

## ROTHBURY FIRST SCHOOL

### LETTINGS POLICY

In order to comply with Northumberland County Council guidelines the following policy applies to lettings to non-school groups. This policy is to ensure the safe use of County Council facilities by the public.

#### **Philosophy**

We believe that the school is part of our community and, as such, is there to provide a service for the children within that community. We aim to allow lettings that support this aim without disturbing the running or fabric of the school.

#### **Types of Groups**

All groups using the school should be non-political. Users other than those listed below, are not normally permitted.

- A. General community associations
- B. Child based associations
  - (i) Paid small business activities
  - (ii) Voluntary extra-curricular activities.

#### **Charging Tariff**

Charges are made to the two groups specified above and should be paid half termly:

Charges are made to cover costs. There is a flat fee letting charge of £25.00 with period of hire to be agreed with the caretaker.

#### **Implementation**

Bookings are made through the school office/caretaker and confirmed in writing with the policy signed to show acknowledgement of all the conditions.

Outline charges are set by the Governors and reviewed annually. Any specific charges are set at the time of agreement.

The caretaker will keep a record of the lettings and fill in the lettings agreement booklet after each session. This will need to be signed by the hirer and the caretaker.

The caretaker or designated member of staff will open and close the school prior to and at the end of each session.

Supervision during the letting is the responsibility of the Hirer. The Hirer is also responsible for the security of the area of the school being used and for any first aid issues arising during the period of letting.

#### **Insurance**

The groups should have the appropriate insurance to cover their own property, damage to the school and for their work and activities with children.

### **Access to School**

Areas which can be let:

1. The Dining Hall and toilets
2. Classrooms – negotiable but not within normal usage
3. Fields and grounds - by negotiation

Out of Bounds areas are:

Kitchen - except with prior permission from the Unit Manager.

Storage is not available unless specifically negotiated.

### **Health and Hygiene**

**Food may not be prepared on the premises to provide meals without the prior permission of the Unit Manager.**

**No hirer should sell alcoholic drinks without obtaining the school's permission and an appropriate licence.**

**The hirer must provide First Aid equipment to deal with any emergency.**

### **Equipment**

**The hirer is responsible for ensuring that any equipment s/he brings is safe and used in a safe manner.**

### **Safety and Security**

**The hirer must have adequate insurance and ensure that safeguarding arrangements are in place, including DBS checks for staff and volunteers. It is the hirer's responsibility to provide a letter of confirmation of the DBS checks to the school manager.**

The hirer should maintain and look after the fabric of the building and is responsible for the safety of the group within the building.

### **Damage to Premises**

**The hirer is responsible for making good any damage to premises, furniture or equipment arising from any negligent act or omission for which the hirer is responsible.**

**Rothbury First School Lettings Policy**

**Reviewed by Governors: December 2018  
Issued: January 2019**