Date: 5/9/26

Ratified:
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St. Giles' Church of England Primary School (VA)

'Learn, Grow and Flourish'

LETTINGS (HIRINGS) POLICY

RESPONSIBLE COMMITTEE: Resources

Complies with Diocese of St Albans Guidelines Sept 2006.

Christian Ethos

As a Church of England School, all of our policies take into consideration and reflect the Christian ethos of our school.

Purpose:

- To generate income for the improvement of education within St Giles' school.
- To establish links and to enable the local community to engage with St Giles' school and make use of the facilities that are available.

Guidelines:

- Use of the premises for school functions will take priority over lettings.
- The Governing Body will ensure Lettings do NOT adversely affect the day-to-day use of school's facilities by pupils and staff.
- It is appropriate to hire out church school premises, notably the school hall, to non-Anglican Christians where it is practical to do so and the money received makes it worthwhile. This would only be appropriate with Trinitarian Christian groups who are either a member of Churches Together in Britain and Ireland or affiliated to the Evangelical Alliance or Affinity. (Please talk to the Diocesan Director of Education if you are unsure on this.)
- It would be inappropriate to hire a hall on a regular basis to an Anglican church from outside the parish without the express permission of the local Rector/Vicar/Priest-in-charge.
- The Governors decide application for the use of the church school premises for outside groups. In a Voluntary Aided school it is the whole Governing Body who decide on the use.
- If any letting appears to be detrimental, in any way, to the general conditions or otherwise of the facilities, or those of the school, the letting will be refused.
- The School Business Manager will be informed of ALL lettings on school premises.
- All costs to the school MUST be covered through the let: Heating, Lighting, Electricity, Cleaning, Wear and Tear, Site Management and Insurance.
- The administration block (school office, staff room and Head Teachers office) is STRICTLY OUT OF BOUNDS to all lets.
- No classrooms (including the ICT suite) are hired out or used unless by special arrangement by the Governing Body and/or Head teacher.
- All special terms or agreements are to be fully recorded in the Governors' minutes.
- Guidelines from the LA will be strictly adhered to for all lets.
- The Finance Committee of the Governing Body will review and set charges for Lettings on an annual basis in April.
- All lettings will initially be referred to the Head teacher who will advise the Governors of any new letting at the next meeting of the Governing Body.

Conditions:

- All Lettings should be made through the school business manager.
- All Lettings should complete an application form that has to be signed and agreed by the Headteacher.
- All Hirers will provide: Child protection policy including details of their DSP and contact details. See Appendix 1.
- DBS details of all personnel on site during the letting.
- A trained First Aider, provided by the Hirer should be on site at all times during the letting.
- Details of their complaints procedure
- All Hirers must adhere to the school's Health and Safety standards and regulations. Procedures that will be explained by the School Business Manager or Head Teacher.
- The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding and Prevent. Any failure from the hirer in this respect will result in the hire being terminated.
- It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check. The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.
- The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the school as soon as reasonably practicable. The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).
- The use of the premises must be restricted to the units of accommodation specified in the booking and must NOT be exceeded.
- The practicalities of opening the church school at weekend should always be considered and the effect on the local community should be borne in mind. For example, if a church school is next to the parish church, and having two groups of people using adjacent buildings early on the Sunday morning will cause problems, then it may be appropriate to turn down the request for hiring. The availability of the SBM/SBM also needs to be taken into consideration where weekend hire is required.
- The Governors take no responsibility for any losses, or damage to, any private property that may be brought on to the premises as a result of hiring.
- The Hirer will endeavour to ensure that nothing occurs during or in consequence of the hiring of the premises which would prejudice the Governors obligations under the Race Relations Act
- The Hirer will NOT allow anything to occur during or in consequence of the hiring of the premises, which shall cause a nuisance to neighbours of the school.
- The sub-letting of the premises is strictly prohibited.
- All parties hiring the premises on a commercial basis must provide their own Public Liability insurance cover. The cover must insure for a minimum of £5 million and evidence of this must be provided with the booking form. If the hirer does not have sufficient insurance of their own, then they will need to buy into the schools insurance and an additional 5% charge will be made to cover this. If the school is being hired out 'free of charge', then a charge of 5% of whatever the fee would normally be will be made (or a minimum of £1). All insurance money collected from the hirers will be submitted to the school's insurance at the end of the school year.
- Under NO circumstances should any person enter the premises prior to the hirer being there.
- Ensure hirer has a working mobile telephone for emergency purposes.
- The Hirer will be made responsible for the clearing up of any litter resulting from the use of the school premises/grounds, unless arrangements for cleaning are made as part of the agreement before the hiring takes place. The premises and grounds MUST be left clean immediately after the hiring period.
- The Hirer will ensure compliance with the schools NO SMOKING policy.
- The administration block is strictly out of bounds to hirers.
- No classrooms (including ICT suite) may be used unless by special arrangement that has been agreed by the Governing Body and/or Head Teacher.
- All legal requirements regarding the sale and consumption of alcoholic liquor, the performing of plays and the exhibition of cinematograph films shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act 1956. Proof that the provisions of this clause have been compiled with must be provided 48 hours before hiring. The Governors of the agent shall be entitled to require proof that the provisions of this clause have been complied with 48 hours before hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.
- Any electrical apparatus, which will be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded. Electrical items brought onto the premises should be PAT tested and be marked with the appropriate tag/sticker on the appliance. Where an electrical item is brought in from

home, e.g. a Brownie Leader bringing in a vacuum cleaner to clear up any mess, then it would be expected that a visual test be made to ensure that the vacuum cleaner plug and lead were undamaged. This is the application of common sense and the hirer bringing the electrical item into the school must ensure that it does pass a visual check and is deemed to be safe.

- If the hirer wishes to bring in any props then the timetable should be agreed in advance to minimise any interference with the normal running of the school.
- SCHOOL PLAYING FIELD: The hirer must ensure that the use of the playing field will not prejudice the use for normal purposes. There must be full supervision by a responsible adult. Motor vehicles must NOT be taken onto the field without express permission.
- In the case of football, hirers and visiting teams are specifically asked NOT to knock mud off their boots in the car park or on the pavements, pathways and curb stones.
- SCHOOL PLAYGROUND APPARATUS: This is not to be used by anyone without specific arrangement with the Head Teacher. Hirers are to ensure that the apparatus is NOT used during the let unless such permission has been granted.
- Hirers are asked to remember that the primary purpose of the school is the education of pupils, and to treat the premises with care and respect. No nails, screws or adhesive tape should be used or decoration put up without prior written permission.

Site management:

- The SBM is responsible to, and the representative of, the Head teacher and the Governors for the care of the premises through lets
- The SBM is responsible for:
  A} Opening and preparing the school.
  B} Supervising the first 3 months of new lets.
  C} Explaining Health and Safety issues.
  D} Being available for contact during the let.
  E} Cleaning the Toilets and making good of the premises.
  F} Managing the lettings.
  G} Keeping time sheets.
  H} Locking and securing the premises after the let.

Charges:

- All private lets will be charged at an hourly rate determined by the Governing Body with guidance from the LA and the Dioceses Board of Education. All standard conditions of use will need to be adhered to.
- Lettings to the 'Friends of St. Giles' will be free of charge.
- Lettings to groups affiliated with St Giles' church may be free of charge; this will be at the discretion of the Headteacher and Governing Body.
- Lettings to any Trinitarian Christian groups who are either a member of Churches Together in Britain and Ireland or affiliated to the Evangelical Alliance or Affinity may be free of charge or given a discounted rate of hire. This will be at the discretion of the Headteacher and the Governing Body.
- Governing bodies may not use their budget for anything other than the purposes of the school so the school should not subsidise a group which hires the building including the parish church (see Governors' Guide, Section 22.2).
- The Governors reserve the right to increase the charges for the use of accommodation or services giving one months' notice in writing. The Hirer may within one week of the notice terminate the hire.
- Payment of the full amount of the charge shall be made to the school ten working clear days before the event. All long term lets will be invoiced on a monthly basis
- The Governors reserve the right to refuse any application or terminate agreement for non-payment.
- If the accommodation or services are not used no money will be refunded unless one week's prior notice of cancellation is given.
- The charge for accommodation includes the use of furniture only within the room. There will be a separate charge for the use of other school furniture and equipment (i.e.; televisions, PA systems and PE equipment etc) the charge for additional items will be agreed before the letting date.
- The SBM/Site Manager will be paid for opening, closing and securing the premises and for any additional time spent onsite.
- All new lets will be supervised for the first three months thus incurring a charge for site management for this period.
- All lettings will incur an additional charge of one hour to cover costs for site management.

The current private hire charges are as follows:

HALL	£120.00 per day
FIELD	£120.00 per day

A discount of 10% will be offered to any church affiliated groups wishing to hire the school.

Appendix 1.

Safeguarding and child protection You should:
• have an effective safeguarding and child protection policy in place
• have a staff behaviour policy (sometimes called a code of conduct)
• be aware of and have training on the specific safeguarding issues (including online) that can put children at risk of harm
• have clear procedures on what to do if there are concerns about a staff member, volunteer or another adult who may pose a risk of harm to children
• appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training (including online)
• provide parents or carers with a named individual (such as the DSL or another named member of staff) so they can raise safeguarding concerns
• if you're a lone provider, give parents or carers the contact details of your local authority's children's services or the NSPCC helpline number
• know the local referral route into children's social care
• report any allegations of harm to a child to both your local authority designated officer (LADO) and the police as soon as reasonably practicable for the purpose of this code, "staff" should be interpreted very widely to mean a paid employee or unpaid worker or volunteer engaged by an out-of-school setting provider sometimes referred to as the Safeguarding Lead or Welfare Officer referred to as the LADO or Designated Officer
• know if the legal duty to refer to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate

https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice