

# High Ercall Primary School



## LETTINGS POLICY

Policy- Document Status			
Review of Policy	Feb 23	Named Responsibility	Sarah Roberts
Date of Policy Adoption by Governing Body		8 <sup>th</sup> March - Resources Committee	
Next review date		Summer term 2026	

## High Ercall Primary School Lettings Policy

### Aim

To facilitate the safe use of the School premises.

### General Statement

The Governing Body recognise that:

- the school buildings are a valuable community resource;
- educational usage constitutes a natural priority;
- profit margins would be welcome when derived from private or commercial usage but are not the objective when facilitating educational activities;

### Guidelines

- 1) All lettings will be at the discretion of the Governing Body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.
- 2) All hirers must comply with the terms and conditions for hire set out on the application form.
- 3) All hirers must be over 18 years of age.
- 4) The School's delegated budget will not be used to subsidise any lettings by community or commercial organisations. All income must be paid into the official school budget to offset costs incurred by the delegated budget.
- 5) The Governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the School premises. Accordingly they have delegated authority to accept applications for hire to the Headteacher and School administrator. No organisation with known links to extremist groups, or expressing extremist views will be given permission to hire the premises or grounds.
- 6) In the event of a dispute the matter will be referred to the Headteacher.
- 7) All formal hiring of the school premises, including any for which there is no charge made, shall be properly documented. All hirers must complete a letting agreement and are to receive a copy of the conditions of hire. The letting agreement is a contract which the Governing Body may enforce law.
- 8) The Governing Body will not normally insist upon a continuous caretaking presence. However, the Headteacher has a delegated power to insist upon staff presence where in her view the nature of the hiring may leave the school vulnerable to theft or damage.
- 9) All letting are to be non-exclusive and the school may enter or remain on the part of the premises that is subject to the letting at any time.

### Child Protection

All organisations that involve children under the age of 18 years must have a child protection policy in place. A copy of this policy should be attached to the application when submitted and will form part of the agreement.

The policy must contain:

- i. Confirmation that DBS checks are carried out on all staff and volunteers and that checks are repeated every 3 years.
- ii. Process for training/informing staff of relevant child protection issues and updates.
- iii. Process/procedure for reporting suspicions and disclosures.
- iv. Process/procedures for allegations made against a member of staff.

- v. Confirmation that the Policy is reviewed every 3 years
- vi. A list of staff/volunteers and their disclosure certificate numbers and issue dates

A safeguards checklist must be completed by the hirer at the time of application.

### **Charges**

- Charges are set and reviewed by the Governor's Core committee annually.
- The Headteacher is empowered to use her discretion to adjust the charge for individual lettings where the letting involves a substantial number of school students, is in line with the school mission statement or is likely to be of substantial benefit to the local community.
- All lettings must be paid in full in advance or in the case of regular lettings paid in full on receipt of invoice.
- The Governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring extra cost for cleaning, caretaking or other expenses.
- The Governing Body is constrained by law to apply Value Added Tax to all transactions where this is appropriate. In general, lettings for non-sporting activities are exempt from VAT, whereas sports lettings are subject to VAT, unless exempt by virtue of, *inter alia*, a block booking of 10 or more sessions. For specific lettings clarification should be sought from the schools finance officer.

### **Cancellations**

The Governing Body will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

## High Ercall Primary School

Church Road  
High Ercall, Telford TF6 6AF

### Safeguards Checklist for Individuals of External Groups and Organisations (non sporting)

Club/Group Name: .....

Address: .....

.....

Activity Provision: ..... Days/Times:.....

Specialist(s) delivering activity (name & contact details): .....

.....

Welfare Officer/ Club Contact: .....

Telephone: ..... Email: .....

Group's National Governing Body (where appropriate) .....

#### Clubs/organisations are requested to provide proof of the following.

Essential Key assessment Criteria	Checked by member of School Staff
a) Are sessions led by a specialist with the relevant subject qualification(s) or experience to lead children's activities?	
b) Does the club, organisation, or specialist have appropriate insurance, with minimum requirements of public liability cover?	
c) Have all specialists who will work with children undergone a recent enhanced DBS check?  The hirers must be able to provide documentary evidence for all adults.	
d) Does the organisation or individual have in place a club child protection policy?	

A copy must be included with this document.	
e) Have all responsible adults attended relevant child protection and safeguarding training? Evidence attached or seen by Headteacher	
e) Does the organisation or specialist operate an equal access policy? i.e. Opportunities are available to all young people.	
<b>DESIRABLE but not essential Key Assessment Criteria</b>	<b>Checked by</b>
f) Is the club, organisation or specialist affiliated to an appropriate governing body, where appropriate?	
g) Has the organisation or specialist achieved a recognised quality assurance award such as a charter mark or similar endorsement?	

## High Ercall Primary School

Church Road, High Ercall, Telford, TF6 6AF

Safeguards Checklist for Schools PE and Sports & Leisure External Groups and Organisations (sporting)

Sports Club/Group Name: .....

Address: .....

.....

Activity Provision: ..... Days/Times:.....

Coach/instructor(s) delivering activity (name & contact details): .....

.....

Welfare Officer/ Club Contact: .....

Telephone: ..... Email: .....

**Clubs/organisations are requested to provide proof of the following.**

<b>Essential Key assessment Criteria</b>	<b>Checked by</b>
**Please note all clubs wishing to practice Martial Arts must have a Wrekin Martial Arts Advisory Groups (WMAAG) affiliation card	<b>member of School Staff</b>
a) Is the club, organisation, coach or leader affiliated to an appropriate sports or leisure governing body?	
b) Are sessions led by a coach/instructor that has the relevant sports or leadership qualification(s) and level of qualifications to lead children's activities?	
c) Does the club, organisation, coach or leader have appropriate insurance, with minimum requirements of public liability cover?	
d) Have all coaches/leaders/instructors undergone a recent enhanced DBS check?  The hirers must be able to provide documentary evidence on request.	
e) Does the club/organisation comply with good practice guidelines when working with children, or have in place a club	

child protection policy? Has the club been given a copy of the school Child Protection Policy and Speak Up Policy?	
f) Does the club, organisation, coach or leader operate an equal access policy? i.e. Opportunities are available to all young people.	
<b>DESIRABLE but not essential Key Assessment Criteria</b>	<b>Checked by</b>
g) Has the club or organisation achieved a recognised quality assurance award such as a Sport England 'Clubmark' or a relevant Sports Governing Body 'Charter Standard'?	