



Little Way Catholic  
Educational Trust

# Lettings Policy

<b>Version</b>	1.0	
<b>Approved by:</b>	Trust Board	<b>Date:</b> 9 October 2024
<b>Adopted by:</b>		<b>Date:</b>
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## **1. Purpose**

The purpose of this policy is to ensure that the premises of all schools within the Little Way Catholic Educational Trust are made available to the local community for activities that are consistent with the values of the Trust and that do not interfere with school operations.

This policy sets out:

- The framework for booking and hiring school facilities.
- The terms and conditions that hirers must agree to and follow.
- Safeguarding, health and safety, and emergency protocols that must be adhered to during lettings.
- Procedures for complaints and policy review.

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

Each school within the Trust has the flexibility to further tailor this overarching policy to suit their individual facilities and school needs.

The individual schools Headteachers decision is final on if the letting is appropriate.

## **2. Aims**

This policy aims to:

- Promote the use of school premises as a resource for the local community, contributing to the schools’ role as community hubs.
- Generate additional revenue to support the educational objectives of the Trust.
- Ensure a safe and efficient process for the hiring of facilities, minimising disruption to the school environment.
- Ensure the highest standards of safeguarding, health, safety, and inclusivity are applied to all lettings.
- Ensure the school premises are protected from damage or misuse during hire periods.

## **3. Key Guidance and Legal Requirements**

All lettings within the Trust must comply with national and local statutory regulations. The key pieces of legislation and guidance relevant to this policy include:

- Health and Safety at Work Act 1974: This requires employers (and those responsible for premises) to ensure the safety of employees, visitors, and users of their premises.
- The Regulatory Reform (Fire Safety) Order 2005: This sets out responsibilities for fire safety in non-domestic premises, including school buildings.

- The Children Act 1989 and 2004: These outline the responsibilities for safeguarding children and ensuring their welfare.
- Equality Act 2010: This ensures that all lettings are accessible and non-discriminatory.
- Keeping Children Safe in Education 2024: This provides statutory guidance for schools and colleges on safeguarding and promoting the welfare of children.

#### **4. Safeguarding**

Safeguarding is a fundamental priority in all Trust operations. Hirers of school premises must:

- Provide evidence of their safeguarding policy/processes (if applicable) before any agreement is made. This is especially important for organisations working with children or vulnerable adults. This includes providing proof of ID, address and contact number.
- Ensure that all adults involved in activities with children or vulnerable adults during the hire have undergone appropriate Disclosure and Barring Service (DBS) checks.
- Ensure appropriate supervision ratios are in place for all children or vulnerable adults, as per statutory guidance.
- Report any safeguarding concerns immediately to the school's Designated Safeguarding Lead (DSL), whose contact details will be provided in the individual schools hire agreement.

Failure to meet safeguarding requirements will result in the immediate termination of the hire agreement.

#### **5. Health and Safety Considerations**

The Trust is committed to ensuring the health, safety, and well-being of all individuals on its premises, including during lettings. All hirers must:

- Comply with the individual school's Health and Safety Policy, which will be shared prior to the hire period.
- Ensure that all participants using the premises are aware of health and safety procedures, including first aid provisions, fire safety, and emergency evacuation routes.
- Ensure that any equipment brought onto the premises is in safe working condition and meets all required safety standards. Electrical equipment must be PAT tested.
- Notify the school immediately of any damage to the premises, hazards, or incidents that occur during the hire period.

#### Fire Safety

Hirers must:

- Be familiar with the school's fire safety procedures, including fire exit locations, the nearest fire assembly points, and the use of fire alarms and extinguishers.
- Conduct a roll call at the assembly/muster point to ensure all participants have evacuated the building in case of fire.
- Ensure no fire exits are obstructed during the hire period.

- Report any fire safety issues or concerns to the school immediately.

Failure to comply with fire safety regulations will result in the cancellation of the letting without notice.

## **6. Types of Hire**

Across the Trust, we have a variety of rooms/facilities available for hire:

- Sports Hall: Suitable for sports activities, large events, fitness classes, and group activities.
- Classrooms: Suitable for meetings, study groups, tutoring, and small workshops.
- Sports Fields: Suitable for outdoor sports, team games, and community events.
- Assembly Halls/Dining Rooms: Suitable for larger meetings, community events, performances, and presentations.
- Schools may offer additional spaces specific to their sites, and each school will maintain an up-to-date list of available rooms with their respective capacity limits.

## **7. Conditions of Hire**

All bookings must comply with the following conditions:

- Completion of School Lettings/Hire Agreement: Hirers must sign a Lettings/Hire Agreement that outlines the terms and conditions and processes of the hire, including a requirement to comply with all school policies.
- Insurance: Hirers must provide evidence of Public Liability Insurance with a minimum cover of £5 million.
- Damage and Cleaning: The premises must be left clean and in the condition in which they were found. Any damage must be reported immediately and may result in additional charges.
- Supervision: Hirers are responsible for the conduct and supervision of all attendees. Schools will not provide supervision or staff.
- Alcohol and Smoking: No alcohol or smoking is permitted on any school premises, at any time.
- Cancellation: The Trust reserves the right to cancel any booking without notice if conditions of hire are breached, safeguarding is compromised, or the premises are required for school use.

## **8. Linked Policies**

The Lettings Policy is linked to the following Trust/school policies:

- Safeguarding Policy: Ensuring the safety and well-being of children and vulnerable adults during lettings.
- Health and Safety Policy: Covering safe use of premises and equipment.
- Fire Safety and Emergency Evacuation Procedures: Outlining actions in the event of an emergency.
- Complaints Policy: Detailing the process for addressing complaints about the hire or the facilities.
- Data Protection (GDPR) Policy: Ensuring hirers comply with data protection regulations, particularly where personal data is involved.

## **9. How to Book**

- Booking Process: Hirers must contact the individual school to start the booking process, and complete a Lettings/Hire Agreement.

## **10. Emergency Procedures**

In case of an emergency during the hire period:

- Emergency Contacts: The school will provide an emergency contact number to the hirer prior to the hire period.
- Fire/Evacuation: In case of a fire or other emergency requiring evacuation, the hirer must:
  1. Sound the alarm and ensure all participants leave the building safely.
  2. Gather at the designated assembly point, and conduct a roll call.
  3. Report the emergency to the school's emergency contact and to the fire brigade (dial 999).

First Aid:

- Hirers should be aware of the location of first aid kits and the nearest medical facilities. Hirers are responsible for administering first aid to their participants.

Reporting:

- All emergencies, accidents, and near-misses must be reported to the school as soon as possible after the incident.

## **11. Complaints Procedure**

Complaints regarding lettings must follow these steps:

1. Informal Resolution: Attempt to resolve the issue informally with the school's Lettings Coordinator as soon as the issue arises.
2. Formal Complaint: If the issue is not resolved, submit a formal complaint in writing to the school's Headteacher, outlining the nature of the complaint and any supporting evidence.
3. Trust Committee Appeal: If the complaint remains unresolved, it may be escalated to the Trust Finance, Audit & Risk committee, whose decision will be final.

Complaints must be lodged within 14 days of the incident or issue.

## **12. Review and Monitoring**

This policy will be reviewed every 3 years, by the Trusts Finance, Audit & Risk committee, to ensure it remains up to date and effective.

School Feedback: Individual schools will provide feedback on lettings and identify any issues or areas for improvement, which will be shared with the Trust for consideration in the review process.

Monitoring of Hirers: Schools will monitor the activities of hirers to ensure compliance with the conditions of hire, safeguarding, and health and safety protocols.