

# South Camberley Primary and Nursery School



"We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, governors, volunteers and visitors to share this commitment."

## Lettings Policy

This document is a statement of the principles and strategies used for dealing with lettings at South Camberley Primary and Nursery School. This Policy will be reviewed annually. The letting of the school premises by the community is welcomed subject to the following conditions:

1. The needs of the school, that is the Executive Headteacher, staff and pupils will take priority over lettings
2. The Governing Body has the right to refuse any request for hiring
3. The Governing Body will set charges for lettings guided by these principles and all administration will comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual, Annex G. This includes:
  - a) Lettings to Friends of South Camberley will be charged at the discretion of the Governors
  - b) Lettings to bona fide community groups may be charged at cost to cover caretaking, energy, wear and tear, plus administration
  - c) Lettings to all other users will be charged at cost (as detailed in (b) above), plus a profit margin of 20% as determined by the Governing Body
  - d) Where the school is used as a Polling Station, if letting is acceptable, the relevant authority will pay a flat rate
  - e) A refundable deposit may be requested for certain lettings
  - f) Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions
  - g) A letting will only be confirmed on receipt of the completed booking form ED110
  - h) Standard rate VAT may be payable and will be charged as necessary
  - i) Charges for lettings will be reviewed annually
  - j) The school will retain income derived from lettings and costs to the school of lettings will be met from this income
  - k) The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute
  - l) Decisions whether to permit lettings will be made by the Executive Headteacher. If the Executive Headteacher believes a letting should not be permitted, they will report the reasons to the Governing Body
  - m) All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations. A copy of the hirers Risk Assessment must be provided and kept on file in the school
  - n) All hirers must carry sufficient Third Party Liability insurance to Surrey County Council requirements. A copy of the insurance policy must be provided and kept on file in the school.

**Safeguarding:** Hirers will be asked to provide evidence of a DBS for security and safeguarding purposes if deemed appropriate. Where hirers of school premises are undertaking activities involving children, the responsibility for vetting checks lies with the hirer and the school does not need to verify that checks have been undertaken for all individuals used by the hirer. *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 that for all hirings involving groups working with children, appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises. Where a DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.*

**Date ratified by Governing Body:** 22<sup>nd</sup> March 2017  
**Date for review:** Spring 2018