

## Mornington Primary School Lettings Policy



This Lettings Policy aims to outline the procedures and guidelines for the effective and safe management of letting out school premises at Mornington Primary. It is the responsibility of all staff, governors, contractors, and hirers to adhere to this policy.

This policy covers:

- School use of premises
- Conditions of hire
- Lettings fees
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Lettings arrangements concern the use of school premises, accommodation and facilities outside of the normal school day. School premises consist of the site, play and other existing areas of all buildings.

School buildings mean any buildings or any section of any building forming part of the school premises other than those used for providing meals for pupils attending the school.

Our school premises are governed by the following legislation:

- The Education (Use of School Premises) Regulations 2012.
- The Health and Safety at Work Act 1974.
- The Children Act 1989.

All lettings must comply with these regulations and any other relevant legislation governing the use of school premises.

### **School Philosophy and aims:**

- to have close links with the community
- manage school effectively and efficiently, proving good value for money.

Governors wish to maximise the use of the school facilities for the local community whilst at the same time ensuring that there is no financial or human drain on school resources.

### **Approval and Booking Process**

- All lettings must be approved by the Headteacher or designated member of staff responsible for lettings.
- Requests for lettings should be made in writing using the school's Lettings Application Form.
- The school will aim to respond to all letting requests within 10 working days.
- The decision to grant or deny a letting request will be based on the availability of the premises, suitability of proposed activities, and compliance with the legal framework.
- The order of priority for the use of school premises outside normal school hours is:
  - i. The school has first call on premises for specific school purposes
  - ii. Meetings convened by the Local Education Authority where reasonable notice is given
  - iii. Lettings

### **School use of premises**

School use of premises includes any activity initiated by the school. Such activities are those which relate to statutory educational provision which takes place in the school and other school originated activities such as fund raising events, Governors meetings, parents' meeting and staff meetings.

No lettings fee should be charges for use of the premises of the school for activities. The cost of Site Managers fees; electricity and premises costs will, in these circumstances, be met within the school budget.



### **Free and subsidised lettings**

The school is not permitted to subsidise non-school activities out of its budget and overall school lettings must be self-financing.

### **Revised Charges**

The school Governors reviewed and confirmed the charges below in September 2023.

Monday to Friday between 6:00-10:00pm & Weekends between 9:00-4:00pm

1 hr - £15.00

2hrs - £25.00

3hrs - £33.00

4 hrs - £40.00

### **Health and Safety**

1. The school's health and safety procedures, as outlined in the school's Health and Safety Policy, must be observed during all lettings.
2. All lettings must have appropriate public liability insurance coverage, and evidence of this must be provided prior to the letting.
3. Hirers must provide their own first aid provision and trained personnel for the duration of their letting.
4. The school premises must be left in a clean, safe, and secure condition following a letting.
5. Any accidents or incidents that occur during lettings must be reported immediately to the Headteacher or designated member of staff responsible for lettings.

### **Safeguarding**

1. The school's Safeguarding Policy and procedures must be adhered to at all times during lettings.
2. All hirers will be required to provide evidence of appropriate safeguarding checks for their staff or volunteers involved in the letting.
3. The school reserves the right to request additional safeguarding measures if deemed necessary.

All lettings must show due regard to safeguarding young people and accept their responsibility to ensure that all activities are safe and respect the expectations to protect and safeguard young people from the following :

1. Physical/Sexual Abuse
2. Emotional Abuse
3. Verbal Abuse
4. Neglect
5. Extremism and extremist views

Any such concerns or behaviours should be reported to either of the following:

1. Mornington's Designated Safeguarding Lead – Carla Smithc/Rebecca Joyce
2. Nottinghamshire Safeguarding Hub – 0300 5008090 (MASH).
3. Nottinghamshire Children's Safeguarding Board – 0115 8041170 or the LADO 0115 8041248

### **Security**

1. The school premises must be securely locked and alarmed during non-letting hours.
2. Hirers will be provided with necessary keys or access codes for the duration of their letting and must return them promptly afterward.
3. Hirers are responsible for ensuring the security of the premises during their letting.



### **Conditions of Hire**

Bookings may be taken subject to the premises not being required for European Parliamentary or Local Government elections.

The Hirer must ensure that activities are conducted under adult supervision in a manner unlikely to cause inconvenience to neighbouring property or to the public.

For lettings where the general public are admitted, it is the responsibility of the organisers to appoint responsible persons to maintain order throughout the letting.

Noise levels during lettings should be kept to a minimum to avoid disruption to regular school activities or neighbouring properties.

The Hirer shall meet the cost of making good all damage caused to premises or other property and shall indemnify the County Council from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. It is advisable, therefore, that the hirers should take out insurance cover for the period of the letting.

The Hirers must not remove or stand on school furniture and equipment to remove other fixtures and fittings.

Notices may not be displayed on school premises without the prior approval of the Head Teacher.

The school does not accept liability in respect of parked vehicles at the school site which are in any way connected to the letting.

It is the responsibility of the Hirer to obtain and pay for any necessary licences required in connection with the letting.

It is essential that all electrical equipment being used in any premises are connected to the mains electricity supply via an adaptor fitted with a residual current device. These units are designed to prevent electrocution if equipment is faulty or incorrectly wired. The unit must be tested before the mains supply is switched on in accordance with the manufacturer's instructions.

In the event of a cancellation, the Head Teacher must be informed at least 24 hours before the commencement of the approved letting.

The Hirer may not sublet the letting of the school premises.

The use of the School Meals facilities may be agreed only after full consultation with the Catering Manager.

No special preparation may be applied to floors, footwear likely to cause damage to floors is not permitted.

The Site Manager may advise against the letting of the school grounds due to adverse ground conditions.

The Hirer must inform the Site Manager or school representative of their arrival and departure.

**10:00pm** is the normal finishing time of a letting. Any extension is subject to the Governors' approval.

### **Monitoring and Evaluation**

The effectiveness of this Lettings Policy will be monitored and evaluated regularly through the following methods:

1. Regular inspections of the premises after lettings to assess any damage or issues.
2. Feedback collected from hirers regarding the accessibility, cleanliness, and safety of the premises.
3. Regular reviews of this policy to ensure it remains up to date with any changes in legislation or best practices.

Policy to be reviewed Sept 2024