

Gossops Green Primary School



The Collegiate Trust
Exceptional Education for All

LETTINGS POLICY

Approved by: LGB
Last Reviewed on: September 2023
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Staff Member Responsible:
Link Governor: Gordon Humphrey

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1. Aims and Scope of this Policy

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)
- To ensure the provision of extra-curricular activities provided from external specialists – making them more accessible for pupils of the school

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- School Halls (excluding the kitchens)*
- Playing fields*

**this does include the use of one set of toilets*

2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Large Hall	Capacity: Standing = 150 Seating = 100	Before 6pm: £25 per hour (minimum of 4hrs) After 6pm: £50 per hour (minimum of 3hrs) available until 10pm
Small Hall	Capacity: Standing = 100 Seating = 50	Before 6pm: £25 per hour (minimum of 4hrs) After 6pm: £50 per hour (minimum of 3hrs) available until 10pm
Playing fields (including playground surfaces)	Capacity: 200	Before 6pm: £25 per hour (minimum of 4hrs) After 6pm: £50 per hour (minimum of 3hrs) available until 10pm

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of [3 days' notice].

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of [8 days' notice]. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the **Finance and Admin Manager** and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by **Finance and Admin Manager**.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

The deposit (to be paid at time of booking is 50%. The remainder of the balance is due 7 days before the event.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.

5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than [7 days] before the start date of the hire.
10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment;
 - b. Any claim by any third party against the school; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
13. Any cancellations by the school made with at least 3 days' notice (in line with section 3), will be refunded.
14. Any cancellations by the hirer received with less than 8 days' notice, (in line with section 3) will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. 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.
17. The hirer will clean the areas hired (including toilets)
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
19. 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.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
21. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.

24. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the school DSL Team (dsl@gossopsgreen.org.uk) as soon as reasonably practicable.

7. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

Appendix 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact the Finance & Admin Manager, Jeanne Alexander, via email jalexander@gossopsgreen.org.uk.

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible)	

Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name _____ Date _____

Signature _____

Please return this form via email to jalexander@gossopsgreen.org.uk or to the school office at Gossops Green Primary, Kidborough Rd, Gossops Green, Crawley RH11 8HW. We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.

Appendix 2

Safeguarding Checks undertaken by the Letting Provider

Safeguarding pupils is a priority for Gossops Green Primary School. It is a requirement of the school that all providers using school premises have a duty of care towards the children who attend. This means that by law you must take reasonable steps to ensure the safety of the children and to protect them from harm. We require all providers to adhere to the DfE statutory guidance document “Keeping Children Safe in Education” (2023) particularly paragraph 167 to ensure the highest possible standards of child protection.

In line with these regulations, Gossops Green Primary School is required to obtain written assurance from the **provider** that appropriate safeguarding and child protection policies are in place. The guidance is detailed here:

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings>. Where applicable, we may choose to inspect said policies.

Gossops Green Primary School may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, the school will follow their safeguarding policies and procedures, including informing the LADO. The provider should liaise immediately with the Trust, should any situations occur.

Letting provider:

Name of company:	Address of company and point of contact: (full address)
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DECLARATION:

I confirm that:

- We have considered the suitability and safety of the setting for employees and take steps to reduce any risks identified.
- All staff should have first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (for example, call 999 if a child is having an asthma attack).
- We have a fire safety and evacuation plan.
- We have more than one emergency contact number for each child, where reasonably possible, and know of any medical concerns or allergies.
- We have a safeguarding and child protection policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members.
- Staff have awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation)
- We have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children.
- We have appointed a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training.

- We have provided parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provided the contact details of your local authority's children's services or the NSPCC helpline number.
- We have the contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children's social care.
- We ensure that staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf.
- There are regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment.
- We have a clear complaint procedure.
- We have an effective whistleblowing policy.
- I am authorised by the above organisation to confirm this information.
- the above company will provide a fully completed and signed copy of this document to the Finance & Admin Manager, Jeanne Alexander, via email jalexander@gossopsgreen.org.uk prior to the start of the lettings agreement.

Signature of person providing information:	
Name of person providing information:	
Contact email address:	
Contact telephone number:	
Date information provided:	