Worlingham CEVC Primary School

LETTINGS POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Date approved:	13.10.2026
Name of Committee:	Finance Committee
Chair of Committee signature:	*Mr Mark Hurren*
Date of next review:	Autumn 2027

Headteacher: Mrs Holly Marchand
School No. 935 3111

Worlingham CEVC Primary School
LETTINGS POLICY

This document must be read alongside the school's Health and Safety Policy and any Risk Assessments and both documents read and understood by the hirer, signed to acknowledge that.

Definitions

Those people making use of the premises hired under a letting agreement between the school and the hirer are known as users in this document. The person or organisation actually entering into the contract with the school is the hirer. The person or persons 'supervising' or organising the users are the Headteacher and Bursar.

General Conditions

- The Headteacher/Bursar must ascertain that organisations and individuals providing out of school activities for children have suitable child protection arrangements, and are suitably informed and vetted. The hirer and Headteacher/Bursar must know what to do if they suspect, or are informed of a safeguarding issue. It is the responsibility of the Headteacher/Bursar to ask all hirers to read and complete the Safeguarding Guidance for letting groups. (Appendix A)
- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required.
- The hirer is responsible for the Health and Safety arising out of the activity being undertaken. There is a Fire Emergency Procedure used in school to support the hirer.
- Lettings may occur during the hours of darkness. Adequate lighting is provided inside and outside the premises to assist with safe access including around the car park. Lights to be left on after use.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
- The School and Suffolk County Council will accept no responsibility for damage caused to vehicles and other property while the user is on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
- The hirer must ensure that only the part of the building actually hired is used and must observe any instructions given by the Headteacher or Bursar concerning the area available.
- The main front entrance door must be left secure.
- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and assembly points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for fire fighting purposes. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may request to see the school's fire risk assessment. If the fire alarm goes off during club activity school Caretaker to be contacted immediately.
- The school is not responsible for the users' activities. The hirer is responsible for ensuring that the activity and hired room/equipment are compatible.
- Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one-year-old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel.
- Smoking is not allowed on any part of the school premises.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes.

- The hirer is responsible for procedures being in place should the fire alarm call point be set off accidentally.
- The hirer must report to the Caretaker/Keyholder on arrival and sign in. Hirers are responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for. If some other arrangement is agreed with the school, the agreement must be recorded in writing.
- All statutory requirements, including those relating to health and safety matters, must be observed. School specific requirements must also be complied with. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.
- All scenery, costumes and drapes used for stage performances or the like should be of a fire-resistant material.
- Children must be supervised at all times.
- The hirer to ensure payment is made for their hire fees half-termly, within seven days of receiving their invoice, which will be sent half-termly in arrears.
- The School will review the hire fees on an annual basis and will inform hirer/s of any changes one term in advance.
- The hirer must confirm that whilst using the venue they have satisfactory safeguarding procedures and policies in and these will be adhered to.
- In the event where we feel there is reputational risk to our organisation, we have the ability to withdraw from the contract and cancel the booking of the event.
- The hirer must confirm that the venue will not be used by groups or speakers to support/promote and extremist ideology.
- The hirer agrees to an organisational/individual online background check.

Charges for hire;

- Sports hall - £17.50 per hour.
- Badminton Court - £8.00 per hour.
- School hall - £12.50 per hour.
- Meeting room - £9.50 per hour.

A discount of 10% will be given to lettings that run over a four-hour period.

Insurance

- It is the responsibility of the hirer to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is required.

GDPR

During the course of your letting you may come into contact with a range of personal information belonging to the school. By signing this agreement, you confirm you will keep this confidential, and not disclose to any third parties. It is the hirers responsibility to ensure your attendees abide by this.

Signed …… Headteacher Date ……

Signed …… Hirer Date ……

Signed …… Chair of Governors Date ……

APPRENDIX A

Worlingham CEVC Primary School

SAFEGUARDING GUIDANCE FOR PROVIDERS/LETTINGS GROUPS

Introduction

At Worlingham CEVC Primary School we support external providers in utilising our school building and site in order to provide opportunities for all members of our local community to engage in a range of sporting and social activities.

As part of our commitment to this, there is the need for safeguarding procedures to be in place that are followed in line with the external provider's own policy and practice.

As a provider, you and your staff & volunteers have a duty of care towards the children (to age 18) or vulnerable adults who attend. This means that by law you must make reasonable steps to ensure the safety of the children and to protect them from harm.

The steps taken will depend on your provision's specific characteristics.

For example:

- Size
- The type of activity or tuition you offer
- Physical location
- Hours of operation

The following checklist details the arrangements you should have in place regardless of the type or size of provision. It provides a starting point that can be used by anyone to reduce the risk of harm to children in your setting. This has been taken from the DfE's 'After-school clubs, community activities and tuition, Safeguarding guidance for providers 2023' document.

Full details can be found by accessing this link:
https://dfegovukassets.blob.core.windows.net/assets/14539%20OOSS/After-school%20clubs,%20community%20activities,%20and%20tuition%20safeguarding%20provider%20guidance.pdf

It is vital that all staff, volunteers understand and comply with the safeguarding arrangements you put in place and review your policies, procedures and training on an ongoing basis.

All individuals and organisations letting our premises will be subject to an online check.

Safeguarding and Child Protection Arrangements		
Area	**√ or x**	**Comment**
There is an effective safeguarding and child protection policy in place, which includes reference to the prevent duty		
There is a staff behaviour policy/Code of Conduct		
There is awareness of, and have had training on, the specific safeguarding issues. - - Please detail safeguarding training and understanding:		
There is awareness of, and have had training on, The Prevent Duty and radicalisation that can put children at risk of harm. - Please detail Prevent Duty training and understanding:		
There are 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.		
There is an appointed Designated Safeguarding Lead (DSL) who has undertaken safeguarding training.		
Parents or carers are provided with a named individual so that they can raise safeguarding concerns.		
Lone providers give parents/carers the contact details of the Local Authority's children's services/NSPCC helpline number.		
There is knowledge of the local referral route into children's social care.		
Knowledge of how to report any allegations of harm to a child to both the Local		

Authority Designated Officer (LADO) and the police as soon as reasonably practicable.		
Knows if the legal duty to refer to the Disclosure and Barring Service applies to you and ensure referrals are made when appropriate.		
Suitability of staff and volunteers	**√ or x**	**Comment**
Staff and volunteers have had relevant pre-employment checks, e.g. DBS check, verification of identity, references, right to work		
There are regular performance reviews in place to check the suitability of training requirements of staff and volunteers after their appointment		

Health and Safety	**√ or x**	**Comment**
Consideration has been given to the suitability and safety of the setting for employees, children and young persons, taking steps to reduce any risks identified		
There is a fire safety and evacuation plan		
Where there are children under 5, paediatric first aid training is undertaken		
There is a first aid kit to hand and staff have had first aid training. There is an awareness of what to do in an emergency when children aged over 5 are attending		
There is more than one emergency contact number for each child		
Medical concerns and allergies		

Governance	√ or x	Comment
There is a clear complaints procedure		
There is an effective whistleblowing policy		
There is a clear staff behaviour policy		
There is a clear line of accountability for safeguarding through the organisation		
There is a clear record of safeguarding training and a schedule of refresher training.		

Name	
Name of Organisation	
Position in Organisation	
Date	

Office use only:

Agreed by:

Name

Position

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.