

Abbey Hill Primary and Nursery School

Lettings Policy



Abbey Hill Primary and Nursery School is committed to equal opportunities for all. It is our aim that every policy should have a positive impact on every child irrespective of race, religion, gender, sexual orientation or age.

Adopted by the Governing Body on 28th November 2022

Next review: November 2024

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Introduction

The Governing Body is keen to see the school premises used for the benefit of the local community and to promote lifelong learning for all. This policy sets out the school's arrangements relating to the use of our school premises and facilities outside the normal school day. It also details the responsibilities of the Governing Body and the users when the premises are hired.

The use of school's premises at all times is under the control of the Governing Body of our school (Education Act 1986 section 42 no, 2).

Our lettings policy operates within the framework of the Equal Opportunities Policy. In addition the Sex Discrimination Act 1985, the Race Relations Act 1976 and the Prevent Duty Guidance 2015 apply throughout this policy and must be adhered to at all stages of our lettings procedures.

With regard to our duty under the Race Relations Act 1976 the Governing Body will not let the school premises to any organisation whose purpose is, amongst other things, to encourage racial discrimination and disharmony between people of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

Similarly, in regard to the revised Prevent Duty Guidance in the Counter-Terrorism and Security Act 2015, the Governing Body will not let the premises to any organisation which holds or promotes extremist views that are part of any terrorist ideology, or which seek to draw people into terrorism or put them at risk of radicalisation. This applies to extreme religious and/or political views. **The hirer must not use, permit or allow rooms to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.**

In deciding whether or not to let the school premises the Governing Body will also take into account the likelihood of any damage being caused to the premises and any nuisance to the local community that may be caused from the booking.

The Governing Body reserves the right to obtain a reference from the Local Authority or other organisation before any booking is accepted.

The Governing Body will consider letting to any group that is able to meet the terms and conditions set out in this policy. The final decision on this lies with the Governing Body.

Conditions of Bookings

1. Booking forms are available from the school office or by email to office@abbeyhill.notts.sch.uk 10 days' notice prior to the event are needed to process an application. Confirmation will be sent to the user by the office manager.
2. The use of school premises will be granted at the discretion of the Governing Body provided :
 - The use does not interfere with the school's own requirements
 - The objectives of the user are acceptable to the school (see above).
3. The school will be available for letting in term time only, not in school holidays or on public holidays.
4. Elections and referenda will take priority over all requests for the use of school premises.
5. The use of the school's kitchen and catering facilities may incur additional charges and may only be permitted when staff from the Catering Service are present.
6. At least 7 days' notice must be given for cancellations. Bookings cancelled less than 1 week before the letting will incur a 50% charge. Exceptions will be made when events are cancelled due to bad weather.
7. All activities must be confined to the agreed times and areas of the school. All areas should be left clean and tidy as found.
8. The user is responsible for any damage to the school's property as a direct result of their event taking place and for the conduct of members of the organisation during the period of use. Any repairs needed as a result of wilful damage will be charged to the user. The school will accept no liability for accidents on the premises. Damage to property and any injury to people during the time of use must be reported immediately to the site manager (and head teacher as soon as possible).
9. The school will accept no liability for injury, loss or damage suffered on the premises unless it was caused by the school's negligence. The school's Public Liability Insurance Policy does not cover the liability of people hiring the premises. **It is recommended that users arrange their own Public Liability Insurance.**
10. The school will not be liable for any damage to or loss of property brought to or left in the school or school car park by people using the premises.
11. The site manager will be responsible for informing the user of any hazards which may pose a risk to anyone using the school and which may not be readily identifiable by the user e.g. temporary damage or construction works
12. **The Protection of Children Act 2000 introduced a Protection of Children list on which the Secretary of State has a duty to record the names of all individuals who are considered unsuitable to work with children.** The school has a statutory duty to refer the names of individuals who meet the criteria that makes them unsuitable to work with children for inclusion on this list. Other organisations such as volunteer groups and sports clubs are also permitted to refer names for inclusion on the list. Those with

responsibility for safeguarding children in any organisations using the school premises must ensure that provisions for safeguarding children and vulnerable adults are met. This includes having a written policy in relation to DBS checking, ensuring the correct level of disclosure has been obtained.

13. **The user must appoint a responsible person to be present and in charge during the period of the letting, and to ensure there is an adequate number of competent people to supervise the session.** Users must take appropriate action to safeguard the health and safety of all people present and to prevent any form of damage to and misuse of the school premises and facilities. There should be effective door control leading to and from the premises. **The person in charge will be responsible for completing and signing any attendance log.**
14. The person in charge must familiarise themselves and everyone in their care with the school's fire procedures, the position and use of fire appliances and the position of fire exits. These details can be obtained from the site manager. The person responsible for the group should also ensure they have a mobile phone with them in case the school's phone is not immediately available. **It is the duty of the person in charge to arrange their own first aid supplies and personnel for the period of the letting.**
15. Portable electrical equipment may only be used on the school premises if it has been PAT tested to ensure it is safe. This may be monitored at any time during the letting.
16. The use of school equipment e.g. gym equipment, Smartboards, flip charts is NOT included with the accommodation booking. Separate permission for the use of such equipment must be obtained at the time of the booking.
17. Users should ensure the correct clothing and footwear are used for specific activities in the school hall.
18. **Smoking is not allowed in any part of the school building or grounds at any time.**
19. The user will be responsible for purchasing any permits or licenses required for the performance of copyright work. The school will not be liable for any expenses incurred as a consequence of not having correct permission.
20. The use of cameras, videos and phones **is** allowed provided the person in charge has obtained the necessary permission e.g. from parents of children concerned or other people involved in the organisation letting the premises. This may be monitored at any time during the letting.
21. The school will provide normal heating and lighting. Any incidental expenses will be met by the user. An additional charge will be levied if the premises are not left clean and in good order.
22. The school reserves the right to cancel any approved application in exceptional circumstances. The maximum notice possible will be given.

Failure to observe these conditions may result in the withdrawal of a booking. In these circumstances any money already paid will be forfeited.

Making a Booking

1. Applicants should fill in an booking form available from the school office or by email to office@abbeyhill.notts.sch.uk
2. The person signing the booking form is responsible for all aspects of the letting.
3. By signing the booking form the user is agreeing to all conditions of the school's letting policy.
4. When a booking is agreed, the applicant will be sent provisional confirmation of the booking and an invoice for the cost of the letting. The invoice should be paid in full prior to the beginning of the letting. A receipt of payment letter will confirm the booking.
5. The user must meet the Governing Body representative, usually the site manager, and sign for the condition of the building.
6. The school must be notified of any cancellations at least 1 week prior to the date of the letting. Where this is the case the full booking charge will be refunded. Where notification is given less than 1 week before the letting 50% of the charge will be refunded. Where the cancellation is made by the school, a full refund will be given. The school will try to notify the user at the earliest possible time. No compensation for this will be given.

Charges from September 2022 are as follows:

Accommodation	Maximum number of people	Cost per hour	Cost per day
School hall	120	£10	£75
School kitchen	20	£10	£75
Foundation Stage hall	20	£10	£75