



Nether Green Junior School

POLICY FOR

**LETTINGS AND HIRE CHARGE
AND LETTINGS TOOL KIT**

Author: Governing board - in line with LA model

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Or in line with LA recommendations

Version 4

Lettings and Hire Charge Policy

- 1 The Headteacher will be responsible for all matters concerning lettings. Facilities will only be let where they are not needed for school purposes.
- 2 The aim of the lettings policy is twofold: to generate income for the education of pupils, and to enable the provision of community facilities which benefit pupils and their families.
- 3 No facility will be let to any person or organisation for a purpose, which in the opinion of the Headteacher is inconsistent with the aims and values of the school, as detailed in the School Lettings Procedures Document.
- 4 No letting will be subsidised from the resources provided for the education of the pupils. All hirers will be required to demonstrate to the satisfaction of the Headteacher that they have adequate Public Liability insurance to compensate in instances of hirer negligence. The Headteacher should consult the School Lettings Toolkit and or the Council's Insurance & Risk Team as to the adequacy of the insurance.
- 5 Requests for lettings must be notified to the Headteacher using the Events on School Land Checklist provided in the School Lettings Toolkit (see Part 2 Templates, page 22). The Headteacher will also require copies of appropriate insurance documents, event licences or safeguarding information if appropriate.
The Headteacher will also require copies of appropriate insurance documents, event licences, complaints policy, safeguarding information and other appropriate documents.
Details should include:
 - Hirer's name;
 - Facilities required;
 - Activity for which letting is required;
 - Date(s), duration and frequency;
 - Evidence of adequate Public Liability Insurance
 - Additional insurance evidence may be requested.
- 6 Both the school and hirer will be bound by the requirements set out in the Hire Agreement and the Summary of Conditions of Booking School Premises Document.
- 7 The school is bound by the requirements set out in the School Lettings Toolkit.

- 8 Lettings will be chargeable under one of two categories & VAT accounted for accordingly:
- a **Cost recovery:** this rate will apply to groups providing non profit-making facilities to the Community including pupils and/or their families, which in the opinion of the Headteacher are supportive of the aims and ethos of the school. A charge covering the full cost will be levied including energy, any additional cleaning, caretaking, an allowance for wear and tear, and administration. Where these costs can be shared between groups hiring facilities simultaneously the charge may be reduced to a level where costs are recovered;
 - b **Income generating:** this rate will apply to all other lettings. In addition to recovering costs as in (a) above, lettings will be charged at such a rate as to generate income for the school, the expected level being cost plus 25%.
- 9 The Governing body will work out and agree a schedule of costs for facilities, to be appended to this Policy, and will review the Lettings and Hire Charge Policy, including the pattern of costs, income generated and any suggestions for amendment to the Policy.

LETTINGS TOOLKIT FOR SCHOOLS

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In order to save resources some of the documents are not automatically provided as a hard copy but can be found electronically on the school website. If hirers would like a printed out copy please ask at the school office. (A charge to cover photocopying may be charged.)

1. Summary of Conditions - hard copy
2. Procedures and risk assessments –hard copy
 - Parking
 - Sports hall
3. School health and safety policy – available on school website
4. School lettings and charge policy – available on school website
5. Equal opportunities statement – available on school website

6. Safeguarding information- hard copy and additional information on school website
7. Charging policy – available on school website
8. School complaints policy – available on school website.

PART ONE: GUIDANCE

1 Introduction

- 1.1 The purpose of this Toolkit is to provide guidance to schools on the hire of school premises and or grounds for events or activities undertaken by third parties (i.e. private organisations and/or individuals, PFA's or Community organisations etc). This toolkit is aimed at headteachers, school governors and other school staff that may be involved in the Lettings process e.g. Administrative and site staff.
- 1.2 This toolkit is not intended to replace or take precedence over any existing Lettings Policy that the school may have in place nor is it a Policy in its own right. It is provided as guidance to ensure schools meet statutory obligations and manage risks in an appropriate manner. It can be used to formulate a school lettings policy should there be no existing document.
- 1.3 The toolkit contains
- Guidance for Hire of School Premises
 - Hirer Application for Use of School Premises
 - A Lettings and Hire Charge Policy Template
 - Charge Calculations, Hire Rates and VAT guidance
 - A Booking Procedures Checklist
 - Application Form Template
 - Summary of Conditions Template
 - Hire Agreement Template
 - Lettings Process Flowchart
 - A Suggested Generic Events Risk Assessment Template

2 Guidance and Information for schools on procedures for hire of School Premises

- 2.1 A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group, football team or PFA group), a commercial organisation (such as the local branch of 'Weight Watchers') or an individual (e.g. a parent for a birthday party).
- 2.2 A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

3 Background

- 3.1 The object of letting (hire of) school premises is to establish the school as a resource of and the 'hub' of the community. This programme falls out of legislation within the Education and Inspections Act 2006; in conjunction with the strategic outcomes for Every Child Matters, for school governors to:

- Promote community cohesion
 - Promote wellbeing
 - Make a positive contribution
 - Achieve economic wellbeing
- 3.2 By making school premises available to community groups and commercial organisations, this encourages community cohesion and vibrant, safer and stronger communities.
- 3.3 Lettings are governed by the legislation contained within Section's 27 and 28 of the Education Act 2002.
- 3.4 In exercising the power to hire out parts of the school site, governing bodies cannot permit the school to be used for something that is prohibited by common law, or is against Sheffield City Council's financial or legal standards, the schools own ethos or the Sheffield standards of delegation.
- 3.5 The school should not be let at a financial loss, whilst governing bodies can cross subsidise lettings by charging different amounts for different purposes, delegated budgets must not be used to subsidise non-school activities.
- 3.6 Where the LA allows the school to keep profits made from hire of premises, the profit must be used for the benefit of the school.

4 Decision to Let

- 4.1 Governing bodies in conjunction with their school headteacher should decide on the process for agreeing if and what school facilities will be let to a 3rd party and on what terms.
- 4.2 In some instances the school will need to obtain formal approval for use of the site from the Children, Young People and Families (CYPF), this will depend on the nature of and risks involved in the letting. For example use of a classroom to teach adults Basic English would not require CYPF approval; however the running of a barn dance in the hall, vintage car rally or car boot sale on the school playing field would require formal approval from CYPF.
- 4.3 For more information on the permission to use school site process contact CYPF Capacity, Planning and Development on 0114 2735621.

5 Types of Lettings

- 5.1 Single lettings are those where an individual or organisation wishes to hire facilities on a one off basis. These lettings should still be subject to a formal lettings agreement and follow the same principles as a continuous letting. Continuous lettings are those that run for a number of weeks or terms.

6 The Hire Agreement

- 6.1 All lettings (even those where no charge is made) must be subject to a written hire agreement. This will detail the terms of the letting and must be signed by

both the school and the hirer. A letting should only be confirmed as accepted when a signed hire agreement is in place. *This is not to be confused with the Hirer Application for use of school premises form which is purely a request to hire.* Any amendments to the Hire agreement will require a new agreement form to be signed. A sample of the Hire Agreement can be found on page 30 of this toolkit.

7 Requirements

- 7.1 Equal Opportunities – School premises must not be let to any individual, group or organisation that does not subscribe and adhere to the schools statement on equal opportunities.
- 7.2 Political Use – School premises must not be let for political use; the only exception to this is as a polling station.
- 7.3 Legal Use - It is the responsibility of the person letting the premises (hirer) to ensure the premises will not be used for any purpose which may be deemed contrary to English law. The school is a community building and the hirer will be held responsible for noise levels and guest behaviour which must not offend other users or local residents.
- 7.4 Named Individual – The hirer must provide the school with a named individual who the school can contact in the case of an emergency. This person must be on the premises for the duration of the letting.
- 7.5 Safety – During the period of the letting the hirer’s named individual will be responsible for following the conditions of booking (see appropriate section of the toolkit), and ensuring the safety of those using the premises. The named individual will have the responsibility for complying with School Health & Safety Policy (copy should be made available on request to hirer), security and safeguarding requirements, ensuring appropriate risk assessments and insurance cover are in place and adhering to any other instructions or guidance provided by the Headteacher.
- 7.6 Emergency Procedures - The school will provide the hirer with the name and phone number of school contacts in the case of an emergency. A member of school staff will be responsible for showing the hirer’s named individual how to raise the alarm in an emergency. This will include location of appropriate fire exits, fire extinguishers, evacuation and fire collation points. The school will also have responsibility for organising periodic fire drills. It will be the named individual’s responsibility to keep a register of those attending the event/activity, ensure fire exits are not obstructed and that school security is not compromised.
- 7.7 Equipment - No equipment can be brought on to the site without the prior approval of the Headteacher. Electrical equipment will also require a PAT testing certificate.
- 7.8 Inappropriate activities - Smoking, taking drugs and gambling are not appropriate activities to be undertaken as part of any school letting; however the sale and or consumption of alcohol is permitted in certain circumstances, pending authorisation from the Local Authority (refer to Section 15, page 7 of

this toolkit for details). Access to the school car park should be limited especially if young children are on site.

- 7.9 Risk Assessments – The hirer will be responsible for ensuring compliance with any school provided risk assessments. Where appropriate the hirer will be responsible for undertaking their own risk assessments for specific activities and providing their own first aider(s) and stewards. The school's cooking facilities must not be used unless prior permission has been obtained from CYPF, the Catering Provider and the Headteacher.

8 Insurance

- 8.1 Neither CYPF nor the school provide hirers with public liability insurance against personal injury, accident, loss or damage to property.
- 8.2 Schools are reminded that the local authority insurances **do not** cover the hiring of premises (irrespective of whether a fee is charged or not) to 3rd parties. In order to ensure adequate insurance is in place, schools must ensure groups hiring such community facilities have adequate public liability insurance in place. Where hire is to an individual (e.g. a parent for a birthday party) who does not have their own public liability insurance the school can either make their own arrangements to purchase a Hirers Extension Policy or refuse to let the facilities. The Local Authority does not provide a hirers extension policy but can provide general advice on the circumstances in which a school would require such a policy and options on how to procure it.
- 8.3 The hirer must provide evidence to the Headteacher that they have adequate insurance cover in place before a letting can be agreed. It is recommended that Public Liability insurance to the value of £2million is in place for low risk activities (e.g. adult education evening classes) and at least £5million for higher risk activities (e.g. gymnastic class) community use events, or other public attended events, for events involving the consumption of alcohol please refer to section 15.
- 8.4 For more information on the requirements section of this document contact the Mitigation of Risk Officer, Insurance & Risk Team on 0114 2734453.

9 Charges

- 9.1 The school cannot charge for hire of premises unless there is a Charging Policy in place. A template Lettings and Hire Charge Policy is included in this toolkit for Governor approval.
- 9.2 Charges will be set out in the letting agreement between the school and hirer. The governing body will periodically review these charges, giving the hirer at least one half terms notice of any changes in fees or conditions of hire. Information and advice on calculating charges is contained within the toolkit.

10 Damages

- 10.1 The hirer will be responsible for the cost of any damage to school premises or equipment, school staff have free access to all parts of the school site during lettings to check hirers are acting in a responsible and safe manner.

11 Cleaning/Security

- 11.1 Any costs for cleaning or providing building security will be detailed in the letting agreement. Where such costs are not identified, responsibility for cleaning and security will be the responsibility of the hirer. School site staff will be responsible for opening and closing the school unless alternative arrangements have been agreed with the Headteacher.
- 11.2 Additional advice on key holder arrangements can be obtained from the Mitigation of Risk Officer, Insurance & Risk Team.

12 Cancellation & Complaints

- 12.1 The school (via the Headteacher or other appointed representative) has the right to cancel any letting. Reasonable notice of cancellation will be given by the school unless the hirer is in breach of the letting agreement, upon which cancellation will take immediate effect. Where the hirer has a complaint, the schools standard complaints policy and process will apply. If the school has a complaint about the hirer, in the first instance the Headteacher will raise this with the named person. If the complaint is not resolved, it will be escalated to the governing body to decide on the appropriate action for the school to take.

13 Declaration of Interest

- 13.1 Any members of school staff or governors having a connection with a letting must formally declare this. Declarations should be formally minuted at the appropriate governors meeting.

14 Events on School Land Checklist

- 14.1 Hirers will be expected to complete and return to the school the Events on School Land Checklist. The template is found on page 22 of this toolkit. For the purposes of meeting the requirements of Sections 98 to 102 of The Licensing Act 2003 this will be referred to as Notice.
- 14.2 The Events Checklist/Notice and any supporting documents should be sent to CYPF Property and Facilities Management who will acknowledge receipt of the application within 24 hours. The exception to this is if the notice is received over a weekend or bank holiday then the receipt will be issued on the first available working day after receipt. At this point Property and Facilities Management will contact the school with an initial decision or a request for more information. The school will be informed whether advice is to be obtained from Insurance, Health and Safety or Legal colleagues, and the anticipated timeframe for response.
- 14.3 For more information on licensing notices please refer to Section 102 of the Licensing Act 2003

- 14.4 Other documents you should also refer to/make available to a hirer:
- Booking Application Form & Booking Procedures Checklist (school & hirer)
 - Summary Conditions of Booking (for hirers)
 - Lettings Agreement (school & hirer)
 - Health & Safety Policy, School Complaints Policy, Equal Opportunities Policy (available to hirer on request)
 - Permission to use school site (where applicable) (school)
 - Charges Policy/Rates (school)
 - Relevant Risk Assessments & Emergency Procedures (school & hirer)
 - Copy of Public Liability Insurance (from hirer)

15. Alcohol

- 15.1 In order to minimise financial, reputational and operational risk CYPF are of the opinion that the sale and or consumption of alcohol as part of a school letting arrangement must be adequately controlled, and recommend that the provision of alcohol as part of a letting is only undertaken within the defined parameters outlined below;
- 15.2 Where a school has a dedicated community use building (part funded by community grants etc which is separate from the main school buildings), with a community use agreement; lettings outside of school hours to community groups or individual hirers with their own public liability insurance (for a minimum of £5million) may include the sale and consumption of alcohol. This will still require the prior written approval of the Local Authority using the permission to use school land checklist along with the appropriate licences, risk assessments and insurances in place (see Section 14 above).
- 15.3 Where a school does **NOT** have a dedicated community use building (as per para 15.2 above) the sale of alcohol should not be permitted. However in the interests of community inclusion, those schools who do not meet the criteria in para 15.2 above may permit the consumption (**but not the commercial sale**) of alcohol at certain events within the defined parameters detailed in para 15.4 below, in order to minimise risk exposure to the school and Sheffield City Council.
- 15.4
- a) The event is organised by a recognised community group or incorporated body or organisation (e.g. PFA, registered local charity etc) and is subject to a formal signed lettings agreement.
 - b) The body in a) above has public liability insurance in place to the value of £5million that will indemnify the school/Sheffield City Council against loss or damage however so incurred by the school/council or 3rd parties.
 - c) Alcohol is not sold but is offered as a drink option forming part of an admission ticket or token arrangement for the event, where consumption is limited to no more than four drinks per adult, (persons over the age of 18 only), based on local policy arrangements. (E.g. one to four standard glasses of wine or one/four glasses of beer or larger). This is designed to encourage responsible drinking and minimise risks associated with persons becoming intoxicated.

- d) The school undertakes to allow no more than twelve such events involving the consumption of alcohol in any one academic year.

For schools wishing to undertake more than twelve such events in a year additional advice must be sought from The Mitigation of Risk Officer, contact details are provided below.

- e) The school will obtain evidence that hirer(s) have an up to date insurance policy (in line with a) above) and review the hirer's risk assessments etc before an application for use is considered, and the events checklist/notice form provided in this toolkit is completed and sent to Property & Facilities Management (P&FM) who will offer further guidance to ensure the event is appropriately managed.
- f) Completed forms must be sent to P&FM within the timeframe stated on the process map below using the Events on School Land Checklist Form (provided within this document and on Technology Forge). P&FM's advice and recommendations must be followed to ensure risks are minimised. Ultimate responsibility for any event will however be that of the Head Teacher (this duty holder responsibility cannot be delegated).
- g) The school will provide a competent named representative of the school to open and lock the building as well as to be on site at all times during any event involving the consumption of alcohol. This person will have the authority and ability to stop the event at any time if they consider a significant risk to people's safety or property exists.

- 15.5 CYPF reserve the right to appoint a competent person to inspect, without prior warning, any event involving the consumption of alcohol on school premises. If the appointed officer considers the event to be poorly organised/managed or is not run within the spirit of this guidance, as landlord Sheffield City Council will reserve the right to not allow such similar events to take place in its building/site in the future.
- 15.6 CYPF will hold the school personally accountable where it fails to ensure an event on a school site takes place in a safe manner, or where officers of the Council have serious concerns about events that have previously taken place.
- 15.7 Please refer to the table below for advice on Insurance and the Sale and or Consumption of alcohol.

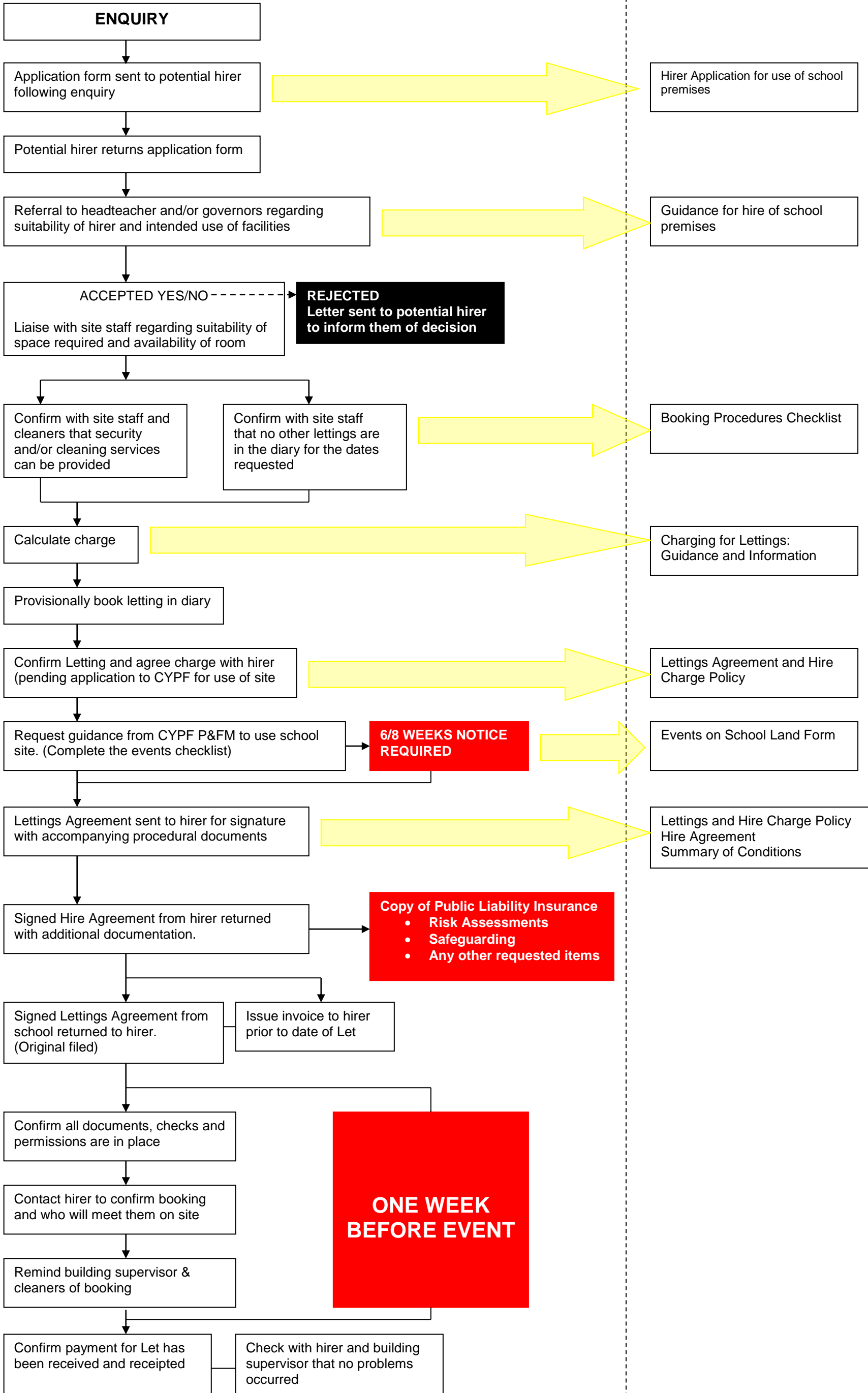
Community Use Building /Community Use Agreement	Provision of Alcohol	Insurance cover required
School does not have a community building with a Community Use Agreement	<p>The sale of alcohol is prohibited</p> <p>The consumption of alcohol is allowed within the parameters set out in para 15.4 of the toolkit</p>	Groups to obtain their own public liability insurance for £5million
School has a community use area (and agreement) which is situated in the main School	<p>The sale of alcohol is prohibited</p> <p>The consumption of alcohol is allowed within the parameters set out in para 15.4 of the toolkit</p>	<p>Groups to obtain their own public liability insurance for £5million</p> <p style="text-align: center;">OR</p> <p>School takes out its own Hirer Extension Policy for</p> <ul style="list-style-type: none"> • Individuals that do not have their own public liability insurance • The School must procure, pay for and manage the policy
School has a community use area (and agreement) which is not situated in the main School i.e. this is a standalone building within school grounds	The sale of and consumption of alcohol is permitted on the condition that written permission is obtained from the LA prior to the event taking place.	<p>Groups to obtain their own public liability insurance for £5million</p> <p style="text-align: center;">OR</p> <p>School takes out its own Hirer Extension Policy for</p> <ul style="list-style-type: none"> • Individuals that do not have their own public liability insurance • The School must procure, pay for and manage the policy

16 Related Legislation

Education and Inspections Act 2006
Section 27 of the Education Act 2002
Section 28 of the Education Act 2002
Section 102 of the Licensing Act 2003.
Section 16 of the Licensing Act 2003
Part Three, Section 98 to 100 of the Licensing Act 2003.
Sections 145 to 153 of the Licensing Act 2003.

Lettings Policy Process Map

Required Documents



Useful contacts

Query	Team	Phone Number	Email / Website
School Site Process	Property & Facilities Management – Assets Team (P&FM)	0114 273 5621	helpcypassets@sheffield.gov.uk
Events on School Land Checklist Guidance	Property & Facilities Management – Assets Team (P&FM)	0114 273 5621	helpcypassets@sheffield.gov.uk
Insurance & Risk Management advice	Insurance and Risk Team Mitigation of Risk Officer	0114 2053915	Insurance@sheffield.gov.uk
Keyholder Options advice (cleaning and security)	Insurance and Risks Team Mitigation of Risk Officer	0114 2053915	Insurance@sheffield.gov.uk
Advice on First Aid provision	Health and Safety Team	0114 273 4082	
Licensing advice	Licensing Dept	0114 273 4880	general.licensing@sheffield.gov.uk
City Wide Learning Body (CWLB) Information Centre (Formerly SchoolPoint)	Business Strategy Support	0114 273 5611	https://SchoolPoint.sheffield.gov.uk

PART TWO

INFORMATION FOR SCHOOL STAFF

This section contains support information and guidance for school staff

- Charging for Lettings – guidance and information
- VAT guidance
- Booking Procedures Checklist

CHARGING FOR LETTINGS – GUIDANCE & INFORMATION

- 1 Any lettings taking place in your school, especially outside of the normal school day will inevitably incur additional costs e.g. heating, lighting, cleaning costs, caretaker's overtime. These additional costs cannot be funded from your school budget and you must charge groups that hire your premises a sufficient amount to at least cover these costs. You may wish to add on a little extra to generate income for school funds. The guide to the law for Governors (January 2010) advises... "Overall community use must at least cover its own costs. Profits raised through community use of schools belong to the Local Authority on whose land the profits were made, but LAs may allow schools to keep the income they generate."
- 2 Heating – the breakdown given below shows the hourly figure of heating. This figure is based on heating the whole of the school and may be reduced if you can isolate the heating system to heat just the area being used, therefore the hourly heating figure can be omitted from any calculation made.
- 3 Caretaking & Cleaning – if more than one activity takes place at the same time, you can effectively reduce the caretaking costs of each letting, as long as the total caretaking and cleaning cost is recouped from all the groups. This could drastically reduce the cost to individual groups and encourage more use. The same can be done with heating and lighting costs where applicable.
- 4 The type of letting taking place will determine the cost of a caretaker's overtime.

A – LETTINGS

When a caretaker books an A-letting, they must be on site and supervise/work throughout the period of the activity.

B – LETTINGS

A B-Letting is when a caretaker opens/locks for a letting. The amount claimed should be based on the time taken for opening and preparing the building for the activity and for locking and securing the building afterwards.

- 5 Calculation Checklist: The following information will also be required to work out the costs of a letting:
 - Room to be used
 - Date required (for heat and light purposes)
 - Time
 - Hours of Use
 - Is it a one off hire?
 - Is it required on a frequent basis?
- 6 This information can be obtained from the Hirers Application Form (template provided in the Lettings Toolkit)
- 7 **EXAMPLE LETTINGS CHARGE CALCULATOR**

Costings provided by Property and Facilities Management Team Sept 2011. Prices cover financial year 2011/12.

Electricity (costs per hour):-

	Out of heating Season	*Heating Season
Hall/Sports Hall	£ 5.30	£ 10.55
Gym	£ 2.75	£ 5.30
Classroom	£ 1.45	£ 2.90

***Heating:** - charged during Heating Season Only £ 22.31 per hour

Caretakers Overtime: - £ 20.76 per hour

Following the Council's Equal Pay Review, there have been several changes to the way overtime is paid for caretakers. Generally all overtime is now paid at time and a half, although certain exceptions apply e.g. working shift patterns or on a bank holiday. Please refer to the guidance on the Sheffield City Council Internet site for more information.

Cleaning Costs:-

These should be calculated on the actual hourly rate required for any additional cleaning where applicable.

Policy Ref – 303

NOTES

*The heating season is from 1st October until 30th April the following year.

The costs of a caretaker's overtime can vary considerably. The figure of £20.76 is based on a typical 7 – 9 pm session. The cost, for example, of an activity on a Saturday from 9.00 am – 6.00 pm would be £157.73, making an hourly rate of just £ 17.52. The reason for the difference is that the opening and locking payment, which is built in, becomes a higher proportion for the short time. This figure also incorporates any on costs, i.e. superannuation.

The figures above are used below to provide an example of the charge for an A-Letting.

E.g. A letting in a school hall on a Friday evening in November from 7 – 9 pm could be calculated as follows:

Caretaker	2 hrs x 20.76 per hour	=	£ 41.52
Electricity	2 hrs x 10.55 per hour	=	£ 21.10
Heating	2 hrs x 22.31 per hour	=	<u>£ 44.62</u>
	Total Charge	=	<u>£ 107.24</u>

This does not take in to account any administration costs or income generation for school funds.

- 8 A B-letting applies when a caretaker unlocks the building for a letting and then locks up and secures the building afterwards. Unlike an A-letting, the Caretaker does not have to remain working/supervising the letting throughout the period of the activity.
- 9 Following the Council's Equal Pay Review, the way that B-lettings are paid has changed. When a caretaker has carried out the opening and locking duties for a letting, then they should claim the amount of time it has taken.
- 10 If a caretaker just claims a B-Letting without specifying the time worked, payroll will pay 15 minutes for unlocking the building and 15 minutes for locking the building. All payments will be made at time and a half.
- 11 Therefore a caretaker carrying out a B-Letting in a hall from 7 – 9 pm on Tuesday evening during heating season, spending 30 minutes opening and 30 minutes locking the building would be charged as follows:

Caretaker	1 hr x £20.76	=	£ 20.76
Electricity	2 hrs x £ 10.55	=	£ 21.10
Heating	2 hrs x £ 22.31	=	<u>£ 44.62</u>
	Total	=	<u>£ 86.48</u>

- 12 This does not take in to account administration costs or income generation for school funds.

VAT GUIDANCE

The following extract from the School Finance Manual (July 2011) outlines how you should treat VAT on lettings income.

"Standard Rated" - Charges attract VAT

- Short term lettings of sports facilities (except where it meets the criteria below);

"Exempt" - Charges do not attract VAT

- Letting of halls or rooms;
- Letting of facilities for sport and physical recreation where the following criteria are met:
 - A single letting which is for a period over 24 hours and the utilising party has exclusive control throughout the entire period; **OR**
 - There is a series of lettings to the same person over a period of time and the following criteria are met. The letting is:
 - For 10 or more sessions;
 - For the same sport or activity;
 - At the same establishment;
 - Has an interval of at least one day and not more than 14 days between sessions;
 - Let out to a school, club, association or organisation representing affiliated clubs or constituent associations (e.g. a local league);
 - Available for exclusive use to the utilising party during the sessions;
 - Paid for as a whole.

There must be written evidence in the form of some mutually binding agreement or contract that the lettings will be paid for as a whole. A formal agreement, exchange of letters or an invoice issued in advance requiring payment for the sessions specified on the invoice would be sufficient evidence.

If the above criteria are not met then the letting of facilities for sport and physical education will be standard rated.

For schools that operate community Sports Centres, please go to Sports Centres & VAT on Charges in the finance manual for further information on VAT on lettings.

For schools that operate in conjunction with a city learning centre, please see the suggested Lettings Matrix in the finance manual.

The School Finance Manual (July 2011) is available on the City Wide Learning Body (CWLb) Information Centre: <https://SchoolPoint.sheffield.gov.uk/>

BOOKING PROCEDURE CHECKLIST FOR SCHOOL OFFICE STAFF

1. Issue application form, summary conditions of use document, and any other relevant school policies on school use to potential hirer
2. Receive completed application form from hirer
3. Refer form to Headteacher and or governors to assess suitability of applicant and approve/reject the letting request
4. **If application approved** confirm availability and suitability of premises (based on hirer's requirements) with the building supervisor
- 4a. **If application rejected** write to applicant advising that unfortunately a letting cannot be offered to them
5. Confirm availability of building supervisor and or cleaners to provide opening/closing of site, security and cleaning as required
6. Send events on school land checklist to CYPF (Assets team) for further guidance on running an event safely and or contact School Food Service if school kitchens are required.
- 6a. If alcohol is to be involved in a letting ensure the hire complies with all parts of section 15 of this toolkit
7. Book letting in diary and notify all appropriate staff
8. Issue letting agreement for signature, and any other relevant school documents or conditions of use to hirer
9. Obtain signed letting agreement and copy Public Liability Insurance Certificate, any risk assessments or child protection/safeguarding documents etc required from hirer, well in advance of date of first letting. Retain original signed agreement, and copies of other relevant documents in lettings file, and return a signed copy agreement and other documents back to hirer.
10. Issue invoice for payment of letting in advance of start date of hire period.
11. One week before first letting reconfirm letting with hirer (by phone) and with building supervisor & arrange time/date for named person to receive emergency procedures induction by building supervisor
12. Confirm payment for letting(s) has been received and receipted
13. After the first letting check with hirer and buildings supervisor that no problems have been encountered
14. One half term before a letting is due to end, (per the hire agreement), review letting and confirm if letting is to be renewed if so issue new letting agreement and follow steps 5 onwards.

PART THREE

LETTINGS DOCUMENTS TO BE COMPLETED BY SCHOOL / THE HIRER

This section contains copies of the forms to be completed by the hirer/school

- Hire Application for the use of school premises
- Events on school land checklist
- Summary of conditions for booking of school premises
- Hire Agreement
- Contact numbers
- Check list for working with extended school providers

HIRER APPLICATION FORM FOR THE USE OF SCHOOL PREMISES AT NETHER GREEN JUNIOR SCHOOL

This form **must** be completed by the person responsible for the proposed hire of school premises. You **must** provide as much information as possible. Completion of this form **does not** guarantee the letting will be accepted. Further documents may be requested before any letting commences.

Accommodation Required	Time		Dates	Total Hours per week	Reason for hire
	From	To			

Name & type of organisation:

Contact name, address and phone number:

Estimated number of adults present:

Estimated number of children (under 14) present:

Will any licences (e.g. performing rights) be required? **YES/NO**

Do you have Public Liability Insurance in place? **YES/NO (Value £ million)**

Will you be providing a qualified first aider(s)? **YES/NO**

Will you require any furniture moving, cleaning undertaken, or special equipment, if yes please list below:

How many people will be supervising the event?

If appropriate have these people had CRB checks? **YES/NO/NA**

Any other information relevant to your application:(e.g. what is the event for, is alcohol involved etc)

<p>School Use: Letting Approved/Rejected (delete as applicable)</p> <p>By: G Fidler _____</p> <p>Date: _____</p> <p>Cost per Letting £ _____</p> <p>Invoice & Letting Agreement issued date:</p>	<p>Checked by member of senior staff - Headteacher or deputy Headteacher</p> <p>Checked by (sign)</p> <p>Print name</p> <p>Role</p> <p>Date</p> <p>Note until this agreement has been signed off by the senior member of staff no lettings agreement should be issued</p>
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Section 4 First Aid Provision

For legal reasons all events staged on Council land must provide at least two equipped First Aiders. In some cases additional first aid provisions may be needed. For more information contact the Health and Safety team tel: 273 4876).

Names of qualified First Aiders who will attend the event

Section 5 Employee and Public Liability insurance

The required minimum indemnity levels are £10m for Employers Liability and £5m for Public Liability.

*Does the organiser named in Section 2 have this level of cover?
Yes / No*

Section 6 Alcohol at Events (see notes below)

- For policy on the **sale of alcohol** please refer to Section 15
- For policy on **consumption only** please refer to Section 15
- For information on insurance requirements please refer to the table
- **If alcohol is to be sold at the event (community use buildings only) a licence will be required. (not available at Nether Green Junior School)**

Will alcohol be **on sale** at the event? Yes / No

Will alcohol be **consumed (but not sold)** at the event (within the parameters set out in para 15 of the Lettings Toolkit)? Yes/No

Section 7 Entertainment

If the event involves any of the following a licence may be required.

Will the event involve:
Recorded music Yes / No

Live music Yes / No

Public address/sound system Yes / No

Other performances Yes / No

Type of other performance:

Section 8		Temporary structures	
Will the event involve any of the following:			
<i>Marquee(s)</i>			Yes / No
<i>Tiered seating</i>			Yes / No
<i>Staging</i>			Yes / No
<i>Small tents and gazebos</i>			Yes / No
<i>Other temporary structures</i>			Yes / No
Type of other temporary structure:			
Section 9		Crowd control	
<i>Will stewards be provided for the event?</i>			Yes / No
<i>Will fenced areas and barriers be provided for the event?</i>			Yes / No
<i>Will car parking be provided for the event?</i>			Yes / No
Section 10		Services	
<i>Will toilets be provided at the event?</i>			Yes / No
<i>Will generators be used at the event?</i>			Yes / No
<i>Will the event use mains water, electricity or other supplies from the school site?</i>			Yes / No
Section 11		Inflatable equipment	
<i>Will the event involve inflatable equipment?</i>			Yes / No
Section 12		Trade and entertainment	
<i>Will catering be provided for the event?</i>			Yes / No
<i>Will the event involve traders or trading stalls?</i>			Yes / No
<i>Will the event involve fairground rides?</i>			Yes / No
<i>Will the event involve pyrotechnics? (eg fireworks or a bonfire)</i>			Yes / No
<i>Will the event involve lighting or lasers?</i>			Yes / No

Section 13 Admission charges and prices			
Adult	Child	O.A.P.	Other
Section 14 Site Plan			
Please provide a site plan indicating the area in which the event will be held.			
Section 15 Promotion and publicity			
Please explain how you plan to attract attendees to your event, e.g. word of mouth, posters, websites, etc.			
Section 16 Other information e.g. event history & charity work			
Section 17 DECLARATION			
I have completed the checklist which provides an accurate description of the planned event.			
Signature: Date:			

What will happen next?

- You will be contacted by a Senior Premises Officer if we require more information on the questions where you have answered “Yes”
- You or the event organiser may need to obtain specific consent for some activities eg the sale of alcohol, if live music is to be played, if you are selling things, and may need to complete an additional form.
- Ultimate responsibility for the safe running of an event is the head teachers however we will offer support and guidance to help support your school.

Property & Facilities Management Services will hold and use the information provided during this process as it deems appropriate.

HIRE AGREEMENT

Between

NETHER GREEN JUNIOR SCHOOL ('the school')

And

_____ ('the hirer')

This agreement will run from _____ until _____
Unless otherwise amended, altered or revoked.

By signing this document you are agreeing to comply with the schools conditions of booking school premises (attached) and any other documents or guidance supplied to you by the school and or its staff.

1. AREAS OF THE SCHOOL PREMISES & EQUIPMENT, INCLUDED IN HIRE

- 1.1 (Specify rooms/areas/equipment included in hire here)
- 1.2 Use of the WC facilities will be as indicated by the Headteacher

2. PURPOSE OF HIRE

- 2.1 (Specify purpose of hire given on booking form)

3. DAY(S) & TIME(S) OF HIRE

- 3.1 The areas and or equipment stated in 1 above are to be used solely for the purpose/s stated in 2 above, only between **(insert times)** on **(insert days or dates)** during term time only.
- 3.2 The building supervisor **will/will not** open and lock the building before and after use.
- 3.3 The hirer must vacate the school site by **(insert time)**.
- 3.4 If the facilities are not available for whatever reason the school will try to offer an alternative venue/day/time by prior agreement with the hirer. The school will not be responsible for any loss sustained by the hirer in the event that the facilities are not available.

4. COST OF HIRE

- 4.1 The premises and or equipment detailed in 1 above are hired at **(insert rate applied)** (known as the "hire charge").
- 4.2 This hire charge will be reviewed by the school one half- term before the end of the current agreement where applicable.
- 4.3 Invoices for the forthcoming half term letting period will be issued by the school in advance of the start date of the letting; payment is expected from the hirer within **(insert period)** days of the invoice date.

- 4.4 **Credits for failure by hirer to use facilities will not be given.** Failure to settle the account by the due date will terminate the hire agreement. In the event that the hirer does not agree with an invoice issued, please contact the school office immediately.

5. SECURITY & CLEANING ARRANGEMENTS

- 5.1 It is the hirer's responsibility to ensure the security of the area and any equipment they are using in connection with the letting. The hirer will comply with any request by the school building supervisor to keep doors/windows/gates closed and or locked.
- 5.2 The hirer is responsible for the safety/security/behaviour of those attending the letting, and their belongings and equipment.
- 5.3 The Headteacher, or his or her representative, retains the right to refuse admission to any person without giving a reason for doing so and may similarly request any person to leave the premises.
- 5.4 Cleaning of the area stated in 1 above **is/is not** included within the cost of this agreement.
- 5.5 Where cleaning is not included in the hire charge, it will be the hirer's responsibility to ensure the areas used are left in a clean and tidy manner. If the areas are not cleaned to the satisfaction of the school the hirer will reimburse the school such sum as may, in the opinion of the Headteacher, be reasonable to cover the cleaning costs.
- 5.6 The school has the power to inspect any areas occupied by the hirer during the period of the hire to satisfy its self that all appropriate procedures are followed.

6. SALE OF AND CONSUMPTION ON ALCOHOL

- 6.1 Where a school does not have a separate Community Building with a Community Use Agreement, **the sale of alcohol is prohibited.**
- 6.2 Where a school has a Community Use agreement and a designated Community Use Area which is situated in the main School, **the sale of alcohol is prohibited.**
- 6.3 In certain circumstances and at certain events the school may permit the consumption of alcohol, this is within strictly defined parameters and requires the approval in advance of the local authority.
- 6.4 Where a school has a community building separate from the main body of the school i.e. a standalone building; **the sale of and consumption of alcohol is permitted** on the condition that written permission is obtained from the LA prior to the event taking place.
- 6.5 In instances detailed at 6.3 and 6.4 above the sale of, and or consumption of alcohol may be permitted but could be subject to an application for a Temporary Events License pursuant to Part Three, Section 98 to 100 of The Licensing Act 2003, it is the responsibility of the hirer to check if this is required.
- 6.6 Hirers must state their intention to sell and/or consume alcohol on application for hire of School Premises.

7. STORAGE FACILITITES

7.1 No storage facilities are provided unless otherwise stated in this agreement. The school will not be held responsible for damage to or loss of hirer's personal belongings or equipment.

8. EQUIPMENT

8.1 All fixtures and fittings are the property of the school and are not included in the cost of hire unless specified in 1 above.

8.2 The hirer must not bring on to site their own equipment or electrical appliances without prior consent from the Headteacher. Any electrical equipment must be PAT Tested prior to use on school premises.

8.3 The hirer will be financially responsible for any damage caused to school property or equipment or caused by the hirer's property or equipment during the hire period.

9. SAFETY

9.1 The hirer will be responsible for the behaviour and safety of all those involved with and attending any meeting or event held during the period of hire.

9.2 The hirer will provide adequate first aid provision and supervision and or attendants.

9.3 The hirer is responsible for ensuring he/she is familiar with how to raise the fire alarm and where the exits and evacuation points are. All fire exits and fire escape routes are to be kept clear at all times.

9.4 Where the letting involves the use of facilities by children or babies the hirer must satisfy the school that appropriate safeguarding procedures are in place.

9.5 Hirers should ensure they undertake and provide to the school appropriate risk assessments and any other documentation required by the school in advance of the letting.

9.6 Any accidents or incidents must be reported to the building supervisor or school office immediately.

9.7 No vehicles are permitted on to the school site unless prior agreement has been given by the Headteacher.

9.8 The hirer must not bring any hazardous or dangerous substances on to site. No smoking or gambling is allowed on the school premises as part of the letting.

9.9 Where the school kitchen/cooking/catering facilities are included in clause 1 above, the hirer must ensure that children are NOT allowed in those areas at any time.

10. INSURANCE AND OTHER LEGAL REQUIREMENTS

10.1 The City Council does not provide insurance for hirers against personal injury, accident or loss/damage to personal property. The hirer must have their own public liability insurance in place to provide a minimum third party indemnity **of £5 million**. The school will require a copy of the policy document as evidence cover is in place before a letting begins.

10.2 It is the hirer's responsibility to comply with any legal requirements and obtain any necessary consent. The hirer will be fully responsible for obtaining any licences or any other permission required, providing that no such application will be made without the prior approval of the school.

10.3 Where the kitchen/cooking/catering facilities are included in clause 1 the hirer must have a valid basic food hygiene certificate which must be made available to the Headteacher for inspection prior to the hire period.

11. TERMINATION

11.1 This agreement can be terminated by the school or hirer by giving **(insert period of notice to be given)** notice in advance, unless the hirer is in breach of this agreement, in such an instance the school can terminate this agreement without notice.

12. REVIEW OF TERMS OF AGREEMENT

12.1 The school reserves the right to review the terms and charges of this agreement from time to time; any changes will be notified to the hirer in writing.

13. ANY OTHER RELEVANT INFORMATION

13.1 (Insert any other conditions of hire in this section or delete if not applicable)

We the undersigned agree to abide by this agreement.

SIGNED ON BEHALF OF THE SCHOOLG Fidler

POSITION AT SCHOOL:Building officer

DATE:.....

SIGNED ON BEHALF OF HIRER:

NAME AND POSITION:

DATE:

EMERGENCY CONTACT TELEPHONE NUMBERS FOR HIRERS/SCHOOL

Information		Notes
Name of Hirer – responsible for letting		Note this person must remain on premises for all of letting time
Contact number of hirer		Note the hire must be available on this number
Name of school member of staff on site	Gary Fidler	Note if Mr Fidler is not available for a session the hirer will be notified of the change of school staff responsible
Contact number of member of staff		
Role of staff member	Buildings officer	
Building Officer (landline):	G Fidler	0114 2301314
Building Officer (Mobile):	G Fidler	07749353752
Head Teacher or other Senior Manager:	Mrs S Jackson	Contact via office or buildings officer
School Main Office:	0114 2302461	Main contact – Miss S Stiles
Other Contacts (if applicable):		

NETHER GREEN JUNIOR SCHOOL

Check list for working with extended school activity providers.

The following checklist will be shared with the hirer to check all procedures are in place to ensure the health and safety of the children.

CHECKLIST FOR EXTENDED SCHOOL USERS PROVIDING ORGANISED ACTIVITIES FOR THE CHILDREN

Club/organisation Dates running

Action	In place	Notes
Before the letting takes place		
Check copies of documents given to the school		
1. Safeguarding policy / procedures	1	
2. CRB's	2	
3. Health and Safety requirements – risk assessments	3	
4. Public Liability insurance	4	
5. References	5	
6. Complaints policy	6	
Has the site been checked for suitability? Access etc		
Check toilets to use have been identified?		
Has the hirer read and returned the lettings policy?		
Check the hirer understands they have full responsibility for any support workers with them		
Emergency procedures should be shared with the hirer		
Check the hirer has appropriate training		
Check – hirer has appropriate child protection training		
Check - All those involved with the hire have a good awareness of safe practices when working with children.		
Ensure parent(s)/carer(s) have been informed adequately about the coach/volunteer.		
At the time of and during the letting		
Check that the hirer knows they are responsible for		
• Registering the children		
• Collecting necessary information about the children e.g. medical/contact telephone number		
• Ensuring they are collected safely at the end of the session (children are the responsibility of the organiser)		
• Contacting/liasing with parents/carers if there is a need		
• Behaviour of the children		
• Tidying the class room after use		
• Disposing of any large amounts of rubbish		
First aid will be the responsibility of the hirer – they must let the school know that they are qualified in this area		
Check the hirer knows they must sign in and out for each session		
Check the hirer knows they must have a practice fire drill and arrange date/time with them		
Report any issues to the appropriate person – usually the head teacher.		
Note any child protection issues must be reported to the CPLT in writing.		

We agree that we have fulfilled all the obligations above and will work within the guidelines.

The hirer/organiser

Print namePosition

Sign Date

The school

Print nameG Fidler.....Position Building officer.....

SignDate

PART FOUR

OTHER DOCUMENTS PROVIDED FOR HIRER

This section includes the following:

- Summary of Conditions - hard copy
- Procedures and risk assessments –hard copy
- Parking
- Sports hall
- School health and safety policy – available on school website
- School lettings and charge policy – available on school website
- Equal opportunities statement – available on school website
- Safeguarding information- hard copy and additional information on school website
- Charging policy – available on school website
- School complaints policy – available on school website

In order to save resources some of the documents are not automatically provided as a hard copy but can be found electronically on the school website. If hirers would like a printed out copy please ask at the school office. (A charge to cover photocopying may be charged.)

SUMMARY OF CONDITIONS OF BOOKING SCHOOL PREMISES FOR HIRERS

The letting is permitted by the school and its governing body on the understanding that the following rules, procedures and any specific school policies provided to you are adhered to at all times. The school & its governing body ('the school') reserve the right to refuse any application to hire facilities without reason to the hirer if they feel such a letting is not in the interest of the school. The person(s) signing the lettings agreement on behalf of the hirer ('hirer') are personally responsible for ensuring these terms and conditions and any other appropriate school policies and procedures are fully complied with.

1. Fire Regulations

On arrival at the premises you are hiring, acquaint yourself immediately with the buildings supervisor or other responsible person; they will then point out to you the following:-

- FIRE EVACUATION PROCEDURE & ASSEMBLY POINT
- FIRE DOORS & FIRE APPLIANCES
- TELEPHONE & EMERGENCY CONTACT DETAILS

In the event of a fire dial 999 – Evacuate the building immediately closing all doors and windows and if possible turning off any electrical appliance in use, assemble at the designated evacuation point. After raising the alarm you must speak to the named contact provided to you by the school to advise them of the incident.

It is your responsibility to have a register of attendees at your event and take a roll call to see that everyone is out of the building. If anyone is missing, advise the Fire Brigade immediately upon their arrival.

REGULAR LETTINGS – all hirers should hold a fire drill at least once per term. This will be arranged by the school buildings supervisor. Arrangements will then be made to record that a drill has taken place in the Fire Precautions Log Book held on site. The school will have a fire risk assessment in place; you can see this if you wish too.

Hirers must advise the school of estimated numbers of persons attending the event as part of their letting, rooms/halls etc. have a maximum occupancy limit for fire safety & evacuation purposes the number of occupants agreed by the school & hirer MUST NOT be exceeded.

2. Flammable Substances

Except with the prior express permission of Children & Young People Service (CYPF) in writing and subject to any conditions which may be attached to such consent, cylinders of compressed gas, explosives or highly flammable substances (including canisters of liquefied petroleum gas) shall not be brought into or stored or used on the school premises. Special effects and the use of pyrotechnics also require special written permissions from CYPF.

3. Alcohol

Where a school does not have a separate Community Building with a Community Use Agreement, the sale of alcohol is prohibited. Where a school has a Community Use agreement and a designated Community Use Area which is situated in the main School, the sale of alcohol is prohibited. However the limited consumption of alcohol within defined parameters may be allowed in certain circumstances (refer to section 15)

Where a school has a community building with community use agreement, separate from the main body of the school i.e. a stand alone building; the sale of and consumption of alcohol is permitted on the condition that the appropriate licence and written permission is obtained from the LA prior to the event taking place.

There are two routes for obtaining a license to sell alcohol on School Premises.

- (a) Section 16 of the Licensing Act states that “the proprietor of an educational institution” may apply for a license to sell alcohol on site.
- (b) The sale of, and consumption of alcohol is permitted subject to an application for a Temporary Events License pursuant to Part Three, Section 98 to 100 of the Licensing Act 2003.

It is illegal to sell or supply alcohol to children (persons under 18 years of age). In both instances the School and the Local Authority must comply with the law relating to the sale of alcohol to children and consumption of alcohol by children in accordance with Sections 145 to 153 of The Licensing Act 2003.

4. Drugs, Smoking & Gambling

The taking of drugs or smoking is not acceptable at any time, by anyone on a school site involved in any type of school letting. Therefore drugs must not be brought on to, sold or taken on school premises. All school sites are designated no smoking. Gambling is not permitted under the terms of the letting agreement.

5. Performing Rights Society

Application must be made to this society where copyright material is to be used; it is the hirer's responsibility to comply with all appropriate laws.

6. Licenses:

A licence may be required for certain events (e.g. car boot sales, music or singing events, plays or dancing), it is the hirers responsibility to ensure they have any appropriate licence in place and follow its requirements. **If in doubt please contact the Licensing Department of Sheffield City Council for further information on 0114 2734880.**

7. Employment of Children:

A child is anyone who is under compulsory school age. Where such a young person is employed (i.e. working for an activity that is carried out for profit) even if the child is not paid, strict child employment laws apply and certain permits and licences may be required. If you suspect a hirer may 'employ' children as part of an activity on school land please contact inclusion and learning service for advice or visit the child employment pages at www.sheffield.gov.uk. A hirer without the appropriate permits can invalidate their public liability insurance cover and must not be allowed use of school premises or land.

8. Safety:

Hirer must notify the buildings supervisor in advance if any movement of school furniture or equipment is required. Hirers must NOT move school property or furniture themselves.

The hirer is responsible for the supervision, behaviour and safety of those attending any event they hold, this includes the management of vehicles on and around the site, minimising trip and slip hazards, crowd control, providing the appropriate number of attendants, noise levels and general behaviour. Addressing these and any other safety issues should form part of the hirers risk assessment for the event or activity.

The hirer must not bring their own equipment on to site without the permission of the Headteacher, in addition to permission from the Headteacher any electrical appliances must be PAT tested.

The hirer must familiarise themselves with any safety requirements and all appropriate policies, procedures and risk assessments provided by or available upon request from the school.

It is the hirer's responsibility to provide adequate (qualified) first aid for the event. The hirer must report any accidents, incidents or building defects to the building supervisor immediately.

Use of school cooking and catering facilities is not permitted unless prior written consent from CYPF School Food Service has been received. Where consent is obtained the hirer must have a valid basic food hygiene certificate. Children must NOT be allowed in kitchen areas at any time.

NOTE: The school may require evidence of an organisation's safeguarding procedures & Criminal Records Bureau Checks for those lettings involving activities with young persons or vulnerable adults.

9. Use of Premises

The hirer must only use those areas of the school detailed on their letting agreement and must not use the premises for political purposes, put up posters, notices or displays without the Headteacher's permission or undertake any activity which contravenes the schools equal opportunities policy. Parking on the site is not permitted unless stated in the letting agreement

The school reserve the right to terminate the letting agreement without notice if it considers the conditions of booking have been breached in any way.

10. Transfer of Hire

The hirer shall not transfer his/her agreement with the school to another party under any circumstances.

11. Accounts, Holidays & Cancellations:

Accounts for lettings will be issued by the school as agreed in the terms of the lettings agreement. It is advised that schools raise accounts in advance of the letting period. **Credits for failure to use facilities will not be allowed.** Failure to settle the account by the due date can invalidate the letting agreement and mean the letting is terminated with immediate effect. If you do not agree with an account, please contact the school office immediately. If the school are unable to honour the letting for any reason, an alternative date or venue will be offered. Lettings are not normally permitted during school holidays unless specific agreement has been obtained in advance from the Headteacher. The school governing body can without notice terminate this agreement if the hirer breaches the terms of the letting agreement. Charges for hire of facilities will be reviewed annually by the school governing body & any changes notified to hirers in writing.

12. Cleaning/Security/Use of Kitchen:

Unless otherwise indicated you must not use the school kitchen. Unless otherwise stated on your letting agreement responsibility for cleaning areas used after a letting will be that of the hirer. Hirers are responsible for their own personal security & property and ensuring the security of the school building is not compromised, hirers should ensure any windows/doors/gates etc are kept closed and or locked as instructed by the building supervisor. The building supervisor will be responsible for opening and closing the building and setting the alarm unless otherwise indicated.

13. Insurance

The City Council does not insure hirers against personal injury, accident or loss or damage to personal or 3rd party property. The hirer shall be responsible for indemnifying the school by obtaining and paying for public liability insurance. The school will require proof insurance is in place before a letting is agreed. The hirer will also be held financially responsible for any damage he/she or his/her agents or guests cause during the letting to school premises or property.

Procedures and risk assessments: Parking Procedures

PARKING PROCEDURES AT NETHER GREEN JUNIOR SCHOOL



Only authorised vehicles may park on the school grounds. To be authorised the driver must be

- A member of the school staff
- Be working on the school site and have permission from either the Headteacher or buildings supervisor
- Be delivering goods to the school
- Be a driver for Chartwells collecting school lunches for delivery
- Be hiring the school and have permission from either the Headteacher or buildings supervisor

Note - Parents/carers are asked not to use the school car parking area

For the safety of the children in school we ask that all drivers follow the procedures below:

- Movement is not allowed whilst children out at play unless in special circumstances in which case adults will closely supervise
- Car parking spaces are marked appropriately and cars must park within allocated spaces
- Procedures are in place to manage vehicles carrying out reversing manoeuvres please see buildings supervisor for support in this process
- Vehicle movement is restricted at key times i.e. beginning and end of the school day etc. Movement is not allowed in either car park at the end of the school day and in the car park not near the main entrance from 8.30 to 9 am
- Users must not block the routes which would be used by emergency vehicles
- Access to parking on the driveway is not available during school times.

Procedures and risk assessments: Sports Hall Use

Risk Assessment

Sports Hall – using for extended school activities

Hazards/Concerns	Control measures
Ensuring school staff know you are in school	<ul style="list-style-type: none">• Introduce yourself at the school office every time you arrive• All visitors to school must sign in the visitors book and sign out when they leave• Ensure you introduce yourself to the buildings officer• Ensure you introduce yourself to the head teacher or appropriate member of staff
Not wearing appropriate footwear	<ul style="list-style-type: none">• All staff and children must wear none outdoor shoes or have bare feet•
Using changing rooms Supervision Accidents whilst changing	<ul style="list-style-type: none">• Staff should ensure they keep an eye on children changing• Staff should ensure they know where children are at all times• Staff should be clear about the expectations of behaviour with the children
Children misbehaving	<ul style="list-style-type: none">• Staff should ensure high expectations are maintained• If a child is extremely poorly behaved this must be reported to school staff and the children's parents• If it is felt that a child's behaviour is putting others at risk they should be asked not to come to the activity
Accidents	<ul style="list-style-type: none">• Avoidance systems to be put in place• No jewellery to be worn for physical activities• Staff to ensure children have a drink available for the children (water)• Staff should only use the school apparatus/equipment if trained and the school have been informed/asked• Any concerns about the state of the building must be reported to the buildings officer• The first aid kit is located in the entrance foyer• If any children do have accidents parents and school staff should be informed• Staff should ensure they have emergency contact information• Staff should ensure they are aware of children's allergies/medical needs/special educational needs.• Any serious injury requiring hospital treatment must be recorded in the school accident book
Supervision	<ul style="list-style-type: none">• Children should be supervised at all times

	<ul style="list-style-type: none"> • A register must be taken at the beginning and if children are absent staff should try to find out the reason and check with school office if necessary • A register should be taken of how children will get home • At the end of the session staff should make sure children go home as indicated by their parents Children must not be left unsupervised if parents are late etc.
Hire of building	<ul style="list-style-type: none"> • Staff should ensure they are aware of the lettings policy/school health and safety policy/ and complete the check list for school hirers
Staffing	<ul style="list-style-type: none"> • All adults working with children must have an enhanced CRB check and give a copy in at the school office • All staff must be aware of child protection procedures any concerns must be reported to the school CPLT (Mrs Jackson) • On the first visit supervising staff make a pre appointment with the appropriate member of staff and should arrive early this will ensure they can share any information necessary
Emergencies	<ul style="list-style-type: none"> • Any emergency situation – the staff should inform the buildings officer and contact the headteacher (her home number can be obtained from the buildings officer if needed) • Fire – staff should ensure they are aware of what to do in a fire and have a register of all children.
Parking	<ul style="list-style-type: none"> • Parking is very limited in and around the school. If parking is required for the running of the club etc. (e.g. as heavy equipment needs to be brought into the school) this should be arranged well before the starting date with the school. • Staff should be aware that cars should not be entering or leaving the school car park around the start and end of the school day 8.30 am to 9.10 am and 3.20 pm to 3.50 pm