St. Peter & St. Paul CE Primary School, Burgh-le-Marsh
"Striving for excellence together in a caring Christian community."
RESPECT COMPASSION COURAGE

LETTINGS POLICY

Responsibility: Governing Body
Approved: November 2017
To be reviewed: Every 2 years or earlier if legislation/authority guidance changes.
Reviewed: Sept 2024, Sept 2025, Sept 2026 (strengthen safeguarding, health and safety, inclusion, governance, insurance, security and operational compliance whilst aligning with the school's Christian ethos and statutory responsibilities)

1. Introduction and Definitions

The school will let out its premises and facilities to external bodies for use outside school hours, whilst recognising that the school and Governing Body have a responsibility to maintain the premises and secure value for money in support of educating children.
A letting may be defined as any use of the school premises (buildings and grounds) by either a community group or a commercial organisation. Activities which fall within the corporate life of the school, such as PFTA meetings and events and extra-curricular activities organised by the school, are not considered lettings.
Some activities may be deemed inappropriate for lettings as they are either already well provided for within the local community, are incompatible with the school's Christian ethos, or cannot be accommodated safely within the school's facilities.
Lettings will be considered in light of the school's Christian ethos and statutory duties, including safeguarding, equality and SEND responsibilities. Where possible, community lettings which support inclusion, wellbeing and local engagement will be encouraged, provided they do not compromise the safety, security or core educational purpose of the school.

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2. Premises

Each letting request must state the areas of the school and facilities required. Areas not specifically included within the booking will be deemed out of bounds.
The school office, Headteacher's office and areas containing confidential records will not normally be available for hire.
Access to the school must always be arranged in advance, with opening and closing times strictly adhered to. The security of the site is the responsibility of the hirer during the agreed hire period.
Keys, access fobs or access codes will not normally be issued to hirers without the prior approval of the Headteacher. The school will determine whether site opening and closing will be undertaken by school staff or by the hirer's nominated responsible person.
Where responsibility for opening and closing is delegated to a hirer:
• appropriate training in site procedures must be provided;
• a site handover checklist must be completed;
• where activities involve children, safeguarding requirements, including DBS checks where appropriate, must be satisfied.

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3. Health, Safety and Safeguarding

Each letting must have a named responsible person who is accountable for health and safety throughout the hire period.

The responsible person must:
• be over 18 years of age;
• have access to a mobile telephone;
• remain on site throughout the hire period;
• ensure appropriate supervision arrangements are maintained at all times.
Hirers must submit a written risk assessment at least 7 working days prior to the first hiring. The risk assessment must cover:
• activities being undertaken;
• safeguarding arrangements where children are involved;
• supervision arrangements;
• emergency procedures;
• equipment being brought onto site.
All portable electrical equipment brought onto site must have a valid PAT certificate and be visually inspected before use. The school reserves the right to prohibit the use of any equipment considered unsafe.
Hirers must:
• appoint a suitably qualified first aider for the duration of the activity;
• provide their own first aid kit appropriate to the activity;
• provide the school with the name and mobile number of the designated first aider before the hire commences.
On arrival, the responsible person will be briefed regarding:
• fire exits and assembly points;
• emergency evacuation procedures;
• emergency contact arrangements;
• first aid provision;
• the location of the defibrillator, where available.
Any spillages, particularly bodily fluids, must be cleaned in accordance with health and safety requirements. Clinical waste may be disposed of in designated school clinical waste facilities where agreed.
All accidents, incidents and near misses occurring during the hire period must be reported to the school within 24 hours and recorded using the school's accident reporting arrangements.
Where the letting involves regulated activity with children, including repeated or unsupervised contact, the hirer must provide:
• evidence of enhanced DBS checks for relevant staff and volunteers;
• a safeguarding policy;
• details of the designated safeguarding lead;
• safeguarding reporting procedures.
The school reserves the right to verify safeguarding documentation before the first letting takes place.
For one-off supervised community events where no regulated activity takes place, the Headteacher will determine whether DBS checks are required.

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4. Charges and Payment

Scale of Charges

The Governing Body is responsible for setting charges for the hire of school premises and will ensure that the school budget does not subsidise non-school activities unless specifically authorised.

The Governing Body will approve a published scale of charges which will be reviewed annually and made available via the school website.
In setting charges, the Governing Body will seek to ensure:
• parity of treatment between similar users;
• recovery of costs incurred;
• consideration of relevant local authority guidance.

Discounts

The Headteacher may approve discounts or subsidies in exceptional circumstances, taking account of community benefit, inclusion and alignment with the school's ethos.
Any discount or subsidy approved must be recorded together with the rationale and reported termly to the Finance Committee.

Minimum Charges

The minimum hire period will be one hour.

Deposits

The school reserves the right to require a refundable deposit to cover potential damage, additional cleaning, security costs or other expenses.

Payment

Payment for individual bookings must be made in full before the hire period commences.
Payment for recurring bookings will normally be payable termly in advance.
A receipt will be issued for all payments received.
Deposit return arrangements and cancellation charges are detailed within this policy and associated booking documentation.

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5. Cancellations

Cancellation by the Hirer

• More than 28 days' notice: full refund of hire fee and deposit.
• Between 7 and 28 days' notice: 50% refund of hire fee. Deposit retained.
• Less than 7 days' notice: no refund.

Cancellation by the School

The school reserves the right to cancel any letting.
Where cancellation is not connected to the conduct of the hirer, the school will refund all fees and deposits paid but shall not be liable for any consequential losses incurred.
The school will endeavour to provide as much notice as possible.

Force Majeure

Neither party shall be liable where circumstances beyond reasonable control prevent the letting taking place.
Where practical, the parties will seek to rearrange the booking.

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6. Management and Administration of Lettings

The Governing Body delegates day-to-day responsibility for lettings to the Headteacher.
The Headteacher may delegate operational administration of bookings to appropriate members of staff whilst retaining overall responsibility for compliance with this policy.
The Headteacher will provide termly reports to the Finance Committee including:
• number and type of lettings;
• income and expenditure;
• discounts or subsidies awarded;
• safeguarding checks completed;
• incidents, accidents and complaints;

• cancellations;
• breaches of conditions of hire.

This policy will be reviewed every two years, or sooner where legislation or guidance changes. The review process will include consideration of equality impact.

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7. Considering Applications for Lettings

Applications should be made to the Headteacher using the school's booking form.

The Headteacher will consider:

• interference with school activities;
• priorities agreed by the Governing Body;
• availability of facilities and staff;
• safeguarding requirements;
• health and safety considerations;
• qualifications or experience of instructors;
• accessibility and inclusion requirements;
• compatibility with the school's Christian ethos.

The school is committed to equality of opportunity and inclusion. Hirers should identify any accessibility requirements at the point of application.

The school will not approve lettings which conflict with its Christian ethos, safeguarding obligations, statutory equality duties or which unlawfully discriminate against persons with protected characteristics.

If there is any doubt regarding a booking application, the Headteacher will consult the Chair of Governors.

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8. Issuing a Lettings Contract

Once approved, hirers will receive written confirmation along with a copy of the Conditions of Hire.

No letting will be deemed confirmed until:

• the booking form has been completed;
• the Conditions of Hire have been signed;
• any deposit or fee due has been received;
• all required safeguarding and insurance documentation has been provided.

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9. Security

The Headteacher will determine appropriate site security arrangements for each letting.

The school's safeguarding procedures must be followed whenever external organisations provide activities involving children and young people.

Access arrangements, alarm procedures and locking responsibilities will be clearly communicated prior to the hire.

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10. Complaints Procedure

Complaints about the school made by hirers will be managed through the school's complaints procedure.

Complaints from third parties regarding the conduct of a hirer will normally be referred to the hirer for investigation.

Where no such procedure exists, the school reserves the right to investigate and determine appropriate action.

APPENDIX 1 - LINCOLNSHIRE CHILDREN'S SERVICES COMMITTEE USE OF EDUCATIONAL PREMISES (INCLUDING PRIMARY, SECONDARY, NURSERY AND SPECIAL SCHOOLS AND OTHER EDUCATIONAL ESTABLISHMENTS)

Governing bodies are free to determine lettings charges for all categories of users although the Local Authority will continue to publish recommended lettings rates which schools and user groups may adopt if they wish. Schools are allowed to cross-subsidise lettings for community and voluntary use with income from other lettings, provided the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirements to conduct the school with a view to promoting high standards of educational achievement. Detailed guidance on the use of school premises and the standard lettings charges can be found in the Premises Handbook. An historic example is included for reference only below and should not be taken as current charges.

Introduction

This schedule sets out the Directorate's recommended charges for use of educational premises from 2015. In accordance with the Council's Scheme for Financial Management of Schools, schools and users of educational premises are free to negotiate their own charges if they wish.

Scale of Charges Effective from 01 January 2015:

1. The standard charge for the use of educational premises may be applied to the following users:

   a) County Community Education and Youth Services
   b) University of Hull Extra Mural Department
   c) University of Nottingham Extra Mural Department
   d) Workers Educational Association
   e) Registered Youth Groups
   f) Music Support Service, Bands and Orchestras
   g) Officers of the County Council
   h) Women's Institute (WI educational purposes only)
   i) Townswomen's Guild
   j) Parent Teachers Associations
   k) Sports Development Schemes

   Prior to 01 June, priority should be given to the specified categories of user for booking accommodation in the following academic year.

   Charges for the use of educational premises for all other users will be set by individual establishments and should at the very least recover the actual costs likely to be incurred in providing the letting. Heads of establishments other than schools should consult their service manager in the Children's Services Directorate when determining letting charges for users other than those specified above (or with Management Committees in the cases of Area Youth Workers).

   The charge includes the hire of the room and any equipment that is relevant to the letting for all of the above users after consultation with the school/site.

2. The standard charge for the use of educational premises comprises two elements:

   a) A fixed amount reflecting the caretaker's extra duty payment.
   b) A variable amount per room to cover other costs associated with the hire.

3. Fixed Amount:

   Nil per room per session on weekdays finishing before 6.00 pm
   £15.70 per room per session on weekdays finishing between 6.00 pm and 10.00 pm
   £23.55 per room per session on Saturdays up to 10.00 pm
   £15.70 per room per session on Weekdays and Saturdays after 10.00 pm
   £15.70 per room per session on Sundays and Public Holidays

   NB On Weekdays and Saturdays a session is regarded as 4 hours up to 10.00 pm and 2 hours thereafter. All sessions continuing after 10.00 pm should be regarded as 2 or more sessions.

   On Sundays and Public Holidays all sessions are regarded as 2 hours.

4. Variable amount:

Typical room (i.e. smaller than 140 sq. m)	£2.15 per room per hour or part thereof
Large room (i.e. between 140 sq. m and 450 sq. m)	£4.15 per room per hour or part thereof
Sports Halls and Swimming Pools etc (i.e. halls larger than 450 sq. m)	£7.95 per room per hour or part thereof

5. The attached table may help in determining the charge for the letting.

6. **Charges for Playing Fields and Playgrounds**

The charges to be applied for the letting of playing fields and playgrounds are those as shown for a "typical room" i.e. the fixed amount, as para 3, plus the variable amount of £2.15 per hour or part thereof.

7. **Charges for Tennis Courts**

The charge to be applied for the letting of one tennis court is that as shown for a "typical room". The cost for each additional court is £2.15 per hour or part thereof.

Notes

(i) All accommodation charges, whether for rooms, halls, playing fields or tennis courts, are inclusive of the ancillary use of related cloakrooms, lavatories and showers. (In the case of the hiring of outdoor facilities, where a pavilion is not available, it may be possible that cloakrooms, lavatories and showers may be available within the school's main building);

(ii) The use of any additional accommodation will be charged for separately, e.g. a classroom being used as a changing room (in connection with a dramatic production);

(iii) For a separate letting consisting of a cloakroom only, a separate letting fee equivalent to that for a classroom will be made;

(iv) No reduction in the letting charges is made where there is more than one hirer on the same occasion;

(v) The time during which premises are required by a hirer for preparing for a letting and clearing up afterwards is regarded as part of the letting for the purposes and should be included when calculating the charge to be made;

(vi) No payment should be made by the hirer to the caretaker. The caretaker receives his fee direct from the Authority, the fee being based on the regulations of the East Midland Provincial Council for Local Authorities' Services (Manual Workers).

CHARGES PER ROOM – GUIDELINE TABLE

The following table is calculated on an approximate cost recovery basis and covers basic heating/lighting and wear and tear. It also covers the cost of a minimum payment to a caretaker for unattended lettings. Any letting requiring high room usage and caretakers to be in attendance will need to be re-calculated as these costs are likely to be higher than the figures stated in the table below.

MONDAYS TO FRIDAYS BEFORE 6.00 PM

Hours	1	2	3	4	5	6	7	8	9	10	11	12
	£	£	£	£	£	£	£	£	£	£	£	£
Typical	2.15	4.30	6.45	8.60	10.75	12.90	15.05	17.20	19.35	21.50	23.65	25.80
Large	4.15	8.30	12.45	16.60	20.75	24.90	29.05	33.20	37.35	41.50	45.65	49.80
Sports	7.95	15.90	23.85	31.80	39.75	47.70	55.65	63.60	71.55	79.50	87.45	95.40

MONDAYS TO FRIDAYS BETWEEN 6.00 PM AND 10.00 PM

Hours	1	2	3	4
	£	£	£	£
Typical	17.85	20.00	22.15	24.30
Large	19.85	24.00	28.15	32.30
Sports	23.65	31.60	39.55	47.50

MONDAYS TO FRIDAYS BETWEEN 10.00 PM AND 2.00 AM

Hours	1	2	3	4
	£	£	£	£
Typical	17.85	20.00	37.85	40.00
Large	19.85	24.00	43.85	48.00
Sports	23.65	31.60	55.25	63.20

SATURDAYS BEFORE 10.00 PM

Hours	1	2	3	4	5	6	7	8	9	10	11	12
	£	£	£	£	£	£	£	£	£	£	£	£
Typical	25.70	27.85	30.00	32.15	57.85	60.00	62.15	64.30	90.00	92.15	94.30	96.45
Large	27.70	31.85	36.00	40.15	67.85	72.00	76.15	80.30	108.00	112.15	116.30	120.45
Sports	31.50	39.45	47.40	55.35	86.85	94.80	102.75	110.70	142.20	150.15	158.10	166.05

SATURDAYS BETWEEN 10.00 PM AND 2.00 AM

Hours	1	2	3	4
	£	£	£	£
Typical	17.85	20.00	37.85	40.00
Large	19.85	24.00	43.85	48.00
Sports	23.65	31.60	55.25	63.20

SUNDAYS AND PUBLIC HOLIDAYS

Hours	1	2	3	4	5	6	7	8	9	10	11	12
	£	£	£	£	£	£	£	£	£	£	£	£
Typical	17.85	20.00	37.85	40.00	57.85	60.00	77.85	80.00	97.85	100.00	117.85	120.00
Large	19.85	24.00	43.85	48.00	67.85	72.00	91.85	96.00	115.85	120.00	139.85	144.00
Sports	23.65	31.60	55.25	63.20	86.85	94.80	118.45	126.40	150.05	158.00	181.65	189.60

APPENDIX 2 – CONFIRMATION OF PUBLIC LIABILITY INSURANCE

Displayed in the School Office and available at
https://www.lincolnshire.gov.uk/downloads/download/39/insurance-services

Hirers must provide evidence of current public liability insurance with a minimum indemnity limit of £5 million unless otherwise agreed by the school.
The school will confirm in writing when cover is provided through the school's own insurance arrangements and will identify any relevant limitations or exclusions.
Failure to provide evidence of insurance when requested will result in the booking being refused or cancelled.

APPENDIX 3 – BOOKING FORM FOR SCHOOL LETTINGS

(Please use BLOCK CAPITALS)

Name of Hirer (person, body, association, limited company)	
Address of Hirer	
Contact Number(s)	
Email Address	

Purpose of Hire						
Attendees	Total No.		No. Adults		No. Children	
Single Booking	Data of Booking		Start Time		End Time	
Block Bookings	Frequency/Days					
	Start Date				Start Time	
	End Date				End Time	
Booking times must allow sufficient time for preparation and clearing away before and after the event.						

Facility Required	☐ School Hall	☐ Staffroom
☐ School Field	☐ Playground	☐ Library
☐ Classroom / Teaching Space (specify)		
Equipment Required (specify)		
Other arrangements (specify)		
The School does not provide any warranty that the Premises, facilities and equipment provided are suitable for the intended purpose of the hire. The Hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose		

Will refreshments be served?	☐ Yes	☐ No
Will alcohol be consumed?	☐ Yes	☐ No
If yes, will the alcohol be served or sold?	☐ Served	☐ Sold
If permitted by the School, the relevant license must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.		
I have read and accept the terms and conditions of Hire and I confirm that I am over the age of 18.		
Signed (Hirer): Full name: Date: *You will be sent confirmation of whether this application has been accepted or rejected by post of email. No letting will be regarded as booked until any deposit and/or booking fee is received in full and the Hire Agreement has been signed by the Hirer and the School.*		
PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE		
(School use only) This application for letting is: ACCEPTED/REJECTED Signed: Name: Position: Date:		

Evidence of own insurance cover supplied and approved	☐ Yes	☐ No
If no, included in Schools insurance cover	☐ Yes	☐ No
Does the letting involve working with children/young people	☐ Yes	☐ No
If yes, has the School followed their safeguarding procedures	☐ Yes	☐ No

APPENDIX 4 – CONDITIONS OF HIRE

Particulars of Hire

The Governing Body of the St. Peter and St. Paul CE Primary School (the "School") permits the hiring of facilities within the School ("the Premises" as set out below) in accordance with the 'Conditions of Hire (Appendix 4)' and 'Booking Form (Appendix 3)' attached and the following particulars:

Name of Hirer	
Address of Hirer	
Premises to be hired	
Hire Period	
Hire Fee	
Deposit	
Permitted Use	
Equipment provided	
School Emergency Contact	
Any other information or arrangements	

Signed on behalf of the School: _____

Print name: _____ Date: _____

The Hirer confirms that they have read and understood these Conditions of Hire and agrees to be bound by such terms and conditions from the commencement of this agreement.

Signed on behalf of the Hirer: _____

Print name: _____ Date: _____

APPENDIX 4 (CONTINUED) - TERMS AND CONDITIONS OF HIRE

1. **Interpretation**
    a. Health and Safety Legislation:
    b. School: means the Governing Body of the School, its employees and agents.

2. **Use and Access**
    a. The School permits the Hirer to access and use the Premises on the times specified for the Permitted Use.
    b. The School do not warrant that the Premises are fit or suitable for the purpose of the hire.
    c. The Hirer is responsible for ensuring these terms and conditions of use are observed and for the effective supervision of the arrangements and activities in the Premises during the Hire Period and for the prevention of disorderly behaviour.
    d. The Hirer will be responsible for obtaining and paying for any Public Entertainment License required.
    e. The School retains the right to access the Premises at all times during the Hire Period and the Hirer must comply with any reasonable instructions given by School staff.
    f. The Premises remain in the Schools' legal possession notwithstanding the Hirer's occupation during the Hire Period and such occupation shall not be deemed to constitute or create any lease or tenancy.

3. **Restrictions on Use**
    a. The Hirer shall not use the Premises for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the School or any other occupiers within the Building or any owner or occupier of neighbouring property.
    b. School kitchens may only be used with the express consent of the School and may incur an additional fee to cover the attendance of a representative of any contractor and/or additional cleaning.
    c. The Hirer shall not make any alterations or addition to the Premises, shall not affix any items to the Premises and no interference is to be made with School property/equipment or other parts of the building which do not form part of this hire agreement.
    d. Alcohol is not to be allowed to be sold on the Premises unless prior permission is given by the School and a license obtained by the Hirer.
    e. Illegal drugs are not to be brought onto or consumed on the Premises.
    f. No items of a flammable, dangerous or noxious character may be brought onto the Premises, including fireworks, confetti or gas.
    g. Smoking is not allowed on the Premises or the building at any time.
    h. No betting, gaming or gambling is allowed on the Premises without the written permission of the School and the relevant license from the licensing authority.

i. Dogs, other than guide dogs for the blind or other assistance dogs, shall not be allowed on the Premises without expressed permission of the Headteacher.

4. Hire Fee and Deposit

a. The Hire Fee is due as determined by the school prior to the Hire Period.
b. The School reserves the right to require a deposit over and above the Hire Fee as a surety against damage to the Premises (including any Equipment) or the Premises being left in an unacceptable condition requiring additional cleaning, caretaking or other expenses.

5. Condition and Damage

a. The Hirer will keep the Premises in a clean and tidy condition when in occupation. The Premises must be left in the same condition as before the Hire Period.
b. Any damage, destruction or theft that occurs during the Hire Period in or to the Premises, to the building, equipment or School property will be the responsibility of the Hirer and the Hirer shall pay to the School the cost of making good any such damage.

6. Insurance

a. The Hirer must hold public liability insurance in respect of their occupation of the Premises and will provide a copy to the School.
b. The School may at its discretion waive the requirement to hold public liability insurance where the Hirer is an individual or small informal group of individuals (not using the Premises for commercial or business purposes) who do not hold public liability insurance and who may find it difficult to obtain. In these circumstances, the School will arrange for the Hirer to be covered under the Schools own public liability insurance and any extra associated costs will be reflected in the Hire Fee.

7. Indemnity

a. The Hirer shall keep the School indemnified against all expenses, costs, claims, damage and loss (including any diminution in the value or loss of amenity of the Premises) arising out of the use of the Premises by the Hirer or from any breach of any of the Condition of Hire by the Hirer, or any act or omission of the Hirer, or any other person on the Premises with the actual or implied authority of the Hirer.

8. Loss

a. The School does not accept liability for any loss, theft or damage to property brought onto the Premises by or on behalf of the Hirer or damages to vehicles parked in any car park provided or injury to any person however caused.
b. The School shall not be liable for any loss or damage suffered by the Hirer as a direct or indirect result of the performance of this hire agreement being prevented, hindered or delayed by reason of any act of god, riot, strike or lockout, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, difficulty in obtaining workmen's materials or transport, electrical, power failures or other circumstances whatsoever outside its control and which affect the provision by the School of access to or use of the Premises.

9. Assignment

a. This hire agreement is personal to the Hirer and the Hirer shall not assign or underlet or part with or share possession or occupation of the Premises.

10. Health and Safety

a. The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.
b. The Hirer should, as far as possible, have an accurate list of those present.
c. Any portable equipment to be used must have a current PAT test certificate.
d. The Hirer must ensure they are aware of the fire exits and the fire and emergency evacuation procedures. The Hirer is required to take any precautions necessary to ensure the safety of those attending during the Hire Period, including ensuring the means of escape from fire are not blocked or impeded.
e. The Hirer will immediately inform the School of any emergency, accident or serious incident that occurs during the Hire Period by telephoning the School Emergency Contact. The Hirer will be responsible for reporting any accident to the Health and Safety Executive.

11. Safeguarding and Child Protection

a. Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the School upon request.
b. At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of the children and to take all reasonable precautions for the safety of the children as required by the Children's and Young Person's Act 1933.

12. Cancellation

a. The Hirer may cancel the booking in advance by contacting the School. Refer to 'section 5 – Cancellations' in the Lettings Policy.
b. This agreement will be cancelled immediately should the Hirer breach these Conditions of Hire at any time and no Hire Fee (or part thereof) shall be refundable.
c. The School reserves the right to cancel the booking at any time without notice and without assigning any reason, but will endeavour to give as much notice as possible. In such circumstances, the School will refund the Hire Fee (and any deposit), but will not be responsible for any loss or expenditure whatsoever in relation to the letting which the Hirer may have incurred or be liable to pay.

13. Advertising

a. The School must approve all advertising and posters concerning the use of the Premises.

ADDITIONAL CONDITIONS OF HIRE

Data Protection and Photography

Hirers must comply with all applicable data protection legislation.
Photography or filming involving children is not permitted unless:
• appropriate parental consent has been obtained;
• the arrangements have been approved in writing by the school.
Any personal information collected or processed during the letting must be stored, used and disposed of securely and lawfully.

Outdoor Facilities

Where outdoor facilities such as the field or playground are used, the hirer must maintain supervision ratios appropriate to the age of attendees and the activity being undertaken.
The hirer is responsible for leaving outdoor areas in a safe condition and for reporting any defects, hazards or damage immediately.

Safeguarding
Where regulated activity takes place, the hirer must provide evidence of enhanced DBS checks, a safeguarding policy, details of a designated safeguarding lead and safeguarding reporting arrangements.
The school reserves the right to verify safeguarding information before the letting commences.

First Aid and Incident Reporting
The hirer must ensure a designated first aider and suitable first aid equipment are available throughout the hire period.
All accidents, incidents and near misses must be reported to the school within 24 hours.