

## **Policy: Lettings**

**Date: March 2025**

**Relevant supportive documents and legislation:**

[Maintained Schools Governance Guide](#)

*Keeping Children Safe in Education DfE Sept 2024*

*Working Together to Safeguard Children DfE Dec 2023*

*The Prevent Duty Guidance HM Government 2023*

*The School's Child Protection Policy*

Date created: November 2015, updated 26<sup>th</sup> November 2016, February 2018, March 2019, reviewed March 2020, March 2021, March 2022, March 2023, March 2024, March 2025

Responsible: Headteacher and Finance & Safeguarding Lead Governors

Date Ratified by FGB: 4<sup>th</sup> March 2019

Date to be reviewed: At the discretion of Headteacher - usually annually

Statutory Policy: N

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## AIMS

At St Bernadette's, in line with our vision to enable community, local community and Church to work together, we aim to make our facilities available to various groups and individuals within the community area.

## GENERAL PRINCIPLES

In implementing and developing our whole school letting policy we will:

### Consult

- Involve staff, governors and local community representatives
- Consider any advice from Church representatives and LA
- Refer to finance lead governors to consider applications for lettings using the criteria below

### Consultation with The Catholic Diocese of Northampton

The Diocese of Northampton owns the property and therefore Trustees of the Diocese reserve the right to approve whether or not school property can be let out for non-school activities and indeed how the profits made from the lease of the buildings or land are allocated.

Trustees will generally approve lettings on these terms and agree that income generated through the use of the buildings and land are used by the individual school for any of the following standard letting activity:

- Wrap around care services
- Use of facilities for sport, drama business meetings and events that are not incompatible with the teachings of the Church outside of normal school hours
- Coaching for support, music or the Arts provided in sessions during lunchtime or at the start or end of a school day, in holidays or at weekends on the school site
- Facilities used for competitions and tournaments with parking
- Private/ Council Nurseries in consultation with the Director of School Development should any changes be made in existing arrangements
- External catering
- Use by local parish/ community groups for the service of the community e.g. food or clothes banks, hot food provision, fund raising events compatible with the teachings of the Church

### Consider vision

- Consider suitability of letting to the aims of the school and its standing within the community
- We will not let to any group promoting extremist ideology
- Promote use of school as a valuable community resource
- Promote the work of the Parents Association to enable fundraising and build relationships within the school community

### Consider timing and accommodation

- Consider the suitability of the timing in relationship to other functions of the school
- Consider the availability of accommodation and the suitability of the accommodation for the planned activity

## CHARGES

- Charges for one-off lettings shall be made as follows:

Monday - Friday 8am-6pm During term time	Hall	First 2 hours: £16 per hour; extra hours: £5 per hour,
Monday - Friday 6-10pm Dependant on staff During term time	Hall	First 2 hours: £60 per hour; extra hours: £20 per hour,
Weekends Dependant on staff availability 9am - 7pm	Hall	First 2 hours: £70 per hour, extra hours £25 per hour

- Reduced rates will be available for long term lettings, subject to the agreement of the Headteacher, if within terms of delegation, or otherwise by the FGB under recommendations of Finance Lead Governors.
- The hire charge includes energy, toilet facilities, site supervision and, if hiring the hall, the use of the servery and the light/sound system
- Community Youth Groups - charged at a negotiable rate determined by the Headteacher, if within terms of delegation, or otherwise by the FGB under recommendations of Finance Lead Governors.
- Lettings to the Parents Association and other groups associated with the school will be free of charge under the discretion of the Governing Board
- Income derived from lettings will refund any operational costs to the school budget, the remaining will go towards staff welfare and the diocesan building fund

## **PRIORITY OF USE**

- Use of school premises for school functions will take priority over lettings, we reserve the right to cancel a booking at late notice if the space is required by the school.
- Decisions whether to permit lettings will be made by the Headteacher, if within terms of delegation, or otherwise by the FGB under recommendations of Finance Lead Governors.

## **INSURANCE**

- It is the responsibility of the hirer to obtain Public Liability Insurance - a copy of which is required by the school; this must satisfy Milton Keynes Council requirements (currently £2,000,000)

## **HEALTH AND SAFETY REQUIREMENTS**

- All persons hiring the school premises will be required to conform to the relevant Health and Safety regulations
- All persons hiring the school premises will be required to conform to the School Emergency Scheme
- If hiring the hall during the Covid-19 pandemic, all persons hiring the school premises must adhere to the most recent government guidance

## **SAFEGUARDING**

- As part of our duty to safeguard children, all organisations hiring the school premises at any time for activities involving children, must complete a 'Statement of Safeguarding'. This must confirm that all adults have had appropriate training in safeguarding children and that all adults employed have undergone a Disqualification and Barring Service check (DBS) and that appropriate policies/procedures are in place (see appendix 1). There must be a designated person or appointed person who takes responsibility for safeguarding within the group.



## Safeguarding Statement Appendix 1

All adults (paid and volunteers) involved in the activity have had appropriate training in safeguarding

Yes

No

**Comments**

If you plan to hire the school premises at any time for activities involving children, you **MUST** complete the following:

All adults involved in the activity have undergone a DBS check

Yes

No

**Comments**

As the organiser of the activity, I have appropriate policies and procedures in place to ensure that the adults involved have not been disqualified by association from working with children

Yes

No

**Comments**

I confirm that, should any safeguarding concerns present themselves during the hire of the school premises, I shall contact the school's Designated Safeguarding Lead (Mrs Jane Zamora [ZamoraJ@stbernadettesschool.com](mailto:ZamoraJ@stbernadettesschool.com) ) as soon as reasonably practicable. This covers children attending the school and those not attending the school.

Yes

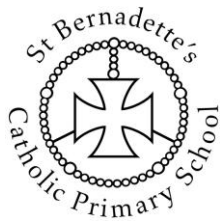
No

<b>Comments</b>
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Signed: ..... Date: .....

Name: .....

Group/Organisation .....



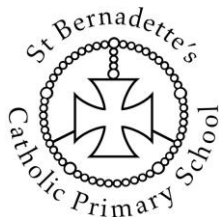
## Appendix 2: Terms and Conditions of Hire

### 15 CLEAR WORKING DAYS ARE REQUIRED BEFORE A BOOKING IS MADE

1. All hire charges and deposits will be invoiced.
2. The hirer will indemnify St Bernadette's Catholic School against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer's use of the premises. It shall also be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer's invitees and visitors. This can be purchased through Milton Keynes Council. NB the keyholder will unlock the building at the commencement of the hire and the building will remain unlocked until the end of the hire period. The hirer should ensure that someone is present within the building throughout this period. The keyholder will also explain to the hirer the fire procedures in place in the building.
3. The hirer shall not sublet or transfer this booking to any other person or organisation.
4. The hirer must maintain a list of all attendees so they may be safely evacuated.
5. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use. A copy of the licence will be given to the school prior to the event.
6. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, or any activity that is inconsistent or contrary to the teachings of the Catholic Church, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
7. The hirers shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of liquor. All liquor licences must be displayed at all times during the event. Failure to do so will result in the event being cancelled. A copy of such licences will be given to the school prior to the event.
8. Fire exits must not be obstructed. The hirer must ensure that all the users present are aware of the fire procedures, which are displayed in the building.
9. The hirer must ensure that safeguarding arrangements are in place and that they have contact details of the local MASH team and Police in the event of a safeguarding incident occurring
10. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of drive ways etc.
11. With the exception of guide dogs, no animals will be allowed on the premises.
12. St Bernadette's Catholic Primary School has a policy of no smoking in the buildings or within the school grounds and this must be adhered to at all times.
13. All equipment hired can only be used within the facility and must not be removed. Hirers must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required. Cleaning and tidying up must be carried out during the hire period. The hirer is liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. Refund of any deposit is at the discretion of St Bernadette's Catholic Primary

School. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.

14. In cases of block bookings, the user must not leave their own belongings or equipment on the premises without the written consent of the school and any items left in the building with St Bernadette's Catholic Primary School's approval, are left at the owners risk and this responsibility for insuring such belongings firmly lies with the user. Any belongings left in the premises without prior agreement from St Bernadette's Catholic Primary School will be treated as abandoned and may be disposed of by the School.
15. Approval for the use of diocesan premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
16. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.
17. No alterations or additions shall be made to the premises.
18. No advertising or publicity material will be displayed inside or outside the building without the prior approval of St Bernadette's Catholic Primary School's governing board.
19. Cancellation of bookings must be made at least three working days before the date of hire or a refund will not be given.
20. St Bernadette's Catholic Primary School reserves the right to cancel the hiring if the hirer breaks any of the above conditions.
21. St Bernadette's Catholic Primary School reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time.
22. St Bernadette's Catholic Primary reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for school activities, public elections or similar events.
23. If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.



## Appendix 3: Application for the hire of school premises

Any information you give us about yourself will held on computer or manual record, which you have a right to see and check. Information may also be used in connection with the prevention and detection of crime and fraud.

Name of Applicant	Telephone Number
Address of Applicant	
Applicant email address:	
Name of person responsible for safeguarding during the session: Contact details:	

Accommodation Required: Main Hall  Room  Small Hall  Grounds  Servery

Please indicate if you require the use of the following equipment:

digital projector  PA system

### Booking Information

Day(s) of the week			
Date			
*Start Time		*Finish Time	

\*times should include setting up and clearing away

Reason for Booking:
Number of attendees:

It is St Bernadette's Catholic Primary Schools requirement that bookings are covered by Public Liability Insurance (£2million) and accidental damage (*Please attach a copy of your policy*)

- This application is not a confirmation of booking. A letter to this effect will be forwarded to you when your application is agreed
- Applications are only accepted from persons over 18 years of age
- All monies must be paid within the timescale stated on your invoice which will be forwarded to you following the confirmation of booking

The applicant should ensure that the following documents are attached, so the school can verify that these are in place. These may be separate policies or part of a child protection and safeguarding policy.

- Child Protection policy
- Whistleblowing Policy
- Managing Allegations Policy
- Safer Recruitment Policy

**DECLARATION**

By signing this application, I agree to comply with the Terms and Conditions of Hire attached.

I agree to notify the Headteacher of any safeguarding incidents that occur on the school premises.

Signed ..... Print Name .....

Date ..... Please return this form to St Bernadette’s Catholic Primary School



**EVENINGS, WEEKENDS AND HOLIDAYS**

It is a condition of any booking of the School's facilities in the evenings, at weekends and during holidays that the person making the booking understands and takes responsibility for implementing the Emergency Procedures.

Full details are available in the Emergency Procedures file - a copy is always kept in the 'grab bag' **in the school office.**

The person making the booking will take charge of the procedures until a member of the Crisis Management Team arrives.

The person making the booking will delegate the tasks outlined below - by giving the person the task details from the Emergency Procedures file.

1. Someone to contact emergency services.
2. Person to contact the Council and members of the Crisis Management Team.
3. Someone to open appropriate buildings.
4. Someone to be responsible for the immediate safeguarding of children and adults.

The following tasks will be undertaken by previously identified School staff:-

5. Person responsible for liaison with the media
6. Person to check communication channels.
7. Someone to contact appropriate others.

Exact details are in the File.

Please sign and return the slip below to (name)

✂ Please cut along dotted line

**Emergency Procedures**

I confirm that I understand the Emergency Procedures, as detailed in the File, and that I will be responsible for initially implementing the procedures.

Signed: .....

Date: .....