

Lettings Policy

Matlock & Dales Primary Partnership

Review: Every 3 years

Version	Date	Narrative	Minute No.	Review Date
1		Amended from template on National College		

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Applications
4. Fees
5. Health and safety
6. Safeguarding
7. Using the site
8. Equipment
9. Monitoring and review

Appendix

a) Premises application form

Statement of intent

Matlock and Dales Primary Partnership aim to maximise the use of all its facilities. The intended purpose of the school facilities is to benefit the school community; however, Matlock and Dales Primary Partnership understand that extending the use of the premises to the wider community allows us to maximise our income and provide an advantage to the clubs and groups who will use our facilities.

This policy clearly sets out the rules and procedures the Matlock and Dales Primary Partnership expects hirers to follow when using the facilities.

1. Legal framework

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

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- Education Act 1996
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Value Added Tax Act 1994

This policy has due regard to the relevant guidance including, but not limited to, the following:

- DfE 'Advice on standards for school premises'
- DfE 'After-school clubs, community activities and tuition: safeguarding guidance for providers'
- DfE 'The Prevent duty'
- HMRC 'Land and property (VAT Notice 742)
- HMRC 'Education and vocational training' (VAT Notice 701/30)
- DfE 'Keeping children safe in education 2024'

This policy operates in conjunction with the following Matlock and Dales Primary Partnership policies:

- Child Protection and Safeguarding Policy
- First Aid Policy
- Health and Safety Policy
- Letting School Premises Risk Assessment

2. Roles and responsibilities

The Local Trust Committee, or its delegated committee, will be responsible for:

- Ensuring this policy is implemented consistently across the Matlock and Dales Primary Partnership.
- Working with the Headteacher and Senior Operations Officer to ensure all relevant policies and procedures are implemented and made available to hirers.
- Agreeing fair prices to charge for using the premises: these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.

The Headteacher will be responsible for:

- Working with the Senior Operations Officer to assess whether or not the premises is suitable for hire in its current condition.
- Ensuring the school has the correct insurance for hiring out the premises.
- Checking the hirer has adequate public liability insurance.
- Accepting and rejecting applications to hire the premises.
- Working with the Senior Operations Officer to ensure the premises is fit for use by hirers.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the requirements outlined in the Child Protection and Safeguarding Policy.

The Senior Operations Officer will be responsible for:

- Ensuring hirers familiarise themselves with any relevant policies and procedures, e.g. the First Aid Policy and Fire and Emergency Plan.
- Reviewing and, where necessary, amending the Matlock and Dales Primary Partnership's Letting School Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
- Ensuring the costs of any bills, e.g. electricity and water, that may be attributed to the use of the premises are covered.

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Showing the hirers how to properly open the premises and secure and lock the premises after use.
- Maintaining and checking equipment to ensure the general upkeep of the site and its facilities.
- Organising any repairs and/or replacement of equipment.
- Overseeing the marketing of the facilities to ensure their use is maximised.

Hirers will be responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the Senior Operations Officer to ensure that the premises is secure after use.
- Obtaining adequate public liability insurance.
- Providing the Headteacher with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks where required, e.g. DBS checks, and providing proof of this to the Headteacher.
- Reading the Child Protection and Safeguarding Policy and other relevant safeguarding procedures, and ensuring they understand the rules and procedures detailed within.
- Informing the headteacher of the activities that will be undertaken on the premises and of any changes to these activities.

- Reviewing and adhering to the Letting School Premises Risk Assessment.

3. Applications

Potential hirers will contact the school office at least two weeks before they wish to use the premises.

Prospective hirers can apply through an application form which will be submitted in writing to the school office or emailed to email address. For regular hire, only one application form needs to be submitted; however, all the requested dates will be noted. Hirers will explain their desired use of the premises when completing their application form.

After receiving an application to use the school's premises, the Headteacher will decide whether the premises are suitable for the hirer's needs.

If the application is rejected, the Senior Operations Officer will contact the applicant, either by telephone or email, to clarify the school's response and outline the reasons for rejection.

Sub-letting of any form is strictly prohibited. If the Matlock and Dales Primary Partnership receives any evidence pertaining to plans to sub-let the school premises, all bookings the hirer has made with the Matlock and Dales Primary Partnership will be cancelled.

4. Fees

The booking fee is to be paid before or on the requested booking date.

Hirers should give the school office at least 5 days' notice if they wish to cancel their booking.

Matlock and Dales Primary Partnership staff, on behalf of the Matlock and Dales Primary Partnership, reserve the right to refuse access to the premises hired if the whole fees have not been paid.

In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using any facilities controlled by the Matlock and Dales Primary Partnership until they have paid the full amount.

Matlock and Dales Primary Partnership reserves the right to take legal action should any outstanding fees remain unpaid for 30 days after hiring.

Should any equipment, including items that have not been requested, be damaged, lost or stolen whilst under the hirer's care, Matlock and Dales Primary Partnership reserves the right to charge for repairing or replacing the equipment.

VAT

Letting facilities will generally be standard rated, although the letting will be VAT exempt in certain circumstances, provided the Matlock and Dales Primary Partnership has not opted to tax. These circumstances include:

- A single, continuous let period of over 24 hours to the same individual.
- A let of a series of sessions to the same individual where:
    - The series is of at least ten sessions.
    - Each session is for the same sport or activity.
    - Each session is in the same place.
    - The interval between each session is at least 1 day, but not more than 14 days.
    - The series is paid for as a whole with written evidence to that fact.
- Where the school will be providing education free of charge.

5. Health and safety

Risk assessments

The Senior Operations Officer will undertake relevant risk assessments for the suitability of the site before activities are carried out on the premises, to ensure the safety of the hirer and any additional visitors. Hirers will be required to conduct their own risk assessments for their activities.

Emergencies

In case of an emergency, the on-site telephones can be used to call the emergency services. All hirers will be advised to have access to at least one mobile telephone that can be used to call the emergency services, should the on-site telephones not be accessible.

First aid

Hirers will be responsible for providing their own first aid kits and ensuring they have a trained first aider on site during the times they use the premises.

Fire safety

The hirer will familiarise themselves with the school's Fire and Emergency Plan before using the premises. The hirer will be shown the school's fire exits and evacuation points by the Senior Operations Officer or member of the premises team prior to the first hire date.

Asbestos

Hirers will be provided with a copy of the school's local asbestos management plan (LAMP) before using the site.

The Senior Operations Officer will inform the hirer of any asbestos containing materials (ACMs) that have been identified and how they could be damaged or disturbed. Hirers will receive the correct information and instructions and will be clear on what precautions to take.

Risk assessments will be conducted of the areas to let, to ensure no ACMs will be disturbed.

If Matlock and Dales Primary Partnership find there has been, or may have been, an unplanned disturbance of asbestos after the facilities have been hired, the following action will be taken:

- All activities will stop, and everyone will be evacuated from the affected area
- Staff, pupils, and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
- Items, including equipment, books, or personal belongings, will not be moved from the area
- Advice will be sought from an asbestos expert regarding remedial action

Unless the incident is minor, the Senior Operations Officer will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

The school's LAMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff.

Any incidents involving the disturbance of, and exposure to, asbestos will be recorded appropriately and dealt with in line with the Matlock and Dales Primary Partnership's incident reporting procedures.

Smoking and alcohol

Smoking will not be permitted on the premises at any time. Alcohol will not be brought on to, or consumed on, the premises.

6. Safeguarding

The Matlock and Dales Primary Partnership will ensure that appropriate arrangements are in place to keep children safe during the hiring out school premises and facilities. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current Child Protection and Safeguarding Policy. The Headteacher will ensure there are arrangements in place to liaise with the organisation on these matters where appropriate.

All hirers must state the purpose of the hire. Each application will be vetted by the Headteacher prior to approval.

When determining whether to approve an application; the Headteacher will consider the following factors:

- The type of activity
- Possible interferences with Matlock and Dales Primary Partnership activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- Matlock and Dales Primary Partnership's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency

The Headteacher will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual group is found to be promoting views in contravention of the Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the Headteacher will contact the police who will remove the person or group from the school premises.

All hirers will read and review the Matlock and Dales Primary Partnership's Child Protection and Safeguarding Policy.

7. Using the site

The hirer will liaise with the Senior Operations Officer to ensure the school remains secure before, during and after use.

Hirers will be given an emergency contact number for the Senior Operations Officer in case of any security breach or emergency.

The premises will not be available to hirers after 9pm, to avoid any noise complaints from neighbouring residents.

The Senior Operations Officer or member of the Premises Team will remain on site to hand over control of the premises to the first hirer of the evening.

Keys or security codes will not be passed to any hirer or other person without written permission from the Headteacher.

The Senior Operations Officer or member of the Premises Team will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.

Matlock and Dales Primary Partnership use a 'three strike rule' when handling complaints lodged against hirers; however, Matlock and Dales Primary Partnership reserves the right to take more sever action depending on the nature of the complaint.

- Strike one – hirers will receive a verbal warning about their conduct on the property and be warned that repeated offences will result in their booking privileges being suspended.
- Strike two – hirers will receive a second verbal warning and a letter explaining that the Matlock and Dales Primary Partnership take a zero-tolerance approach inappropriate behaviour.
- Strike three – the hirer will be barred from booking the school premises for any activity.

If the school receives an allegation regarding an organisation or individual that has hired the school premises, the school will follow its usual safeguarding procedures and process for managing allegations, including informing the LA designated officer.

The school's car park is available to hirers during their time on the premises; however, the school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.

8. Equipment

Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission to use any additional equipment once the form has been submitted.

Furniture and fittings will not be removed or interfered with in any way, unless permission has been granted by the Senior Operations Officer or Headteacher. In the event permission has been granted, the Senior Operations Officer will oversee the move.

If a furniture move has been agreed, the hirer and Senior Operations Officer will negotiate restoring the premises back to its original state.

Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

Any seating provided is limited to the number of chairs on the premises.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application forms.

The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

Hirers will report any stolen or missing equipment to the Senior Operations Officer immediately.

Risk assessments for manual handling will be carried out by the Headteacher and Senior Operations Officer in accordance with the Health and Safety Policy.

Food and drink may be prepared on the premises, in line with current food and hygiene regulations.

Hirers will not bring animals onto the premises without permission from the Headteacher.

9. Monitoring and review

This policy will be reviewed every three years by the Local Trust Committee and the Headteacher.

Premises application form

Details	
Name	
Address (for invoicing purposes)	
Organisation	
Contact number	
Email address	
Deposit amount	
Payment method	
Requirements	
Date of hiring	
Time of hiring	
Matlock and Dales Primary Partnership	
Room(s)	

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