
 - Contravenes the statutory Prevent duty.
 - Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

- 6.6. If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they should contact the headteacher immediately.
- 6.7. The headteacher will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.
- 6.8. Where an individual group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the school will contact the police/school security who will remove the person or group from the school premises.
- 6.9. All hirers will read and review the school's Child Protection and Safeguarding Policy.

7. Emergencies and health and safety

- 7.1. In case of an emergency, the on-site telephones can be used to call the emergency services.
- 7.2. The Medical Officer will check first aid kits daily to ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.
- 7.3. The site manager will show hirers where first aid kits are should they be required.
- 7.4. A first aider (provided by the hirer) will be on site at all times.
- 7.5. Smoking is not permitted on the premises at any time.
- 7.6. The hirer familiarises themselves with the school's Fire Evacuation Plan before using the premises.
- 7.7. The Site Manager will make copies of the school's Fire Evacuation Plan available to the hirer on arrival at the school.
- 7.8. The hirer will be shown the school's fire exits and evacuation points by the site manager on arrival.
- 7.9. The hirer will familiarise themselves with a copy of the school's Health and Safety Policy and will be expected to act in accordance with it at all times.

8. Using the site

- 8.1. The hirer will liaise with the site manager to ensure the school remains secure before, during and after use.
- 8.2. Hirers will be given an emergency contact number for the site manager in case of any security breach.
- 8.3. The school premises are closed after 19.30pm to avoid any noise complaints from neighbouring residents.

- 8.4. Keys/security codes will not be passed to any **hirer** or other person without written permission from the **governing board**.
- 8.5. The academy uses a 'three strike' rule when handling noise complaints lodged against **hirers**.
- **Strike one** – **hirers** will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
 - **Strike two** – **hirers** will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school is issued may be passed on to the **hirer** if there is sufficient evidence to do so.
 - **Strike three** – the **hirer** will be barred from booking the school premises for any activity for a period of **two months**. The governing board also expects the **hirer** to issue an apology to the school and complainant in writing.
- 8.6. The use of public announcement systems and loudspeakers must be agreed with the **Director of Business and Finance** and **site manager**, this agreement must include a maximum noise level which is not to be exceeded.
- 8.7. The school's car park is available to **hirers** during their time on the premises; however, the **governing board** and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.
- 8.8. **Hirers** will only use the car parking spaces allocated and, should any additional spaces be required, the **site manager** will find suitable spaces on the school grounds.
- 8.9. In the event of additional parking being required, the **site manager** will ensure the school premises remain accessible to the emergency services, should they be required.
- 8.10. Alcohol will not be brought on to, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the **headteacher**.

9. Equipment

- 9.1. **Hirers** will identify any equipment they require from the school and detail this in their application form; **hirers** must seek permission from the School to use any additional equipment once the form has been submitted.
- 9.2. The **site manager** will conduct an inventory of all the equipment that the **hirer** requests, noting its condition. The **site manager** will review this inventory after the **hirer** uses the equipment to ensure its proper use.
- 9.3. Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the **site manager** or **Director of Business**

and Finance. Where permission has been granted, the site manager will oversee the move.

- 9.4. If a furniture move has been agreed, the hirer and site manager will negotiate restoring the premises back to its original state.
- 9.5. Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.
- 9.6. Any seating provided is limited to the number of chairs on the premises.
- 9.7. Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.
- 9.8. The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.
- 9.9. The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.
- 9.10. CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's Surveillance and CCTV Policy.
- 9.11. Hirers will report any stolen or missing equipment to the site manager immediately.
- 9.12. Risk assessments for manual handling will be carried out by the Director of Business and Finance and site manager in accordance with the school's Manual Handling Policy.
- 9.13. Food and drink may be prepared on the premises; however, hirers must seek direct permission from the governing board.
- 9.14. The hirer will prepare food and drink in line with current food and hygiene regulations.

10. Data protection

- 10.1. The school will adhere to the Data Protection Policy at all times.
- 10.2. The DPO will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.
- 10.3. The DPO will provide hirers with the statutory privacy information in the form of the Privacy Notice for Third Parties.
- 10.4. The DPO will ensure that the hirer's information is processed in accordance with the GDPR and Data Protection Act 2018.

11. Monitoring and review

- 11.1. This policy is reviewed annually by the governing board and the headteacher.
- 11.2. The scheduled review date for this policy is June 2020.

11.3. Any changes made to this policy will be communicated to all relevant members of staff and all hirers.

Premises Application Form

The school will process the data collected in this form in accordance with the GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed [on the school website](#).

Named individual:	
Company name:	
Address (for invoicing purposes):	
Contact number:	
Email address:	
Deposit amount:	
Payment method:	
Requirements	
Date of hiring:	
Time of hiring:	
Room(s):	
Equipment needed:	

Details of any equipment you will be using on the premises:	
Purpose	
Details of the event:	
Will you be working with children and/or young people? If yes, have you attached a copy of your safeguarding policy?	
Start time:	
End time:	
Expected attendance:	
<p>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</p> <p>I acknowledge that my signature confirms all the details in this application form are correct.</p>	
Signed:	
Date:	

Hire Agreement

The school will process the data collected in this agreement in accordance with the GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed [on the school website](#).

The governing board of [Highcliffe School](#)

The hirer:

Address:

.....

.....

Telephone:

Areas of the school to be used:

Specific nature of use:

Maximum attendance:

Details of any school equipment to be used:

Date(s) of hire:

Period(s) of hire:

Fee (specify per hour or per session): £

The governing board agree to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Hirer's signature:	
Chair of the governing board's signature:	