



BLETCHINGLEY VILLAGE PRIMARY SCHOOL

Aiming high • Working together • Achieving our best

Lettings and Community Use

Reviewed: Spring 2025

Next review: Spring 2027

Policy Aims

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community.

Policy Statement

- The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service). Please see also Visiting Speaker Policy.
- The Governing Body is keen to promote the school as a community resource and to make its facilities available for the benefit of the wider community outside school hours. However, the needs of the school and its pupils would take priority.
- All lettings administration must comply with Section M (Community Use of Schools) of Surrey County Council Finance Manual.
- The school must seek to recover its costs from all users, but will impose charges on a sliding scale in line with local authority guidelines. The school does not seek to make profits on any lettings for community events.
- The Governing Body has the right to refuse any request for hiring.

Conditions of Letting

- Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
- The right to approve or refuse lettings is delegated to the head teacher. The head teacher will contact members of the Governing Body for advice and guidance prior to making a decision if and when s/he deems it appropriate.
- A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
- A refundable deposit may be requested for certain lettings.
- Payment for all lettings shall be paid termly in advance where appropriate. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
- Standard rate V.A.T. may be payable on certain lettings. Further information is available in the Finance Manual.
- All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover. The public liability cover needs to have an Indemnity limit of not less than £5,000,000 in respect of any one incident or occurrence.
- Charges for lettings will be reviewed annually in September. Further information regarding fees and lettings procedures can be obtained from the Premises Manager and/or Bursar.
- Hirers are responsible for obtaining any relevant licences which may be required for their event.
- The school has a non-smoking policy throughout the premises and grounds which must be followed by all hirers.

Hirer's Responsibilities

- There is a dedicated file which contains all relevant policies, documents and proformas. This is shared with all prospective hirers by the Premises Manager and/or Bursar prior to the letting being agreed.
- There must be a named "responsible person" for each event. If no school staff are on site, there will be a named "responsible person" from school who must be contacted in the event of a serious incident during the event.
- Hirers take responsibility for health and safety, first aid, child protection and behaviour. There is a requirement that hirers follow the school behaviour policy when the letting involves children from the school e.g. outside clubs. The school requires all hirers to share our commitment to protecting the welfare of all children.
- Hirers agree with the Premises Manager arrangements for the security of the site. They may need to pay for the services of the Premises Manager or undertake to be key holders either regularly or on a one-off basis.

In the event of queries not covered by the documentation or this policy, advice will be sought from the Local Authority and a decision made as appropriate.

Monitoring and Evaluation

The Governing Body will monitor the community use of the school and make adjustments to policy and practice when appropriate or required by changes to national or local guidance.