



Lettings Policy

This policy has been reviewed by the School.

Headteacher: Lucy Wheatcroft

Date: 23rd September 2025

This policy should be read in conjunction with Lettings Policy RET June 2025

PURPOSE OF THE POLICY

As a school, we are committed to providing access to our resources and facilities for the local community. These both help to create community cohesion and generate additional income for the school. This policy ensures that these activities are able to take place without detriment to the school or the children on roll, and that any activities involving children or vulnerable adults have suitable safeguarding measures in place.

This policy applies to those activities which are not directly under the management of the school and is not applicable to hired sports coaches/clubs who are supervised by the school.

RELATED DOCUMENTS

Safeguarding and Child Protection Policy
Joint Usage Agreement 2023

POLICY

Lettings Agreement

Where a letting is requested (via Hallmaster), the decision as to whether it should be authorised is at the discretion of the Headteacher, delegated to the School Business Manager. In making this decision, due consideration will be given to:

- Compliance with the Joint Usage Agreement
- The potential benefit to the school and/or local community
- Whether the letting complies with Child Protection and Prevent strategies
- Any potential negative impact on the school, including risk to the buildings, children or public perception of the school

The Headteacher retains the right to agree any letting which is in line with this policy, or to refuse any letting which may contravene the policy, is or may be unsuitable, or impractical.

Lettings will always be refused where the school has concerns about the potential for:

- Issues relating to the safeguarding of children
- Issues relating to extremist, discriminatory or other behaviours which may arise
- Any detriment to the school as an organisation, public perceptions of the school, our children, or the wellbeing of the local community.

The school reserves the right to refuse a letting without reason, and to terminate without notice any ongoing letting which breaches this policy or other school policies. Where a hirer believes that they have been discriminated against or treated unfairly, they may make a complaint to the governing body in line with the school complaints procedure.

Responsibility of the users

The User shall:

1. Ensure all members of their group understand the parameters of the hire. At no time may a member of the group attempt to enter the school or other areas of the centre.
2. Ensure that, after every session, they leave the premises clean and tidy as they would expect to find them.
3. All displays and furniture must be treated with respect. Rooms must be vacuumed after use, and all tables and chairs must be cleaned and returned to the appropriate cupboard. If food has been consumed, any bin liners with food waste should be removed and placed in the outside bins. The fridge must be left clear and the toilets should also be checked and left in a clean condition, including the removal of any soiled nappies.
4. Repay the cost of reinstating or replacing any parts of the building including any furniture and fittings therein contained which shall be damaged, destroyed, stolen or removed during the period of use, and
5. Indemnify the Committee and their Officers, agents and servants against all claims, demands or proceedings in respect of the death or injury howsoever or by whoever caused of or to any person which shall occur while such person is in or upon part of the building or arise from any accident or occurrence which shall happen while such person is in or upon any part of building. Or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
6. Inform the School Business Manager of any difficulty in fulfilling the above requirements.
7. Ensure responsibility for any items brought on to the premises or used by them or the attendees. Equipment use must be covered by the hirers insurance.
8. Ensure any portable electrical appliances used by the hirer has a valid PAT test certificate.

Charges

Room		Mon-Fri 6pm	Fri 6pm - Sun
School Hall	Day (Mon-Fri School Holidays Only)	£14	£25
	Evening	£21	£35
Community Hall	Day	£12	£20
	Evening	£20	£30
Hadden Room		£10	£15

Community groups receive 30% discount on the above

**** Community groups are registered charities or not-for profit groups serving the community**

A deposit may be requested where appropriate to cover any damage.

Insurance

All commercial hirers must be covered by public liability insurance with indemnity up to £5,000,000. A copy of your insurance must be supplied with your letting agreement. If you do not have insurance, please speak to the School Business Manager.

Safeguarding

If the Hirer is working with children they must follow the guidance issued in the latest update of Working Together to Safeguard Children 2018. In particular:

- **It will be necessary for the hirer to undergo an enhanced DBS check if a particular letting involves contact with children and young people.** It is the responsibility of the hirer, as advised by the Headteacher to ensure that they have complied with this requirement and any relevant Oxfordshire Safeguarding Children Board requirements for working with young people. When there is a requirement for DBS checks on associated staff to be undertaken, the Hirer must keep appropriate records in line with current Safeguarding and Child Protection best practice and report to the school any safeguarding concerns which may arise. **The Hirer will be required to provide evidence that DBS checks have been carried out on request.**
- The hirer will be expected to show they have robust Safeguarding arrangements in place and that there is a named “designated person” for referring Child Protection and Safeguarding concerns. The policies and procedures related to Safeguarding and Child Protection should be in line with OSCB procedures. **Up to date safeguarding policies, procedures and training must be evidenced by the hirer if requested.**
- Where the hirer is providing sporting activity or coaching, valid and current First Aid certificates must be in place when school First-Aiders are not present; a certificate of public liability must be in place; and coaches should be qualified to at least Level 2 in a sport or other discipline.
- The hirer is responsible for understanding how to report a Child Protection concern in Oxfordshire, and how to contact the LADO if there is a concern about the suitability of an adult to work with children
- The school must also be made aware of any safeguarding concerns that become apparent during the course of the lease.
- Where the hirer is providing the services of qualified teachers, the provider should conduct a barred list check.
- Schools are expected to pay due regard to the Prevent Duty and as such should not hire or lease school premises or facilities to groups that have extreme ideologies, viewpoints or links. If a school becomes aware of a Prevent concern regarding a group or individual using their premises and facilities or applying to do so, they should report their concerns through 101, through Children’s social care or Adult services or through any other official reporting routes available to them.

Prevent Strategy & Equality of Opportunity

Our responsibility to our school community is to ensure that the information they receive is aligned to the ethos and values of the school and British values. We therefore ask on the Lettings Agreement form the purpose of the hiring. The information must align to the core values and ethos of the school

and to British values. This must be discussed with the hirer prior to the request being made to the Headteacher.

We have carefully considered and analysed the impact of our policies on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

FURTHER TERMS AND CONDITIONS OF HIRE

We are unable to hire the premises to any persons under the age of 18

We are unable to hire the premises or allow it to be used by any organisation with an unlawful or extremist background as defined by the government's 'new definition of extremism (2024)'

Number of persons to be admitted

The User shall ensure that the number of persons attending a function shall not exceed the following limit:

	High Density	Restaurant Use
School Hall	260	130
Community Hall	100	50

SMOKING, INCLUDING E-CIGARETTES AND VAPING, IS NOT PERMITTED WITHIN THE BUILDING OR GROUNDS

Kitchen Facilities

Kitchen Facilities are available for hire at charges set out on Hallmaster.

The Kitchen and all appliances and equipment must be left in a clean condition - ready for use by the next User. Users who ignore this condition may be refused future use.

The Committee must be reimbursed for all breakages and shortages of items of crockery, utensils etc.

Cancellation Policy

Forfeit of all fees if less than 7 days' notice.

If the booking for multiple dates over the school holidays, the following applies:

Cancellation up to a month before the start of the booking period – full refund

Cancellation up to 2 weeks before the booking period – 50% refund

Within two weeks – no refund

Staff Discount

Current staff of All Saints CE Primary School may be able to receive a discount on the regular hire price at the discretion of the Headteacher or School Business Manager.

Cleaning

The Committee provide basic cleaning equipment and materials which are stored in the kitchen and community hall store cupboard:-

Washing up liquid and cloth
Vacuum cleaner
Floor sweeper
Dustpan and brush

However, users must ensure that they are equipped with any specialist materials needed for such incidents as the spilling of blood, vomit, craft materials, etc. The School Business Manager can give users advice of what cleansing agents can be used.

First Aid

There is a first aid kit provided in the Community Hall kitchen for use. Hirers are responsible for providing adequate first aid trained persons as required.

Evacuation procedure

All hirers are responsible for the safe evacuation of their group. Emergency procedures displayed within each hired space, hirers should familiarise themselves with this at beginning of each session.

Fire Alarms & Lockdown alarms

The fire alarm is Identified by a two-tone continuous siren. If this sounds during school hours, evacuate safely to the school car park, and await further instructions from a member of school staff.

If the fire alarm sounds outside of school hours, evacuate safely to the school car park and await further instruction either from the school caretaker or emergency services.

If there is a need for the school to enter a lockdown situation, during school hours this will be communicated by the intermittent sounding of the alarm siren. Please lock external doors and lock yourself and all users in the large store cupboard in the community hall. The all clear will be communicated by another short intermittent burst of the fire siren, and a member of the school leadership team will liaise with you.

Outside of school hours, if you need to enter a lockdown state, please lock all external doors and contact the emergency services. The large store cupboard in the community centre can be locked from inside.

Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

The Hirer acknowledges that they have familiarised themselves with the following:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.

- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected within or outside the hall, without the consent of the school. No decorations are to be put up near light fittings or heaters.

No open flame should be used at any time, including Chafing dishes and food warmers.

Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

Loss of personal property

The Committee and their Officers, agents and servants shall not be responsible to the User or any other person for damage to or the loss, theft, or removal of any property brought or left by any person (including the User) in or upon any part of the building either during or after the period of use and the User shall indemnify the Committee and their Officers, agents and servants against all claims, demands, actions and proceedings in respect of any such damage, loss, theft, or removal of any loss sustained by any person in consequence of any such damage, theft or removal.

Parking

During school hours, one space is reserved for users of the Community Centre outside the Community Hall. Vehicles must not be parked in any of the other spaces. Outside school hours, vehicles may be parked in any of the spaces.

Under no circumstances will the Committee accept any responsibility for loss or damage to the contents of or to any car or other vehicle which in connection with the function may be brought or left within the precincts of the School/Community Centre building.

Sub letting

Under no circumstances should users sub-let the community centre. All bookings should be made directly with the Ladygrove Community Centre.

