



Westende Junior School

Lettings Policy

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1. Introduction

The School recognises that its premises are a valuable resource within the community and welcomes the opportunity to enable others to benefit. It is the policy of the Governors to offer for hire the school premises for social, cultural and recreational facilities and to give sympathetic consideration to applications from Youth Clubs and similar organisations for organised and supervised activities.

2. Management of lettings

The Governing Body has delegated the responsibility for lettings to the Head teacher. The Head teacher has delegated part of this responsibility to the School Business Manager. A record of lettings will be kept and will include information on users, finances, incidents, accidents, enquiries and any lettings refused.

3. Safeguarding including Preventing Terrorism and Radicalisation

The School's Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people.

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Headteacher before approval is given.

The school facilities will not be let to any person or organisation where the school is not satisfied that it complies with the school's safeguarding and prevent policies.

The caretaker will submit an incident report if he suspects that the letting or gathering has been used for:- political purposes not previously authorised by the Headteacher; the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

4. Approval

Considering applications for lettings - The Head teacher, or delegated officer, will decide on the approval of the application with consideration to:

- Interference with school activities – priorities at all times should be given to school functions
- The availability of facilities
- The availability of staff to open and close the premises
- The School's safeguarding policy
- Health & safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc.
- Type of activity and our duty with regard to the prevention of terrorism and radicalisation
- Adequacy of management procedures in place during the hire
- Appropriateness of the letting and whether it is deemed compatible with the ethos of the school

All applicants wishing to use the school premises are subject to the Headteacher's approval

5. Arrangements

In accordance with the Lettings Policy/Procedures the Headteacher must ensure:

- a) That the means of access and egress are safe for the use of hirers, and all plant and equipment made available to and used by the hirers is safe (this would include if possible any equipment supplied by the hirer.) If the headteacher knows of any hazard associated with the above, he should take action to make hirers aware or terminate the hire until the problem is dealt with;
- b) that fire escape routes and exits are clearly marked for the benefit of all users of the building;
- c) That the hirers of the building should be properly briefed about the location of emergency telephones, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed;
- d) that the hirers using any equipment or facility are familiar with its safe use and, if necessary, briefed accordingly;
- e) that a competent person acceptable to the headteacher is present on the premises at all times during the period of the letting;
- f) That arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Upon acceptance of a letting:

- An agreed charge will be made – payment of which should be received by the school before the letting takes place. Late payments should be dealt with by contacting the lessee as soon as possible, either by letter or telephone, and to request the payment immediately. Failure to do so will mean putting the matter in the hands of the Local Authority Solicitor's Office. A schedule of rates will be issued and reviewed as felt appropriate by the Finance and Staffing Governor's Committee.
- Hirers will be made aware of the school's Health & Safety policy and will be issued guidelines which will be sent out with their first WBC Letting Agreement Form.

6. Charges

Charges from **1st September 2017** are:-

Business lettings £24 for 1st hour and £17per hour thereafter

Community lettings £22 per booking plus £12.00 per additional hour

Business lettings solely for Westende pupils £12.00 per hour

Insurance If the hirer does not have their own insurance the above rates will be subject to an additional 10.5% premium to cover third party insurance.

Additional Equipment Charges subject to negotiation with the School Business Manager

Other Room Hire Charges subject to negotiation with the School Business Manager

All lettings must also be agreed with the Site Controller to see if he is available and confirmed with the Headteacher to avoid clashes with school events.

Date of Plan Review:	May 2018
Date of next Review:	June 2019
Member of Staff Responsible:	Mrs Norah Edgar
The plan was approved by the governing body on	Date: 16 th May 2018