Britannia Primary School and Nursery

Lettings Policy

'Developing responsible citizens, confident individuals, and independent learners'

Prepared by	**K Hart**
Adopted by Governors on	**Autumn Term 2026**
Committee	**LAB**
Signed by Chair of Committee	**K Smith**
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This document must be read alongside the School's Policy for Health and Safety and School's Safeguarding checklist and Letting Procedures, which are signed by the hirer.

Definitions

Those people making use of the premises hired under a letting agreement between the school and the hirer are known as **users** in this document. The person or organisation actually entering into the contract with the school is the **hirer**. There should be a person or persons 'supervising' or organising the users - in this document the term **steward** is used for these.

Definition of a Parent

- All biological parents, whether they are married or not.
- Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
- Any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

General Conditions

- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required.

- The hirer is responsible for the health and safety issues, not the school. All statutory requirements must be observed, and school specific requirements complied with.

- Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress, including around the car park. As the hirer is in control of such lighting, they will be shown where the switches are. Stewards must have torches to assist in the event of an evacuation.

- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.

- The school and county council will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.

- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the Premises Supervisor concerning the area available.

- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.

- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once

completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for firefighting purposes. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the school's fire risk assessment.

- The school is not responsible for the users' activities but is assured that the activity and the hired room/equipment available are compatible.

- Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be more than one year old for earthed equipment, or more than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.

- It is the responsibility of the hirer to provide first aid equipment and trained personnel.

- Smoking or vaping is not allowed in any part of the school premises.

- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.

- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.

- The Principal reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.

- The hirer is responsible for providing access to a mobile telephone for emergency purposes.

- Hirers must have regard to the national standards of qualification, experience, and overall competence of instructors/supervisors/coaches for sporting and other activities.

- The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.

Insurance

- It is the responsibility of the **hirer** to effect suitable public liability and other relevant insurance cover. As a general rule, cover up to £5 million is required.

In the event of an incident, fire or near miss

- The school will ensure that **Incident Report** forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required from the hirer.

Licence

- The hirer is responsible for ensuring that any necessary licences, required for a particular event, have been obtained, such as theatre, performing rights or cinematograph licences.

BRITANNIA PRIMARY SCHOOL AND NURSERY LETTING PROCEDURES

Thank you for hiring our premises we hope the following guidelines are helpful, theseshould be read alongside the schools Letting policy and Health and Safety policy which can be found on the school's website www.britannia.suffolk.sch.uk

Should you need any additional information or paper copies of the above policies please contact the school.

SAFETY

The hirer is responsible for Health and Safety issues, not the school.
Please make sure you are aware of the means of access and exits regarding emergency evacuation procedures and make yourself aware of all lights, firefighting equipment and first aid kit and exits in the area you are occupying. More detail is held on the Lettings policy.
You are also responsibility for briefing other users associated with the let regarding safety. You must also have torches in the event of an evacuation as there is no internalemergency lighting.

In the event of an emergency. Please exit from the building, telephone the emergency services and then telephone the Premises Supervisor on the phone numbers overleaf.

You are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.

You are responsible for the maintenance of any electrical equipment you use. Please do not use the school's equipment without permission. Ensure all equipment brought into the school is PAT tested.

You must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. You must ensure that risks associated with the activity are properly controlled throughout the hire period.

No alcohol is allowed on the premises. The school and grounds are strictly a no smoking site.

All hirers of school premises are required to have with them a mobile phone to use in case of emergencies.

USE OF THE PREMISES

You must make sure that you are aware of vehicle and pedestrian entrances and exits, parking facilities and toilets, etc.
The school and Trust will accept no responsibility for damage howsoever caused to vehicles and other property while users are on the school site.
Parking is made available only on the basis that it is at the vehicle owner's risk. You are asked to arrange for users to park in designated areas only.

Please check the area you have hired before you use it and inform us of any damage or breakages noted prior to your use.
You are responsible for any damage caused by your let.

Setting up and clearing away is your responsibility unless you have made prior arrangements with the school premises supervisor beforehand and this MUST be written on the booking form. (See administration section) It is expected that the area you have used be left in a clean and tidy condition.

Please note only the area you have hired for your let is available for your use - please do not use other areas of the building.

Maximum numbers in the hall 200.

You may not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises.

You must provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.

ADMINISTRATION

Bookings / Payment

On receipt of a completed booking form an invoice will be raised. No letting will be honored unless full payment is returned to the school one month in advance of the first booking date. Please note that your application for a letting period must include setting up and clearing away time, any additional time taken will be billed accordingly.

Cancellation

Any cancellation that incurs any cost to the school will be charged accordingly.
Should the school need to cancel a let as much notice as possible will be given except in unforeseen circumstances or emergencies.

Charges / Payment

The letting fees are reviewed annually. A scale of charges is available to all hirers. Special concessions are granted to certain hirers: these are at the discretion of the Governing body.

Insurances / Licences

All organisations hiring the school premises must have **public liability** insurance and this must be seen by the school before a booking can be confirmed. As a general rule cover up to £5 million is required.

In the event of an incident, fire or near miss
The school will ensure **Incident Report** forms are made available to you, please ensure one is completed whenever necessary. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required from the hirer.

You are responsible for ensuring that any necessary licences, required for a particular event, have been obtained, such as theatre, performing rights or cinematograph licences.

Any organisation using music must obtain a **PPL licence** and this must be seen before a booking is confirmed.
Any hirer who has contact with children will need to have a valid DBS certificate that has been checked and validated through the school office and details recorded on the School's Single central Record.

Transfer of Control Agreement

When completing the letting form you are signing to say that you are responsible, during the times specified on the letting form, for the activity on the school site. In signing you are stating you have appropriate policies in place to safeguard children/adults involved in the activity, including vetting checks, health and safety, insurance cover and the like.

Children attending clubs remain your responsibility until picked up by parents/carers.
Hirers running a club should obtain contact details directly from parents of the children in their clubs.

Hirers should not let anyone into the building who is not covered by this Transfer of Control Agreement, e.g., parents picking up children should not be allowed access inside the school.

Useful Contacts

School Number 01473 728566 – for Office

School Mobile 07909 574984 - for Premises supervisor

Office

Hirers Name……. **Date sent to prospective hirer ……**

Lettings Administration Assistant signature ……..

Please sign both copies of Lettings Procedures as proof of receipt and agreement to terms and conditions as set out above and in the schools Letting Policy and Health and Safety Policy. Please then return one copy to the school office.

Signature of Hirer / Agreement to terms and conditions and Transfer of Control

…….. **Date ……**

Safeguarding Checklist for Lettings

Children Present

Section 1 to be completed by all organisations

1.Name of organisation					
2.Address					
3.Contact telephone number					
4.Name of organisation leader					
5. Address of leader if different from address of organisation (above)					
5. Enhanced DBS check completed		**Yes/No** **DBS disclosure number:**			
6. Date of DBS check					
7. Date of last attendance at Child protection training					
8. Names of other regularly attending adults	**Address**	**Telephone**	**Enhanced DBS check completed Yes/No** **If yes, please list disclosure number**	**Date of DBS check**	**Date CP training last attended**

Please attach additional sheet if needed

9. Are all children accompanied by an adult? (parent/carer)	Yes / No
10. If no, is the organisation registered with Ofsted? (This can be checked at https://reports.ofsted.gov.uk)	
11. If Ofsted registered, please provide the date of registration and the registration number	

Section 2 – To be completed if children are present, unaccompanied by an adult and the organisation is **not registered with Ofsted**

Does the organisation currently have a Child Protection Policy? If yes please attach a copy If No, please seek advice from Local Safeguarding Children Board http://suffolkscb.org.uk **A policy must be in place before any activity is permitted**	

Section 3 - To be completed by **all** organisations**:**

- I agree to keep a register of members in attendance at each session, and a central record of contact details for each member of the organisation.

- I agree to ensure that all members in attendance are informed that they may only access the designated room(s)/area(s) and MUST NOT attempt to access any other areas.

- I confirm that all the information provided by myself, or my organisation, in the form above is accurate.

- I understand, where children or young people are present, that I must notify the school if there has been a change in Ofsted registration or adults regularly attending, and that failure to do so could result in a termination of the agreement.

- I agree to update the school if contact details change.

Signed by _____

Name_____(Leader)

Date signed:- _____

For school use only:

If unaccompanied children to be present:

Confirmation of Ofsted registration (where relevant):

Yes / No

Confirmation that a copy of child protection policy has been provided to the school:

Yes / No

Confirmation that the policy covers at least the minimum requirements, checklist completed:

Yes / No

Name and signature of Principal:

Name_____

Job Title_____

Signature_____