



School Lettings Policy

Review Period: Annual Status: Non Statutory Next review Date: Spring 24

Aims

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim, the Governing Body has drawn up the following policy.

Policy Statement

- The needs of the school that is of the Headteacher, staff and pupils shall be given priority.
- The Governing Body via delegation to the Headteacher and School Business Manager has the right to refuse any request for hiring.
- All lettings administration must comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual.

Lettings Policy

- Hirers must apply on an 'application to use school premises' form ED110 and must sign to confirm that they have read and agreed to the terms and conditions.
- A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
- Hirers must sign a Letter of Assurance for the safeguarding practices and provide a copy of their safeguarding policy to the school.
- A non-refundable deposit may be requested for lettings.
- Payment for all lettings shall be made in accordance with the schedule and terms and conditions on Approval of Letting Form FIN566. No refunds will be given if the hirer is unable to fulfil their part of the lettings agreement.
- Standard rate V.A.T. may be payable.
- All non-Education users must be covered by insurance and proof provided to the school for their records.
- Charges for lettings will be reviewed annually in September. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.
- Surrey County Council operates a No Smoking policy on all its premises including e-cigarettes and vaping.



- **The Governing Body is committed to safeguarding and promoting the welfare of children and young people and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school’s Prevent duty on anti-radicalisation.**

Safeguarding

Where hirers of school premises are undertaking activities involving children, the responsibility for vetting checks lies with the hirer. Sunnydown School is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment.

The Governors require that for all hirings involving groups working with children, an appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises. Where a DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.

In addition to the above, the Childcare Act 2006 provides that a person who is disqualified under the Childcare (Disqualification) Regulations 2009 may not provide relevant childcare or be directly concerned in the management of such provision. The Governors therefore require that all hirers providing relevant childcare under the Childcare Act 2006 have informed those individuals who would be deployed to provide or manage the childcare on school premises that they will be committing an offence if they do so whilst disqualified under the 2009 Regulations and that they must inform the hirer if they consider that they could be disqualified under the legislation. In the event of any individual providing such disclosure, the hirer is required to take appropriate action to ensure that no disqualified person is employed or otherwise provides services, with or without payment, in connection with relevant childcare provision on the school premises.

All hirers of the school premises must sign the school’s Letter of Assurance. This confirms that they have carried out the necessary employment checks. Hirers must also provide a copy of their safeguarding policy.

Charging

The Governors formally adopt the general rules, regulations and guidelines set out in the LMS Guidance Manual – Finance, Section M – Community Use of Schools.

However, the intention must be to maximise income from this valuable source of revenue and with this in mind the Governors have approved the school tariffs for letting in various areas. These tariffs can be found on the school website.



Appendix

Letter of Assurance template:

Dear Sirs,

I am writing to you to seek written assurance of employment checks carried out by your company or agency. This letter is informed by the current Keeping Children Safe in Education guidance which schools must adhere to as part of their safer recruitment duty.

Level of contact with children

There are different checks conducted based on whether a person will be engaging in regulated activity with children. For clarity, a person will be engaging in regulated activity with children if, as a result of their work, they:

- Will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children
- Will be working in a school, where such work gives opportunity for contact with children
- Engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once

For further information please refer to the latest Keeping Children Safe in Education. Any person conducting regulated activity should have an Enhanced DBS with Children's Barred List.

Please reference the section of this letter for the specific guidance on what checks we require assurance on.

Agency and third-party staff (supply staff) and fee-funded trainee teachers

*Schools and colleges **must** obtain written notification from any agency, or third-party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college*

The checks that the company should have undertaken are:

- ✓ Identity
- ✓ References
- ✓ Enhanced DBS with barred list for those engaging in regulated activity
- ✓ Enhanced DBS for those who will come into contact with children
- ✓ Employee's mental and physical fitness to carry out work responsibilities
- ✓ Right to work in the UK
- ✓ That further checks have been conducted if the employee has lived or worked abroad
- ✓ Professional qualifications, if QTS is required this should be checked and Teacher Reference Number recorded
- ✓ That the employee is not subject to a prohibition order by the Secretary of State or a restriction by the GTCE (before its 2012 abolition)



- ✓ That if the member of staff is to work with reception, or in wraparound care for children up to the age of 8, that they are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations

Where the agency organisation has obtained an enhanced DBS certificate which has disclosed any matter of information, or any information was provided to the employment business, the school **must** obtain a copy of the certificate from the agency.

Contractors

- ✓ Contractors with regulated activity must have an enhanced DBS check with barred list check
- ✓ Contractors with the opportunity for regular contact with children but not regulated activity must have an enhanced DBS

Visitors at the school in a professional capacity

- ✓ For those undertaking regulated activity this would include an enhanced DBS with barred list check
- ✓ For those with the opportunity for regular contact with children but where the activity is not regulated, then an enhanced DBS will be required.

Can you please reply to this letter to confirm that you have done the required checks in relation to the type of service you offer. The school will keep a copy of this as a record of assurance.

Please also note that your staff member must show a form of ID upon arrival, so that we can check that the person presenting themselves is the same person on whom the checks have been made.

Yours Sincerely,

School Business Manager

For and on behalf of Sunnydown School

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Please fill in the table below:

Name of agency	
Name of person completing the form and contact details	
Name of employee(s)/ contractor(s)/ visitor (s)	
Role to be carried out in school	
Type of activity	Regulated or not
Employment or visit dates if known	