

CHANCERY EDUCATION TRUST

LETTINGS POLICY

MARCH 2022

Next Review Date: March 2025

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CHANCERY EDUCATION TRUST

LETTINGS POLICY

Hirers:

- The Academy School would consider hiring facilities to all comers with the exception of those groups deemed by the Governing Board to be contrary to the ethos of the Academy School.
- Conditions of use comply with the Academy School's terms and conditions and all hirers are given a copy. The Academy School expects hirers to leave the premises clean and tidy.
- **Please note: the Academy School operates a NO SMOKING/VAPING POLICY throughout the buildings and Academy School grounds. The Academy School also does not allow dogs anywhere on the premises other than guide and assistance dogs.**
- **Health & Safety Rules:**
 1. CONSUMPTION OF FOOD/DRINK IS PERMITTED BUT MUST BE SUPERVISED AT ALL TIMES. PREMISES MUST BE LEFT CLEAN AND TIDY
 2. NO CHILDREN ARE ALLOWED TO LEAVE THE HALLS UNLESS THEY ARE SUPERVISED
 3. PLEASE ENSURE THAT CHILDREN DO NOT WALK AROUND THE PREMISES IN BAREFEET OR SOCKS

Facilities for Hire:

- a) Main Hall
- b) Academy School Kitchen (with permission of Academy School caterers) – Must comply with Food Safety Act 1990 and Food Hygiene Regulations 2013 and other relevant legislation and codes of practice

Hire of areas will include the following as appropriate:

- Toilets
- Fire extinguishers
- Basic First Aid Kit

Equipment:

- Academy School equipment may be available for hire subject to negotiation with the Headteacher/Principal or nominated representative.
- No items of equipment, plant, machinery or materials may be brought to the Academy School premises by the hirer without the prior written approval of the Headteacher/Principal or nominated representative.
- None of the hirer's equipment should be left on site at the end of any session nor shall any of the Academy School's equipment be removed from the site at any time without prior arrangements with the Academy School.
- **The Academy School cannot be held responsible for loss/damage to any of the hirer's equipment.**

Times Available:

Subject to availability facilities can be hired at the following times:

John Wood School & Nursery

Mondays – Fridays 7.00 am – 8.55 am and 3.30 pm - 7.00 pm

Saturdays and Sundays can be negotiated

Darrick Wood Infant & Nursery

Mondays – Fridays 7.45 am – 8.55 am and 3.30 pm - 6.00 pm

Saturdays 8.00 am – 6.00 pm

Pickhurst Academy

Mondays – Fridays 7.30 am – 8.45 am and 3.20 pm - 9.00 pm

Saturdays 8.00 am – 6.00 pm

Lettings fees outside of these times may be agreed by separate arrangements via the Academy School.

Lettings Fees:

Lettings fees are available direct from each Academy School.

Supervision:

The Site Manager/Caretaker, Headteacher/Principal will make all decisions in connection with security, health and safety, well-being of premises and equipment. Their decision will be deemed final and binding upon the hirer.

Limits on Persons:

The hirer must declare the expected attendance level on the application form for use of the building. The Headteacher/Principal/Governing Board has the authority to restrict numbers. Numbers will be limited according to fire regulations.

Cancellations:

Seven days notice in writing on either side must be given if a letting is to be cancelled.

Charges:

These are payable before the letting date. The Academy School may operate a minimum letting time dependent on the day and time of let and includes setting up and clearing away time.

Please Note:

For one off lettings, a returnable deposit of £100 will be levied to cover accident and damage or exceptional cleaning costs incurred by the Academy School based on the type of let. Please leave a separate cheque payable to Chancery Education Trust which will be returned to you after satisfactory completion of the letting.

Charges may be reviewed and changed by the Headteacher/Principal, Chief Finance Officer (CFO) and Governors as necessary.

The Headteacher/Principal will have the final decision in all applications and conditions for the hire of the Academy School and grounds.

The Headteacher/Principal will have the final decision on termination/cancellation of a letting.

ACADEMY SCHOOL LETTINGS APPLICATION FOR THE USE OF EDUCATION PREMISES OUTSIDE OF NORMAL HOURS

Club Details (to be completed by hirer)

Name of Hirer: _____

Address: _____

Telephone Number: _____ Email: _____

Name of Organisation: _____

Activity of Organisation: _____

Details of Premises Requested & Purpose (hall, classroom, playground/field etc.): _____

Dates Requested: _____

Start Time: _____ Finish Time: _____
(please allow time for your preparation and clean up)

Frequency: _____

Use of School Equipment (please specify): _____

Details of any Electrical Equipment to be brought on site: _____

Date & Evidence of PAT Test: _____

Maximum Number of Participants: _____ Participant Age Range: _____

Number of Supervising Adults: _____

I hereby make an application for the use of the accommodation and facilities stated above and upon application being granted, I undertake to pay in advance the charges in respect thereof and to accept and comply with the Terms and Conditions of Lettings, a copy of which I have received. I declare that I am over the age of 18.

Signature of Applicant: _____ Date: _____

The Academy School agrees to the hire based upon the above information provided by the Hirer and in accordance with the Terms and Conditions as set out in the Lettings Policy.

Headteacher/Principal Approval: _____ Date: _____

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TERMS AND CONDITIONS OF LETTINGS

1. Enquires for the hire of the Academy School Premises should be made, in writing, to the Headteacher/Principal. Applicants are advised to visit the Academy School to ascertain the suitability of the premises for the purpose of hire, in consultation with the Headteacher/Principal.
2. All applications must be made on the 'Application for Use of Education Premises Out of Normal Hours' form (Appendix 1).
3. The Academy School reserves the right to limit the number of people admitted to the premises depending upon the type and size of accommodation hired and in line with Health and Safety requirements.
4. The Academy School reserves the right to cancel the hiring of premises, should the Academy School require the premises for educational or local government purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give at least one week's notice of such a cancellation.
5. The Academy School also reserves the right to refuse without explanation any application and to cancel any hiring at any time without notice. On termination of the hiring under this condition the Academy School shall return to the hirer all or part of any money paid. The Academy School shall not however, be under any liability for any loss incurred by the hirer.
6. The Academy School reserves the right of entry to the premises hired at all times, such as officers as they may deem necessary for the proper supervision of the premises.
7. If the hirer intends to use the premises for fetes or similar activities, the hirer must take out a policy of insurance for Public Liability and Damage, indemnifying him/her and the Academy School against all claims and proceedings by any person in respect of any damage or injury, including injury resulting in death, arising directly or indirectly from the hirer's use of the premises.
8. Permission to use the premises is personal to the hirer who may NOT therefore assign it or sub-let the use of the premises in any way.
9. The Academy School grounds will not be available to hirers who wish to stage any event using pyrotechnics and the construction of any object with the purpose to ignite such an object.
10. The hirers shall undertake to see that the premises are used in an orderly way and for the purpose for which they are expressly hired.

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12. The Academy School does not accept any responsibility for the loss or damage to any goods, cars or personal effects belonging to the hirer or members of their organisation, association, clubs or to any other person present at the time of hiring.
13. The premises are not licensed for public entertainment and the collection of money for admission cannot be permitted. The entertainments that are permitted on the premises under the terms of hiring cannot therefore be advertised to the general public.
14. Health & Safety precautions must be observed at all times when using the premises. The School's/Academy's Health and Safety Policy and Fire Safety Policy should be read and adhered to by hirers.
15. The person or persons hiring the premises for the use of entertainment for children or any entertainment, to which children will be admitted, shall accept full responsibility for all the arrangements made.
16. All hiring is subject to the hirer or his/her authorised representative occupying and using the premises at the stated times.
17. The Academy School does not allow any form of gambling to take place on its premises and all fund raising events must be approved before the letting has been confirmed by the Academy School.
18. There will be NO SMOKING/VAPING on any Academy School Grounds/Premises at all times.
19. No intoxicants or alcoholic beverages are allowed on the premises without the authority of the Headteacher/Principal and appropriate licences being obtained.
20. Normally the premises will not be available for hire on Bank and Public holidays or during the Academy School mid-summer break, when annual maintenance usually takes place. However, the Academy School welcomes enquiries to establish availability at these times, and some bookings may be arranged depending on the above commitments.
21. All hirers are to ensure that the premises are kept in a clean and tidy state while hiring is in progress, and also to ensure that the premises are left in a similar condition after hiring has taken place.
22. The Academy School cannot take bookings that include the hiring of the Academy School catering facilities or catering staff. Separate arrangements can be made to the Academy School catering from the hirer.
23. The Academy School does not permit overnight letting at any time.
24. If the hiring finishes earlier than stated, a responsible person must remain on the premises until the Site Manager/Caretaker has secured the premises.

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25. For one off lettings, a refundable deposit will be required by the Academy School of £100. This will be used to cover any breakages or damage that may occur, or any additional cleaning that is necessitated by the let.
26. In the event of the hirer not arriving within 45 minutes of the start time, unless prior notice is received, the Academy School will be secured and the letting considered to be cancelled. In this event NO refund will be made to the hirer.
27. Full payment of the letting fees and refundable deposit* must be made in full in advance of the letting date. If payment has not been received by the Academy School prior to the events the letting will be cancelled by the Academy School. * For one off lettings
28. On no account shall hirers offer a gratuity payment to the Site Manager/Caretaker on duty for the Academy School. Donations to the Academy School will be accepted through the normal channels, ie. The Academy School Office.
29. Charges will be reviewed annually by the Academy School Governing Board. Any changes in the charges for regular lettings will be notified to regular hirers as soon as possible after the change has been agreed by the Governing Board.
30. All accommodation will have the use of toilet facilities. Please note that the facility may not be suitable for certain activities and age groups.
31. The Academy School will not be responsible for the promotion and administration of any hirer's events or regular meetings.
32. The hirer should ensure that a member of the group has been designated as First Aider and is competent enough for such a role and its requirements. The Academy School will make a First Aid box available for use.
33. Hirers must ensure members of their groups are aware for safety of all on site.
34. Hirers must ensure that they are familiar with the School's/Academy's Fire Safety Management Policy and Health and Safety Policy.

Clubs and Activities for School Children

35. To ensure hirers adhere to Keeping children Safe in Education (KCSIE) guidance, hirers will complete Appendices 2 & 3 prior to the club starting. Forms must be returned to the school office to be signed off by the Headteacher/Principal/nominated person.
36. Hirers will provide the Academy School with details of clear DBS checks to be signed off by the Headteacher/Principal/nominated person prior to the club starting.
37. Hirers will provide details of relevant qualifications held in order to deliver the club.
38. Hirers will provide evidence of current valid public liability insurance up to a limit of no less than £5,000,000.

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39. Hirers will provide evidence of current valid First Aid qualifications including Paediatric First Aid for Reception age children that are admitted to clubs and maintain a First Aid Log to record any accident/injury that occurs during the duration of the club and report back to the Academy School.
40. Hirers will provide the Academy School with a register of all children who attend the club and update it as necessary.
41. Hirers will obtain contact details for all children registered to attend the club together with details of any medical conditions.
42. Hirers will ensure that any correspondence to parents is cleared by the Headteacher/Principal before it is given out.
43. Letting fees to be paid half-termly in advance before the club commences.
44. The Academy School reserves the right to cancel the hiring of premises, should the Academy School require the premises for educational or local government purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give at least one week's notice of such a cancellation.
45. The Academy School also reserves the right to refuse without explanation any application and to cancel any hiring at any time without notice. On termination of the hiring under this condition the Academy School shall return to the hirer all or part of any money paid. The Academy School shall not however, be under any liability for any loss incurred by the hirer.

ACADEMY SCHOOL LETTINGS AUTHORITY FOR USE OF THE PREMISES

Name of Club: _____

I/we accept the conditions of the Lettings Policy and confirm that:

- I/we have up to date Public Liability Insurance to a limit of no less than £5,000,000
- All staff of the club have clear Enhanced DBS certificates with Children's Barred List Check
- I/we will ensure that staff on site have received safeguarding training and this is regularly updated
- There will always be a member of staff of the club present who is fully First Aid trained
- All staff of the club are fully qualified to deliver the sessions
- I/we confirm that all staff of the club are familiar with all policies that could affect the hire of the premises and the safeguarding of our children and a vetting form has been completed for every member
- I/we confirm that in the absence of any regular club staff, replacements will be notified to the Academy in advance and a vetting form will be provided. I/we also confirm that they are familiar with all policies that could affect the hire of the premises and the safeguarding of our children.
- I/we confirm that a risk assessment has been provided
- I/we will complete a register at the start of each session and inform the office of any unexpected absences **immediately**
- I/we will ensure children are collected at the end of each session by a responsible adult, with the correct password, unless written permission has been received for alternative arrangements
- I/we will contact both parents and the Academy School promptly in the event of the club being cancelled
- I/we understand that if the terms and conditions of this policy are not adhered to, the club will be cancelled without notice and the letting fee will still be applied

Name of Hirer: _____

Signed: _____ Date: _____

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Agency/Contractor Staff Vetting Check To be completed by Agency/Company ahead of appointment NB: Date to be entered on the SCR is the date the agency/company confirms all the checks have been completed		
Role (please indicate) Teacher/Admin/Support/Other	Photo	
Name		
Date of Birth		
Eligibility to Work in UK Verified? <i>PLEASE NOTE: Immigration document (such as Residence Permit) must be in a current passport not an old, expired passport</i>	Yes / No Date Checked: Passport Number: Issue Date: County of Issue:	
Identification Checked?	Yes / No Date Checked:	Documents Seen:
Children's Barred List Checked	Yes / No Date Checked	
DBS Status and Number	Number: DBS Type: Status: Date Checked:	
DBS Date of Issue	Date:	
Registered to Update Service	Yes / No	
DBS Update Service Details Checked	Date Checked:	
Overseas Police Check (if applicable)? <i>This applies to time periods over 3 months spent living/ working outside of the UK (over the age of 18)</i>	Yes / No Date Checked:	
Medical Fitness Declaration	Yes / No Date Checked	

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Qualifications Verified (if applicable)?	Yes / No	What Qualifications:
Childcare Disqualification Checks -	Does the Individual Work in a relevant Setting Yes/No Checks Complete Yes/No Date Checked	
Teacher Reference Number: QTS Date:		
Checks made against the Teacher Regulation Agency Site (we request that teaching and non teaching roles are checked against the prohibition list)	Yes/No Date Checked:	
CV Checked against Vetting and Screening Standard and Documents (any gaps in employment explained)?	Yes / No Date Checked:	
Reference 1 (must be previous employer and include reference to any concerns working with children)	Date Checked:	
Reference 2 (must include reference to any concerns working with children)	Date Checked:	
Online Searches completed	Yes/No Date Checked:	
Has the person to be appointed read the "Keeping Children Safe in Education (Part One) - September 2022	Yes/No THIS IS AN ESSENTIAL REQUIREMENT AND IF THE ANSWER IS NO THEY WILL NOT BE ABLE TO COMMENCE THEIR PLACEMENT WITHIN THE TRUST Date Checked:	
Has the person to be appointed read "Keeping Children Safe during Community Activities, After School Clubs and Tuition" October 2021	Yes/No Date Checked:	
Confirmation that the employee has read and understood our Child Protection and Safeguarding Policy, Data Security, E-Safety Policy and Acceptable Use Agreement, GDPR and Privacy Notices, Health and Safety Policy all can be found on the respective websites	Yes/No Date Checked:	
Safeguarding Training Completed	Yes/No Date Checked	
First Aid Training Completed	Yes/No Date:	What Training:

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Completed by (on behalf of Agency/Company)	
Agency/Company Name	
Signature	
Date	

Documents the Trust must see on first day:

- ID documents - to verify identity (copy to be taken for file)
- DBS certificate (do not need to take copy)

This newly-appointed member of staff **MUST NOT** start working until these checks have been verified by the agency/company and HR have been informed of the details for the SCR.

The School reserves the right to terminate the contract with the agency/company and send home an agency/company staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency/company staff. In this instance the School will not be liable for any charges connected to the booking

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Monitoring and Implementation of the Policy

The policy is reviewed every three years, although the Academy School may vary or amend it periodically to ensure that we fulfil our obligation around the Lettings Policy. All proposed changes to this policy would be made following the approval from the Committee.

	Name	Date
Policy written by	CET Board	March 2022
Agreed by Committee	CET Board	March 2022
Approved by Committee	CET Board	March 2022
Adopted by Governing Board	Local Governing Board	June 2022
To be reviewed every three years		
Review by	March 2025	

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