



# The Linden Centre

## Lettings Policy for Maintained Schools

Signed by:		
	Headteacher	Date:
	Chair of Management Committee	Date

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## **Statement of intent**

**The Linden Centre** recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to organisations within the local community.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

## 1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Counter Terrorism and Security Act 2015
- The General Data Protection Regulations (GDPR)
- Data Protection Act 2018
- Education Act 1996

1.2. This policy has due regard to the following guidance:

- DfE (2015) 'Advice on standards for school premises'
- DfE (2020) 'Keeping children safe in education'
- DfE (2015) 'The Prevent duty'

1.3. This policy operates in conjunction with the following school policies:

- **First Aid Policy**
- **Fire Safety Policy**
- **Premises Management Policy**
- **Health and Safety Policy**
- **Child Protection and Safeguarding Policy**
- **Letting School Premises Risk Assessment**
- **Surveillance and CCTV Policy**
- **Manual Handling Policy**
- **Asbestos Management Policy**
- **Data Protection Policy**

## 2. Definitions

2.1. For the purpose of this policy, a '**letting**' is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.

2.2. The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.

2.3. Use of the premises for activities such as staff meetings, parents' meetings, Management Committee meetings, out of school hours learning/study support activities or any other extended services which support the raising of attainment and achievement, fall within the

corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

- 2.4. When letting to commercial businesses, the school will first seek the permission of their LA. Depending on certain conditions, the LA may recommend the school inform the DfE of the letting, e.g. if the letting was during school time. The contact information for the DfE is: [schoolsassets.capital@education.gov.uk](mailto:schoolsassets.capital@education.gov.uk).

### 3. Roles and responsibilities

- 3.1. The **Management Committee** is responsible for:

- Reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
- Contacting the LA and the DfE, as per paragraph 2.4 of this policy.
- Contacting a legal expert with regards to transactions, for specialised guidance.
- Establishing any safeguarding risks associated with the letting.
- The overall oversight of the letting, handling any queries from the hirer.
- Communicating any relevant information to the hirer, e.g. fire safety precautions.
- Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Working with the **headteacher** to ensure all relevant policies and procedures are implemented and made available to hirers.

- 3.2. The **headteacher** is responsible for:

- Ensuring compliance with the premises licence.
- Acting as or appointing a designated premises supervisor.
- Liaising with the **Management Committee** to establish whether or not the proposed activity is suitable for the premises.
- Ensuring that the school has the correct insurance in place for hiring out the premises.
- Checking the hirer has the appropriate public liability insurance.
- Working with the **site caretaker** to ensure the premises are fit for use.
- Ensuring hirers familiarise themselves with the relevant school policies and procedures, e.g. the **Fire Safety Policy** and the **Asbestos Management Policy**.
- Ensuring the school adheres to its **Premises Management Policy**.

- Reviewing and, where necessary, amending the school's **Letting Premises Risk Assessment** to help ensure the safety of the hirer and their visitors.
- Assessing whether the activities the hirer is requesting could result in disrupting any asbestos and taking the relevant safety measures as a result.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.

3.3. The **caretaker** is responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Showing the hirers how to properly secure and lock the premises after use.
- Organising any repairs and/or replacement of equipment.
- Notifying the hirer of any known asbestos in the school.
- Ensuring the hirer is made aware that CCTV cameras are installed within the school and ensure they have read the **Surveillance and CCTV Policy**.

3.4. The **DPO** is responsible for:

- Being the main point of contact for data protection enquiries from current and potential hirers of the school premises.
- Ensuring that the statutory privacy information is provided to the hirer.
- Assisting the hirer with any data breach investigation, where necessary.
- Ensuring that the school's **Privacy Notice for Third Parties** is kept up-to-date, and that it is published on the school's website.
- Ensuring that the hirer's information is stored in accordance with the **Data Protection Policy**.

3.5. Hirers are responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the caretaker to ensure that the premises are secure after use.

- Obtaining adequate public liability insurance to a minimum of **£5 million**.
- Providing the **headteacher** with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the **headteacher**.
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the Management Committee of the activities that will be undertaken on the premises.
- Adhering to the school's **Letting School Premises Risk Assessment**.

#### 4. Charges

- 4.1. The Management Committee is responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:
  - Costs of services (e.g. heating and lighting)
  - Costs of staffing, including “on-costs” (e.g. additional security or caretaking)
  - Costs of administration
  - Costs of wear and tear
  - Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
  - Costs of using the school's equipment, if applicable
  - Profit element, if applicable
- 4.2. Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.
- 4.3. The charge issued for each letting will be reviewed **annually** by the **Management Committee**.
- 4.4. The review of charges will take place in the **Spring** term, for implementation in the beginning of the next financial year, taking effect from **1 April** that year.
- 4.5. Current charges will be provided to the **Management Committee** in advance of any lettings being arranged.
- 4.6. A charging tariff may be established to ensure that access is affordable for particular individuals and groups.
- 4.7. The school requires a **10 percent** deposit of the overall fee to be paid to the school to secure a booking.

- 4.8. The remaining amount will be paid to the school on or before the requested booking date.
- 4.9. Hirers will provide the school with at least **five days'** notice before cancelling a booking.
- 4.10. If hirers fail to comply with paragraph 4.9, the school will keep the hirers deposit.
- 4.11. If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.
- 4.12. In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid.
- 4.13. There will be a grace period of **30** days for payment to be made, after this period, if a payment hasn't been made, the school will seek additional legal advice for payment to be recovered.

## **5. VAT**

- 5.1. In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

## **6. Managing lettings**

- 6.1. The **Management Committee** has overall responsibility for the management of lettings.
- 6.2. The **headteacher** will be delegated the day-to-day management of the lettings; however, they will not be responsible for the administrative roles, such as setting charges, this role stays with the **Management Committee**.
- 6.3. The **headteacher** may delegate aspects of the management of lettings to other relevant members of staff, such as the **caretaker**.
- 6.4. If the **headteacher** has any concerns regarding the activities the hirers are conducting, they will consult the **Management Committee** and reach a decision together.
- 6.5. Organisations wishing to hire the premises will approach the **headteacher**, who will identify their requirements and clarify the facilities available.
- 6.6. The **Management Committee** will review the application; they have the right to refuse an application and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing.

- 6.7. Once the letting has been approved by the **Management Committee**, a letter of confirmation will be sent to the hirer, setting out the full details of the letting and enclosing the terms and conditions of the hire agreement.
- 6.8. The hirer will be invoiced for the cost of the letting as appropriate in accordance with the **Management Committee's** charges decision.
- 6.9. The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.
- 6.10. All lettings fees that are received by the school, will be paid into the school's independent bank account, to offset the costs of services, staffing etc. (which are funded from the school's delegated budget).
- 6.11. Fees can be paid in cash, cheque or bank transfer. The hirer will state how they intend to pay in their application form.
- 6.12. The **SBM** will provide the hirer with the relevant bank details.
- 6.13. Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.

## **7. Safeguarding**

- 7.1. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.
- 7.2. All hirers must state the purpose of the hire.
- 7.3. Each application will be vetted by the **DSL** and any concerns will be reported to the **Management Committee** prior to approval.
- 7.4. When determining whether to approve an application; the **Management Committee** will consider the following factors:
  - The type of activity
  - Possible interferences with school activities
  - The availability of facilities
  - The availability of staff
  - Health and safety considerations
  - The school's duties with regards to the prevention of terrorism and radicalisation
  - Whether the letting is deemed compatible with the ethos of the school
- 7.5. An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
  - Involves the dissemination of inappropriate materials.
  - Contravenes the statutory Prevent duty.
  - Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).
- 7.6. If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they should contact the **headteacher** immediately.
- 7.7. The **headteacher** will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.
- 7.8. Where an individual group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the school will contact the police or school security who will remove the person or group from the school premises.
- 7.9. All hirers will read and review the school's **Child Protection and Safeguarding Policy**.

## 8. Asbestos

- 8.1. The school's **Asbestos Management Policy** will be available to hirers.
- 8.2. The **caretaker** will inform all hirers of any asbestos-containing materials (ACMs).
- 8.3. When approving the applications to hire the premises, the **caretaker** and the **headteacher** will conduct a risk assessment to establish whether the requested purpose of use will disrupt any ACMs.
- 8.4. The known ACMs on the school's premises are: [In this section, schools should detail any areas where ACMs are known to the school. This information is important as ACMs can pose serious illness when inhaled – it is vital that the hirer is aware of any ACMs prior to hiring the premises.]
- 8.5. The **caretaker** will ensure that the hirers have access to the school's asbestos management survey.
- 8.6. The **caretaker** will ensure that the hirers have access to the school's **Asbestos Management Plan (AMP)**.
- 8.7. If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

- The hirers will be informed by the **Management Committee** immediately
  - All activities will stop, and everyone will be evacuated from the affected area
  - Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
  - Items, including equipment, books, or personal belongings, will not be moved from the area
  - Advice will be sought from an asbestos expert regarding remedial action
- 8.8. Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 8.9. Hirers should have procedures in place to deal with the unintended or unexpected release of asbestos.
- 8.10. Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- 8.11. The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff and hirers.

## **9. Emergencies and health and safety**

- 9.1. The **caretaker** and **headteacher** will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors.
- 9.2. In case of an emergency, the on-site telephones can be used to call the emergency services.
- 9.3. The **caretaker** will check first aid kits **daily** to ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.
- 9.4. The **caretaker** will show hirers where first aid kits are should they be required.
- 9.5. A first aider (provided by the hirer) will be on site at all times.
- 9.6. Smoking is not permitted on the premises at any time.
- 9.7. The hirer familiarises themselves with the school's **Fire Risk Assessment** and other relevant risk assessments before using the premises.

- 9.8. The **headteacher** will make copies of the school's **Fire Evacuation Plan** available to the hirer on arrival at the school.
- 9.9. The hirer will be shown the school's fire exits and evacuation points by the **caretaker** on arrival.
- 9.10. The hirer will be provided with a copy of the school's **Health and Safety Policy** and will be expected to act in accordance with it at all times.

## **10. Using the site**

- 10.1. The hirer will liaise with the **caretaker** to ensure the school remains secure before, during and after use.
- 10.2. Hirers will be given an emergency contact number for the **caretaker** in case of any security breach.
- 10.3. The school premises are closed after **10:00pm** to avoid any noise complaints from neighbouring residents.
- 10.4. The **caretaker** will remain on site until **6:00pm** to hand over control of the premises to the first hirer of the evening.
- 10.5. Keys/security codes will not be passed to any hirer or other person without written permission from the **Management Committee**.
- 10.6. The school uses a 'three strike' rule when handling noise complaints lodged against hirers.
  - **Strike one** – hirers will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
  - **Strike two** – hirers will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school is issued may be passed on to the hirer if there is sufficient evidence to do so.
  - **Strike three** – the hirer will be barred from booking the school premises for any activity for a period of **two months**. The Management Committee also expects the hirer to issue an apology to the school and complainant in writing.
- 10.7. The use of public announcement systems and loudspeakers must be agreed with the **headteacher** and **caretaker**, this agreement must include a maximum noise level which is not to be exceeded.
- 10.8. The school's car park is available to hirers during their time on the premises; however, the **Management Committee** and school will not

accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.

- 10.9. Hirers will only use the car parking spaces allocated and, should any additional spaces be required, the **caretaker** will identify suitable spaces.
- 10.10. In the event of additional parking being required, the hirer will ensure the school premises remain accessible to the emergency services, should they be required.
- 10.11. Alcohol will not be brought on to, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the **headteacher**.

## 11. Equipment

- 11.1. Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the Management Committee to use any additional equipment once the form has been submitted.
- 11.2. The **caretaker** will conduct an inventory of all the equipment that the hirer requests, noting its condition. The **caretaker** will review this inventory after the hirer uses the equipment to ensure its proper use.
- 11.3. Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the **caretaker** or **headteacher**. Where permission has been granted, the **caretaker** will oversee the move.
- 11.4. If a furniture move has been agreed, the hirer and **caretaker** will negotiate restoring the premises back to its original state.
- 11.5. Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.
- 11.6. Any seating provided is limited to the number of chairs on the premises.
- 11.7. Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.
- 11.8. The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.
- 11.9. The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

- 11.10. CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's **Surveillance and CCTV Policy**.
- 11.11. Hirers will report any stolen or missing equipment to the **caretaker** immediately.
- 11.12. Risk assessments for manual handling will be carried out by the **headteacher** and **caretaker** in accordance with the school's **Manual Handling Policy**.
- 11.13. Food and drink may be prepared on the premises; however, hirers must seek direct permission from the Management Committee.
- 11.14. The hirer will prepare food and drink in line with current food and hygiene regulations.

## **12. Data protection**

- 12.1. The school will adhere to the **Data Protection Policy** at all times.
- 12.2. The **DPO** will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.
- 12.3. The **DPO** will provide hirers with the statutory privacy information in the form of the **Privacy Notice for Third Parties**.
- 12.4. The **DPO** will ensure that the hirer's information is processed in accordance with the GDPR and Data Protection Act 2018.

## **13. Monitoring and review**

- 13.1. This policy is reviewed **annually** by the **Management Committee** and the **headteacher**.
- 13.2. Any changes made to this policy will be communicated to all relevant members of staff and all hirers.

## Premises Application Form

The school will process the data collected in this form in accordance with the GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed [on the school website](#).

<b>Named individual:</b>	
<b>Company name:</b>	
<b>Address (for invoicing purposes):</b>	
<b>Contact number:</b>	
<b>Email address:</b>	
<b>Deposit amount:</b>	
<b>Payment method:</b>	
<b>Requirements</b>	
<b>Date of hiring:</b>	
<b>Time of hiring:</b>	
<b>Room(s):</b>	
<b>Equipment needed:</b>	

<b>Details of any equipment you will be using on the premises:</b>	
<b>Purpose</b>	
<b>Details of the event:</b>	
<b>Will you be working with children and/or young people?</b>  <b>If yes, have you attached a copy of your safeguarding policy?</b>	
<b>Start time:</b>	
<b>End time:</b>	
<b>Expected attendance:</b>	
<p><b>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</b></p> <p><b>I acknowledge that my signature confirms all the details in this application form are correct.</b></p>	
<b>Signed:</b>	
<b>Date:</b>	

## Hire Agreement

The school will process the data collected in this agreement in accordance with the GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed [on the school website](#).

The Management Committee of **The Linden Centre** .....

The hirer: .....

Address: .....

.....

.....

Telephone: .....

Areas of the school to be used: .....

Specific nature of use: .....

Maximum attendance: .....

Details of any school equipment to be used: .....

Date(s) of hire: .....

Period(s) of hire: .....

Fee (specify per hour or per session): £ .....

The Management Committee agree to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

**Hirer's signature:**

**Chair of the Management  
Committee's signature:**



## Lettings During the Coronavirus (COVID-19) Pandemic

This annex has been provided to cover the lettings arrangements during the coronavirus (COVID-19) pandemic.

**Please note:** we will continue to review this addendum in line with the latest national guidance. Schools should ensure this addendum reflects all current local guidelines.

### a. Statement of intent

At **The Linden Centre**, we recognise the importance of providing a safe environment for our pupils, staff and community alike. This addendum outlines the school's approach to letting the premises during the coronavirus outbreak, and the procedures that the school has put in place to mitigate risks.

All hirers should have due regard for the procedures outlined within this policy.

### 14. Legal framework

14.1. This policy has due regard for relevant legislation and guidance, including, but not limited to, the following:

- DfE (2020) 'Working safely during coronavirus'
- DfE (2020) 'Implementing protective measures in education and childcare settings'
- DfE (2020) 'Guidance for full opening: schools'

14.2. This policy operates in conjunction with the following school policies:

- **Social Distancing Policy**
- **Infection Control Policy**
- **Visitors Policy**
- **Health and Safety Policy**

### 15. Cancellation

15.1. The school will amend its cancellation policy to ensure both the school and any hirers are fairly treated in the case of a cancellation due to coronavirus.

### 16. Risk management

#### Social distancing

16.1. Only one group of no more than **six** people will be permitted to use a particular part of the premises at one time.

16.2. Activities which require close contact, e.g. contact rugby, will not be permitted to take place on the school site.

- 16.3. No more than **two** groups of individuals will be permitted to use parts of the site at any one time.
- 16.4. The **caretaker** will ensure that, if there is more than one group using different parts of the school site, groups do not come into contact with one another.
- 16.5. Social distancing signage will be displayed around the school.
- 16.6. Any individual or group found to be deliberately breaching social distancing rules will be asked to leave the school site immediately.

### **Infection control**

- 16.7. Infection control measures will be implemented throughout the school site, in line with the school's **Infection Control Policy**.
- 16.8. Separate toilet facilities will be provided for hirers and any members of their party, where possible.
- 16.9. All facilities will be thoroughly cleaned in line with the school's **Cleaning Policy** between uses by different groups and after use.

### **Precautionary measures**

- 16.10. The school will ensure it takes the details of all hirers and members of their party prior to allowing them onto the school site, to comply with NHS Test and Trace.
- 16.11. The school will store any details taken in line with the **Records Management Policy** and **Data Protection Policy**.
- 16.12. The school will provide all hirers with copies of all the relevant school policies and procedures prior to allowing them to use the school site, including:
  - **Infection Control Policy**
  - **Social Distancing Policy**
- 16.13. The school will ensure all hirers undertake an appropriate risk assessment for the activity they will be using the site for.
- 16.14. If the school is not satisfied with the risk assessment undertaken by the hirer, they will not be permitted to hire the school site.

### **17. Hirer responsibilities**

- 17.1. The hirer will provide their details and details of anyone in their party to the school prior to using the school site, to ensure it complies with NHS Test and Trace.

- 17.2. The hirer will ensure all members of their party have read and understand the relevant school policies prior to using the school site.
- 17.3. The hirer will have due regard for public health advice when undertaking activities on the school site.
- 17.4. The hirer will ensure they contact all members of their party **24 hours** prior to using the school site to ensure they do not have symptoms of coronavirus.
- 17.5. Any member of the party who has returned from a country requiring quarantine upon return to the UK in the last 14 days will not attend the school site.
- 17.6. Any individuals with symptoms of coronavirus do not attend the school site.
- 17.7. If an individual from any group develops coronavirus symptoms within 14 days of attending the site, they notify the school immediately.
- 17.8. Hirers will clean any equipment or surfaces used after they have finished any activities.
- 17.9. If individuals develop symptoms of coronavirus whilst on the school site, they leave the site immediately and the school follows the **Managing Individuals with Coronavirus (COVID-19) Symptoms and Cases of Coronavirus in School Flowcharts**.
- 17.10. Any individuals arriving on the school site will be asked to sign a declaration form to state that they do not have symptoms of coronavirus and do not live with anyone with coronavirus symptoms.

## **18. Monitoring and review**

The **headteacher** and **SBM** review this policy annex continually during the pandemic.