



Our Lady of the Assumption Catholic Primary School



Lettings Policy

Approved by Full Governing Body : 3rd November 2015

Signed : *Ruth Shirley* - Chair of Governors

To be reviewed : November 2016

The policy of the Governors is that the school should seek to maximise income generated through the promotion and hiring of facilities. The Governors are committed to a community development programme which includes access to school facilities by the community in its broadest sense, i.e. staff, parents, pupils, local residents and groups, school linked organisations.

The school premises will be available for lettings from Monday to Friday evening exclusive and during the daytime at weekends when **not** required by the school.

The delegated budget should not subsidise the cost of letting. It is the policy of the school to ensure that the cost of credit/bad debts be kept to a minimum commensurate with the nature of the business by frequent monitoring and in accordance with the Council's Financial Regulations, specified within the LMS Scheme. Payments should be made in advance unless prior permission is obtained.

The school's hiring practises should be kept under annual review to ensure that the building is economically used and by hirers of a reputable character in accordance with the City Council's Lettings guide-lines. The school's premises will not be let to any persons under 18 years of age or to any organisations with an unlawful or extremist background i.e. National Front and British National Party.

The Lettings policy and charges should be reviewed annually.

PROCEDURE

The arrangement for the day to day management and approval is delegated to the Headteacher.

Credit facilities will not be given. Payments should be made in advance.

Invoices should be issued monthly. The Headteacher should be informed where accounts have not been settled.

In the event of non-payment, the hirer should be contacted and where necessary., access will be refused until payment is made in full.

Where payment is not made, Headteacher to initiate recovery procedures/write off procedures in accordance with City Council Finance Manual Procedure.

The authority and process for the write off of debts shall be:-

Up to £250 - Headteacher with report to Governors

£251-£1000 - Board of Governors approval

Over £1000 - Board of Governors and the Local Authority

HEALTH AND SAFETY

All hirers are to be made fully aware of the school's health and safety policy and are responsible for compliance where necessary.

Hirers must nominate one responsible person (usually the person who arranged hire) to be in charge of proceedings. This person is responsible for initiating and organising any emergency action, including contacting the Site Services Officer or School Representative, Police and Emergency Services. A telephone is available in the administration office, however the responsible person must be in possession of a mobile phone in the event of a communications failure.

Prior to the initial hire session, the hirer will meet with the Site Services Officer or School Representative who will advise the hirer of the school's fire and emergency plan and fire evacuation procedures, accident reporting procedures and any arrangements that need to be made for out of hours security. Accidents, incidents and assaults must be reported at the earliest opportunity to the head teacher ideally no later than the next working day.

It will be the hirer's responsibility to provide a qualified first aider for any person attending their classes/events. First aid kits are available and located around the school as identified through the use of first aid notices. Where a first aid kit is used, the school representative must be notified at the earliest opportunity in order that the first aid kit may be replenished.

Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

There is a strict **NO SMOKING** policy on and around the school site and in the school buildings. This must be adhered to at all times.

No animals will be allowed on the school-site or in the school building except with prior permission (e.g. guide-dogs will be allowed but suitable arrangements need to be made in advance)

Good housekeeping within the school must be maintained and ALL areas must be left as found:

- tables to be wiped clean
- chairs put away
- floors swept clean and spillages mopped (cleaning equipment is available on request)
- refuse disposed of by Hirers in the correct bins

Where the letting of school premises involves the participation of school pupils the school will require users to prepare and submit, prior to the hiring commencing, a method statement indicating clearly the following:-

- Procedure for pupils arriving and departing the activity;
- Responsibility for transferring pupils from class to the activity and from the activity to parents / carers;

➤ Security for pupils during activity.

It is important that hirers ensure that adequate security controls remain in place during occupancy. Access to the site should only be made via one main entrance to prevent out of hours casual intrusion and a designated representative should be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds.

Vehicles should not obstruct the school entrances in the event that emergency access to the school is required by emergency services. Hirers must ensure that the entrance to the site or access to fire hydrants remains available.

The Site Services Officer must be informed when activities are concluded in order that the buildings can be secured.

Should intruders be sighted on school premises do not attempt to intercept or challenge them. Inform the Site Services Officer and in addition contact the Emergency Services Unit and/or Police.

In an emergency (e.g. a confirmed burglary in progress, staff being threatened etc.) call 999. All non-emergencies (i.e. post-incident) call 101 to report the offence and obtain a log and crime number.

In the event of a security incident occurring hirers are to ensure that the head teacher is informed at the earliest opportunity ideally no later than the next working day.

Useful Contact Information and No's

Head Teacher Mrs K. Connelly	07791573318
Emergency Services Unit (ESU) Jackson Road	024 7683 2222
West Midlands Police (Non-emergency)	101 www.west-midlands.police.uk
West Midlands Police Crime Reduction Officers	0845 113 5000
West Midlands Fire Service	www.wmfs.net
Suzy Lamplugh Trust (Leading authority on personal safety)	www.suzylamplugh.org

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