

# St Joseph's Catholic Primary School

## Lettings Policy



### Mission Statement

At St Joseph's we welcome all as members of our school family.  
We learn and care for each other as brothers and sisters; enriched by the teachings of  
Jesus.

We encourage Creativity; valuing our unique talents and skills as gifts from God.  
Working alongside pupils and parents/carers, we can all succeed and realise great  
things.

Serving the communities within the Parish of St Joseph's and St John the Baptist and  
beyond, we reach out to all.

We respect each other, our different cultures and faiths celebrating our richness and  
diversity.

Through worship and prayer we show our love; striving to achieve our very best.

## **Lettings Policy & Guidance**

### **Rationale**

St Joseph's Catholic Primary School believes that After School Activity Clubs are an essential part of school life; they provide opportunities to enrich the children's experiences beyond the curriculum and develop pupils' social skills. They may also provide opportunities for children to develop their interests and talents through enjoyment and self-esteem. The Governors have agreed to supplement the budget by encouraging the letting of the School Premises where possible, provided that any letting is not detrimental to the School or its staff and pupils. Preference is given to After School Activity Clubs lettings but other lettings will also be considered.

### **Guidelines**

The following guidelines are to help you to get the most out of using our premises, while causing no disturbance to the routine of the school.

- All lettings will be at the discretion of the Governing Body
- All Hirers must comply with the regulations set out on the Application Form
- All Hirers must be aged over eighteen

### **Advertising**

The School is willing to distribute advertising leaflets to parents/carers following the approval of the Head Teacher. All copies of After School Club Information will be available the Reception Area.

### **Behaviour**

We expect the same standard of behaviour at After School Clubs as in school. A copy of our Behaviour Policy will be provided for all After School Clubs and a brief explanation of our values shared during induction.

### **Communication**

Details of which children will be attending your club must be given to the School Office at the start of each term. The school must always be kept informed of any changes in purpose, membership and staff changes in after school activities.

### **Equal Opportunities and Inclusivity**

The Hirer is committed to providing equality of opportunity for all adults, children and families. We believe that no child, individual or family should be excluded from any group on any grounds.

The Hirer is committed to the principle that any behaviour, language or action that creates Discrimination or disadvantage is unacceptable and will be challenged.

The Hirer will make every effort to ensure that the setting, equipment and resources promote equality of opportunity for all and reflect the different cultures, levels of ability, family status, gender, religion, etc. of the group members who Hire the facilities. The Hirer believes it is important to operate a provision which is fully inclusive and encourages anti-discriminatory practice for both children and adults. The Hirer will ensure that any activities undertaken would not be detrimental to the cohesion of the Community, not promote intolerance on the basis of ethnicity, faith, gender, sexual orientation, disability or age.

## Facilities

Children should use the KS2 toilets. Hirers may use the staff toilets. The staffroom is not available for use.

## Health and Safety

For the duration of the Period of Use the Hirer must ensure the following:

- Normal Emergency Procedures are followed
- Hirers are responsible for their own First Aid and carry a First Aid Kit
- Hirers must make sure they have a fully charged mobile phone with them
- Ideally there should be more than one adult running the club so that in the event of an emergency, one adult can stay with the children while the other adult deals with the emergency. The level of provision is agreed according to the activity taking place
- Hirers must have in place appropriate Risk Assessments for their activity
- Familiarity with the School's Emergency Evacuation Procedure and a specific Emergency Evacuation Procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration must be given to the needs of disabled participants. Fire Practices must be undertaken regularly
- Facilities and equipment (if made available) are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the users or the Premises and Equipment

This includes ensuring that:

- Alcohol is not consumed without express permission of the Governors and the necessary licence being obtained prior to the event
- Emergency exits, fire extinguishers, alarm points are not obstructed
- Adequate walkways are available to allow free and easy access and egress
- No gas cylinders or canisters are used inside the Premises or on School grounds
- Combustible materials are not placed adjacent to heat sources
- Equipment is used for the purpose for which it was designed
- Electrical equipment is PAT tested and complies with the British standards
- Flammable or hazardous substances are not to be used
- No open fires, candles or unauthorised electrical equipment will be used on the Premises
- Members of the public must not be admitted to the school premises after 10pm
- No smoking is permitted in school or anywhere on site
- If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are

advised to consult the Head in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application

- Animals must not be brought on to the school grounds, playground or into the buildings, with the exception of guide dogs
- Footwear which is likely to cause damage to school floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing
- The number of persons using the Premises shall not exceed the number advised by the Hirer and authorised by the Governors.

The Premises must be vacated on time at the end of the Period of Use and left in a clean and tidy condition.

### **Additional Conditions on Letting the School Playground**

If there is any doubt as to the fitness of the ground the Hirer must consult the Head Teacher who will make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being deemed unfit for use immediately before a letting is due to take place, any letting charge already paid will be refunded, and any account due will be cancelled. Hirers must be responsible for ensuring that everyone taking part in the lettings involved in the School playgrounds are properly and adequately supervised. Casual spectators not connected with the letting must not be admitted.

### **Hire Charges**

All charges are subject to a periodic review by the Governors Finance Committee. All lettings to charitable and community groups will be made without profit. Other charges are agreed by the Governing Body and may include an element of profit about actual costs. At the discretion of the school, prices will be adjusted accordingly in relation to the size of the club.

#### Present Charges are as follows:

- If the club is free to pupils there will be no charge
- Use of the Hall will be £25.00 for the first hour , £20 an hour for the remaining hours.
- Use of the Playground will be £10 per hour

All Hirers (including 'free let' hirers) must fill in the booking application form (appendix 1) and supply all of the necessary paperwork stated.

Invoices for hire charges will be issued at the end of a half term for the following half term and should be paid within 14 days. Please address all queries concerning finance to the School Business Manager.

### **Parking**

The Staff Car Park may be used by agreement, within the permitted times for parking, and Hirers are asked not to inconvenience local residents by inconsiderate parking. Any cars must be parked responsibly and at the owner's own risk.

### **Safeguarding and Child Protection**

In addition to the Hirer's liability in respect of Health and Safety Concerns, the Hirer specifically undertakes to ensure suitable arrangements are in place with regard to Safeguarding Children and Child Protection, including providing the Governors and/or Council with a copy of their Child Protection Policy. The Hirer specifically undertakes to ensure that all persons who have contact with children have a current DBS Disclosure Certificate and undertakes the recruitment of staff and volunteers in line with Safer Recruitment Principles. The Hirer is responsible for completing and updating Safeguarding information for inclusion in the School's Single Central Record.

The Governors specifically reserve the right to terminate this agreement with immediate effect if the user does not have these arrangements in place. In such circumstances the Governors will not be liable for any loss, financial or otherwise, incurred by the Hirer.

The Hirer is responsible for ensuring that all children are collected after the club by a responsible adult and have left the premises before the Hirer leaves.

### **School Equipment**

Hall Hirers are not permitted to use any School Equipment – e.g. PE Apparatus, Musical Instruments, Books, items on display, and in particular the school's music system, without prior consent from the Head Teacher. You are welcome to bring your own audio equipment; however in line with Health and Safety regulations, this must be Portable Appliance Tested (PAT) in the last 12 months.

### **Storage**

Currently there are no facilities for storing equipment or refreshments.

### **Supervision**

An attendance register must be completed at the start of every session to ensure all pupils are there, and if not check the child's attendance with the School Office. Children attending a club must be supervised at all times and should only leave the hired facilities to use the toilet or when accompanied. Children should not return to classrooms after the club has started. The children should bring all bags, coats and lunch boxes to the hall at the start of the after school activity. The school takes no responsibility for the supervision of the children after 3:00pm.

Hall Hirers must ensure parents waiting for their children stay in the waiting area outside of the School Office, until a responsible adult is able to supervise collection – parents/carers should be required to sign out their children.

### **Telephone**

The Hirer must ensure they have a fully charged mobile phone with them at all times. If you need an emergency telephone, please ask the School Office Staff to use a phone in the office.

### **The Application Process**

1. The Hirer submits a copy of the application form, providing details of the proposed hiring, along with a Checklist of Documents in respect of the Hire of Facilities
2. The application is considered by the Finance Committee, or Head Teacher on its behalf, and a decision is made whether to permit to the Hire
3. Agreement is also obtained from the Caretaker
4. Private lettings for parties are not permitted
5. The 'Guidelines for Hall Hirers' is given to the Hirer must be adhered to at all times
6. St Joseph's Catholic Primary School reserves the right to withdraw the availability of their facilities if the accommodation is required for urgent official or academic business but will endeavour to give reasonable notice. In these circumstances the hiring fee will reimbursed
7. In addition, St Joseph's Catholic Primary School will withdraw facilities if:
  - Guidelines for Hall Hirers are not adhered to
  - If invoices are not paid within two weeks of receipt by hirer
8. All regular Lettings (i.e. After School Activities) will be reviewed annually;
9. If a Hirer intends to terminate a regular agreement i.e. an After School Activity Club, a half term's notice must be given to the school

Before the Letting

1. Report to the Main Office and Sign in
2. Check that the premises are fit for purpose and inform the school immediately of any issues

During the Letting

1. Ensure that the children are appropriately supervised at all times
2. To inform parents/carers of any issues with their child

After the Letting

1. To inform the school immediately of any issues, accidents, hazards or maintenance issues.
2. To report all damages to the Head Teacher/Site Manager immediately.
3. It is essential that the hall is left as it was found and any items moved have been put back.
4. Ensure lights are turned off, doors are shut and any rubbish removed from the site.
5. Sign out.

**After School Club:** \_\_\_\_\_

Signed: \_\_\_\_\_ (on behalf of the Provider)

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head Teacher)

Date: \_\_\_\_\_

**Appendix 1**

**St Joseph's Catholic Primary School  
Booking Application Form**

<b>Hirer</b>	Full Name:		
	Address:		
	Postcode:		
	Telephone (daytime):		(evening):
	Email:		
<p><b>If acting on behalf of a business, club, organisation etc please state its full name and address plus your position there</b></p>			
Name of Organisation:			
Address:			
Your position in the organisation:			
	<b>Day &amp; Date of</b>		<b>Times of Hire</b>

<b>Areas and Facilities Hired</b>	<b>Event(s)</b> (If booking a series of dates please circle them on the calendar attached to this form.)	<b>Area/Facilities</b> <i>(circle those required)</i>	<b>From</b>	<b>To</b>
		Hall / Music Room / Top Playground / Bottom Playground  Other:		
<b>Is this a regular Hiring? Y/N</b>				
<b>Further Details</b>	Event Title	Equipment Required (please list)  <b>Please note that hirer's own electronic equipment must be PAT tested. We can arrange this for a fee if necessary.</b>		
	Is the event/activity exclusively for 0-19 year olds?  <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Expected Numbers			
<b>Payment</b> (Please see charges listed above)	<b>Amount per event</b>	<b>First <u>month's</u> payment</b> (To be returned with this agreement)		
	<b><i>Please make cheques payable to St Joseph's Catholic Primary School</i></b>			

<p style="text-align: center;"><b>Insurance</b></p>	<p>All hirers should have public liability insurance with minimum cover of [£5,000,000].</p> <p><i>Where a hirer is unable to provide details of current, adequate public liability insurance cover, it is necessary to include them on the Council's Group Third Party Hirers' Policy – please send enquiries to the School Business Manager for charges.</i></p> <p>Do you require insurance cover under the Council's Group Third Party Hirers' Policy?</p>	<p>Name of Insurer.....</p> <p>Policy Number.....</p> <p>Expiry Date.....</p> <p>Limit of Indemnity.....</p> <p style="text-align: center;"><b>Please enclose a copy of the insurance certificate when returning this form</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p><b>Clubs/Organisations</b></p>  <p><b>National Governing Body Accreditation/Registration</b></p>	<p>Is your club/organisation accredited and/or registered with the relevant National Governing Body? (i.e. Charter Standard Status from the Football Association, or Ofsted for childcare provision).</p> <p><input type="checkbox"/> Yes, we have the following accreditation/registration award (please give details)</p> <p>.....</p> <p><input type="checkbox"/> We are working towards an accreditation/registration award (please give details)</p> <p>.....</p> <p><input type="checkbox"/> No.</p>	

<p><b>Certificates / Qualifications</b></p>	<p>If you are planning to deliver activities, does the coach or leader possess appropriate qualifications?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, please give details.....</p> <p>If the activity involves young people (under the age of 18), have the coaches/leaders (and any other adult assistants/helpers etc.) been DBS checked?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Third Party DBS Clearance Letter received?   <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Please give details of First Aid Certificates:</p> <p>.....</p>			
<p><b>References</b></p>	<p><b>Please give the contact names &amp; addresses of two organisations we may contact for a reference (including previous/current premises used):</b></p> <table border="1" data-bbox="461 982 1409 1138"> <tr> <td data-bbox="461 982 935 1138">1.</td> <td data-bbox="935 982 1409 1138">2.</td> </tr> </table>		1.	2.
1.	2.			
<p><b>Declaration</b></p>	<p>1. I undertake to pay the appropriate hiring charges.                  2. I have read and agree to be bound by the TERMS &amp; CONDITIONS OF USE.                  3. I agree to indemnify the council against any claims for loss or damage or personal injury or any associated costs arising from this agreement.</p> <p>Signature:</p> <p>Date:</p>			
<p><b>Return</b></p>	<p>Once fully completed, this application form and a copy of your public liability insurance certificate (if applicable) must be returned to:</p> <p style="text-align: center;">School Business Manager                  St Joseph’s Catholic Primary School                  Davey Drive                  Brighton                  BN1 7BF</p>			

**FOR OFFICE USE ONLY**

<b>Agreement</b>	Approval of hiring by Head Teacher and/or Governing Body
	Date

<b>Payment</b>		<b>£</b>	<b>P</b>
	Fee payable for first month		
	VAT (if applicable) @ 20%		
	Total Payable		
	Reference		