



POLICY DOCUMENT

For use by all member schools

Lettings

	Name	Date
Written By	Sheila Cook, Business Development Officer	Jan 2018
Approved v1.0	Rob Taylor, Chair of FARCO	Feb 18

Policy to be reviewed annually

LETTINGS POLICY

Each school within The Spring Partnership Trust shall implement the terms and conditions specific to the school including relevant risk assessments, emergency operating procedures, health and safety procedures, school discipline policy and charges/rates. All lettings will be subject to a formal lettings agreement and relevant due diligence searches.

Policy Objectives:

- The object of letting (or hiring) of The Trust academy premises is to establish themselves as a valuable resource in which to offer a wide range of clubs and activities which are held before, lunchtime or after school.
- The Trust academy premises represent a capital investment and should be fully utilised.
- To encourage local communities to use it as a potential community resource.

Hirers:

- The Trust would consider hiring facilities for a variety of community and leisure purposes with the exception of those groups deemed by The Trust to be contrary to the ethos of the Trust.
- The Trust expects hirers to leave the school premises clean and tidy.
- There is a NO SMOKING policy throughout the buildings and school grounds.
- The Trust does NOT allow dogs anywhere on the premises other than guide dogs or reading dogs.
- **Health & Safety Rules:**
 - 1 The provision of food and drink during club activities will be at the discretion of each school.
 - 2 Children are NOT allowed to leave the halls unless they are supervised.
 - 3 Helium balloons must NOT be used in the schools as they can cause the alarm system to activate.
 - 4 Smoke machines must NOT be used in schools as they can activate the alarm system.

Facilities available for Hire: to be decided by the individual school (**see school Lettings Procedure**)

Equipment:

- No items of equipment, plant, machinery or materials may be brought to the school premises by the hirer without the prior approval of the Head Teacher or nominated representative.
- None of the hirer's equipment should be left on site at the end of any session nor shall any of the school's equipment be removed from the site at any time without prior arrangements with the school.
- The school cannot be held responsible for loss/damage to any of the hirer's equipment.
- No intoxicants or alcohol beverages are allowed on the premises without the authority of the Head Teacher and appropriate licences being obtained.

Facility times Available: to be decided by the individual school (**see school Lettings Procedure**). Lettings may be permitted on Public or Bank Holidays by prior arrangement.

Supervision: All lettings will be supervised by the Caretaker or representative whose costs are included within the letting charge. The Caretaker/representative will make all decisions in connection with security, health and safety, well-being of premises and equipment. His/her decision will be deemed final and binding upon the hirer.

Limits on Persons: The hirer must declare the expected attendance level on the application form for use of the facility. It is the responsibility of the hirer to keep an up to date and accurate register list for each letting and each school will hold a copy. The Head Teacher/Local Committee has the authority to restrict numbers.

Cancellations and Complaints: Seven days' notice in writing on either side must be given if a letting is to be cancelled. All prepaid monies relating to the period cancelled will be returned provided this notice is given. Where the hirer has a complaint the Trust complaints policy and process will apply.

Charges: These are payable upon receipt of an invoice from the Finance Office of the Trust and will be paid by BACS into the Trust's account by the hirer within seven days of receipt. The school may operate a minimum letting time dependent on the day and time of let, and includes setting up and clearing away time.

Cleaning: The job of cleaning and tidying after the letting will be the responsibility of the hirer. It is expected that the facility is to be left as it was found.

Damage: The hirer will be responsible for the cost of any damage to school premises or equipment.

Insurance Deposit: (one-off lettings) - a returnable deposit of £100 will be levied to cover accident and damage or exceptional cleaning costs incurred by the school which will be returned to you after satisfactory completion of the letting.

Public Liability Insurance: (regular lettings) – the hirer must provide evidence to the Head Teacher or nominated representative that adequate public liability insurance cover is in place before a letting can be agreed. The minimum Public Liability Insurance requirement must be no less than £1million for low risk activities (e.g. art, crafts, music) and £5million for high risk activities (e.g. gymnastics, football).

Due Diligence – all hirers and their employees must provide the school with details of a satisfactory enhanced DBS disclosure check.

Further information is available in the school procedure documents.

The Head Teacher or nominated representative will have the final decision in all applications and conditions for the hire of the school and grounds.

Trust expectations of all external clubs

All club leaders will:

- 1) Read the Trust Child Protection and Safeguarding policy (see Trust Policy section of the 'About Us' tab on the Spring Partnership Trust website www.springpartnershiptrust.co.uk)
- 2) Read and sign Appendix Two and Three of the Child Protection and Safeguarding policy ('What to do when a child discloses abuse' and 'Child Protection Procedures')
- 3) Read and sign the most recent revision of the Department for Education – Keeping children safe in education” (KCSIE) and “Annex A: Further Information”
- 4) Disclose details of their Safer Recruitment and Vetting process which must include details of club leaders having undertaken appropriate training in this area as well as how clubs will implement their responsibilities
- 5) Where disqualification of club staff is an issue, the club leader must inform the school in order to act according to “Disqualification under the Childcare Act 2006 (as amended, 2018)
- 6) Provide certification to evidence that the club leader has completed a Paediatric First Aid Training (3 day course)
- 7) Confirm that the club leader has received training on the signs of abuse, and that the club would know what to do should a child disclose to a member of club staff
- 8) The Trust Child Protection and Safeguarding policy points relating to Allegations against Staff and Volunteers will also apply to club leaders and club staff.
- 9) Adhere to the following processes:-
 - Ask parents to advise the club leaders if their child is not attending the club;
 - On arrival at school – Leader to request any absences from the school office prior to start of the club;
 - On completion of taking registers if there are any anomalies, a designated child is to be sent to the school office to advise;
 - At the end of the club, it is the responsibility of the club leader to ensure that all children are safely dismissed to their parent/carer;
 - If a child is not going to afterschool club and the parent/carer is not there within 10 minutes then the pupil should be brought to a member of SLT;
 - Any pupils who are due to go into afterschool club are walked to the club or collected by an assigned adult where the club leader will sign in the pupil and note the time of arrival.

Contact details for external bodies relating to Child Protection and Safeguarding:

Local Authority Designated Officer (LADO) – 020 8461 7669 or LADO@bromley.gov.uk

Children's Referral and Assessment Team Contact Details (Multi Agency Safeguarding Hub - MASH)

Bromley Telephone: 020 8461 7373/7309 Email: mash@bromley.gov.uk

Address: Civic Centre, Stockwell Close, Bromley, BR1 3UH

Croydon Tel: 020 8726 6400 Email: childreferrals@croydon.gov.uk
Address: Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA

Lewisham Tel: 020 8314 6660 / 020 8314 6000 (out of hours) Email: mashagency@lewisham.gov.uk
Address: First Floor, Laurence House, 1 Catford Road, SE6 4RU

Bexley Tel: 020 3045 5440 / 020 8303 7777 or 020 8303 7171 (out of hours)
Email: childrensocialcare.admin@bexley.gov.uk
Address: Civic Offices, 2 Watling Street, Bexleyheath, Kent DA6 7AT

Greenwich Tel: 020 8921 3172 Email: mash-referrals@royalgreenwich.gov.uk
Address: 1st Floor, The Woolwich Centre, 35 Wellington Street, SE18 6HQ

Kent Tel: 03000 411111 / 03000 419191 (out of hours) Email: social.services@kent.gov.uk