

SWARLAND PRIMARY SCHOOL

"The Best That We Can Be"

Lettings Policy

In order to comply with Northumberland County Council guidelines, the following policy applies to lettings to non-school groups. This policy is to ensure the safe use of County Council facilities by the public.

Philosophy

We believe that the school is part of our community and as such is there to provide a service for the children within that community. We aim to allow lettings that support this aim without disturbing the running or fabric of the school.

Types of Groups

All groups using the school should be non-political. Users other than those listed below, are not normally permitted.

- A. General community associations
- B. Child based associations
 - (i) Paid small business activities
 - (ii) Voluntary extra-curricular activities.

Charging Tariff

Charges are made to the two groups specified above and should be paid half termly:

- A. Charges are made to cover costs and not undercut other local community halls. A letting charge of £20.00 for the first hour and £3.00 for each hour thereafter up to 11.00p.m.
- B. Charges at £5.00 per hour.

Implementation

Bookings are made through the school office and confirmed in writing with the policy signed to show acknowledgement of all the conditions.

Outline charges are set by the Governors and reviewed annually. Any specific charges are set at the time of agreement.

The caretaker will keep a record of the lettings and fill in the lettings agreement booklet after each session. This will need to be signed by the hirer and the caretaker.

The caretaker or designated member of staff will open and close the school prior to and at the end of each session.

Supervision during the letting is the responsibility of the Hirer. The Hirer is also responsible for the security of the area of the school being used and for any first aid issues arising during the period of letting. All entrances and exits will be kept locked **at all times** in accordance with the school safeguarding procedure.

Insurance

The groups should have the appropriate insurance to cover their own property, damage to the school and for their work and activities with children.

Access to School

Areas which can be let:

1. The hall and toilets
2. Classrooms - negotiable but not within normal usage
3. Fields and grounds - by negotiation

Hirers will have access to the telephone in case of emergencies.

Out of Bounds areas are:

Kitchen, staffroom and office (except for use of telephone)

Storage is not available unless specifically negotiated.

Health and Hygiene

Food may not be prepared on the premises to provide meals.

No hirer should sell alcoholic drinks without obtaining the school's permission and an appropriate licence.
The hirer must provide First Aid equipment to deal with any emergency.

Equipment

The hirer is responsible for ensuring that any equipment s/he brings is safe and used in a safe manner.

Safety and Security

The hirer must have adequate insurance and ensure that safeguarding arrangements are in place, including CRB checks for staff and volunteers. It is the hirer's responsibility to provide a letter of confirmation of the CRB checks to the school manager.

The hirer should maintain and look after the fabric of the building and is responsible for the safety of the group within the building.

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Louise Fletcher	28.08.13	1.0	Pending Governor consultation
			Signed Governor:
Changed by	Revision Date		
School	(add date)	2.0	Draft adapted version for consultation with staff and trade unions
School	Spring 2015	3.0	Final version for publication and reviewed
	16.1.17	3.0	Reviewed with no changes.
	13.3.17	3.0	Agreed to be published.