



Lettings Policy

October 2023

Review date: September 2025

LETTINGS POLICY

School Vision

"At PAWS we have an ambitious vision to work in partnerships with families, the church and the wider community to prepare all our children with the knowledge, skills, values and behaviours they will need in order to flourish, reach their potential and enjoy fullness of life."

(John 10:10)



Applications

1. All applications for use of School premises must be made to the Headteacher or Business Manager.
2. A booking form and Lettings Policy will be sent to the hirer for completion.
3. The hirer will be advised of the charges at the time of enquiry.
4. The letting does not come into force until agreed and signed by the Business Manager and/or Headteacher.
5. The Business Manager will liaise with the Site Manager and other staff, when appropriate, on all new hirers.

Payment

1. An invoice will be issued on application and must be paid for before the hire takes place.

Cancellations

1. The school will reserve the right to cancel any letting if the accommodation is required for urgent official or academic business.
2. The hirer will notify the school at least 24 hours before the letting is due to take place. Failing to do so will result in the hirer being charged for the let.
3. The Business Manager will notify the Site Manager of any cancellations or alterations to bookings and vice versa.

Conditions

1. The hirer will be aged 18 years or over and produce identification to confirm this if requested.
2. The school premises will be left clean and tidy after use.
3. The school has a no smoking policy, including the school grounds.
4. No equipment will be used unless previously requested and agreed.
5. The hirer will be responsible for their own insurance and will provide a copy of the risk assessments prepared for the all of the activities to take place during the hire agreement.
6. The school will not be responsible for personal accidents, third party claims, loss or damage caused by the hirer to the fixtures, fittings, furniture, equipment or school grounds.
7. The hirer will follow all attached Conditions Governing the Hiring of School Premises.

LETTING CHARGES

Room Charges (7am to 6pm Monday to Friday term time only*)

Hall	£15.00 p/h
Classroom	£10.00 p/h
Playground (no dogs allowed)	£10.00 p/h

*If required out of hours an additional charge will be made to cover the additional cost of caretaking.

For block bookings please consult with the Business Manager

Other facilities and equipment may be available by arrangement at an additional cost.

Conditions of hire

- 1.1 Applications for the use of school premises must be made to the Head of the school, and responsibility for their approval rests with the Governing Body. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.
- 1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required.
- 1.3 Payment will be made in advance, at the time when hiring is confirmed. If there is damage, or the need for caretakers/cleaners to work longer than expected after the hiring, the Hirer will pay any subsequent account sent to them.
- 1.4 The school reserves the right to cancel any hiring if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed their hiring fee.
- 1.5 Any intention on the part of the Hirer to cancel a hiring must be notified to the Head of the School at least 24 hours before the hiring is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred.
- 1.6 The school Caretaker is normally expected to prepare for hiring, to do any necessary cleaning afterwards, and where the school requires, being in attendance throughout the course of the hiring. No payment should be made direct to the Caretaker, since they will be paid by the Authority. The Hirer's signature is required to support the Caretaker's overtime claim.
- 1.7 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.
- 1.8 (a) The Hirer is responsible for providing supervision during the course of the hiring and must satisfy the Head that the arrangements being made are adequate.

(b) The Hirer or their accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.

- 1.9 Hirers are responsible for arranging their own insurance for:
- Personal accident
 - Third Party Claims
 - Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring.
- 1.10 If it is intended to organize a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the Head in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.
- 1.11 Footwear, which is likely to cause damage to school floors, must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.
- 1.12 Members of the public must not be admitted to the school premises after 10.00 PM.
- 1.13 Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the Governing Body. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary license rests upon the Hirer.
- 1.14 School premises must be left clean and tidy after use.
- 1.15 The hirer must adhere to the locally agreed no smoking policy.
- 1.16 The hirer must comply with all Statutes or any other regulations or other requirements in relation to the use of the premises including those contained in this Agreement and shall indemnify the relevant school or East Sussex County Council in respect of any breach or non-performance of them.
- 1.17 When hirers are running children clubs / supervising children they must provide evidence of their safeguarding procedures and or evidence of relevant training in safeguarding.
- 1.18 When hirers are running children clubs / supervising children they must provide evidence of their online safety policy and procedures, this must include acceptable use.
- 1.19 When our school hires out or lets school facilities/premises to organisations or individuals (e.g. community groups, sports associations and service provider to run community or extra-curricular activities), we ensure that appropriate arrangements are in place to keep children safe.

1.20 We seek assurances that where services or activities are provided separately by another body (not under direct supervision or management of our school staff) there are appropriate safeguarding and child protection policies and procedures in place (including online safety) and will inspect these as necessary. This applies regardless of whether or not the children who are attending these services are on our school roll.

1.21 The school will not be hired to groups who support extremist ideologies or promote hatred

2.0 Safer Use of technology

Social Media - Expectations

2.1 The expectations' regarding safe and responsible use of social media applies to all hirers and their staff or volunteers.

2.2 The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.

2.3 All hirers and their staff or volunteers are expected to engage in social media in a positive, safe and responsible manner.

2.4 All hirers and their staff or volunteers are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.

2.5 We will control hirer access to social media whilst using setting provided devices and systems on site.

2.6 The use of social media during working hours for personal use is not permitted.

2.7 Social media can only be used in areas free of children

2.8 Social media should only be accessed using a personal device not connected to the school's wi-fi

2.9 Concerns regarding the online conduct of any hirers and their staff or volunteers on social media, should be reported to the safeguarding contact of the school.

Reputation

- 2.10 All hirers are advised that their online conduct on social media can have an impact on their association with the setting.
- 2.11 Civil or legal action may be taken if hirers and their staff or volunteers are found to bring the school into disrepute.
- 2.12 All hirers and their staff or volunteers are advised to safeguard themselves and their privacy when using social media sites. This includes (but is not limited to):
- Setting the privacy levels of their personal sites.
 - Being aware of location sharing services.
 - Opting out of public listings on social networking sites.
 - Logging out of accounts after use.
 - Keeping passwords safe and confidential.
 - Ensuring hirers and their staff or volunteers do not represent their personal views as that of the school.
- 2.13 All hirers and their staff or volunteers are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their role and is in accordance with our policies.
- 2.14 Information and content that hirers and their staff or volunteers have access to as part of their role at the school, including photos and personal information about young people and their family members or colleagues will not be shared or discussed on social media sites.
- 2.15 Hirers and their staff or volunteers will notify the safeguarding contact immediately if they consider that any content shared on social media sites conflicts with their role.

Communicating with learners and parents and carers

- 2.16 Hirers and their staff or volunteers will not use personal social media accounts, applications or profiles to contact children or young people associated with the setting, nor should any contact be accepted.
- 2.17 Any pre-existing relationships or exceptions that may compromise this, will be discussed with the Headteacher.
- 2.18 Any communication from children or young people and their parents received on personal social media accounts will be reported to the Headteacher (or deputies).

Use of Personal Devices and Mobile Phones

- 2.19 Pevensey and Westham School recognises that personal communication through mobile technologies is an accepted part of everyday life for hirers and their staff or volunteers, but technologies need to be used safely and appropriately within the setting.

Expectations

- 2.20 All use of personal devices (including but not limited to; tablets, games consoles and 'smart' watches) and mobile phones will take place in accordance with the law and other appropriate policies, such as anti-bullying, behaviour and child protection.
- 2.21 Electronic devices of any kind that are brought onto site are the responsibility of the user.
- 2.22 All hirers and their staff or volunteers are advised to take steps to protect their mobile phones or devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
- 2.23 All hirers and their staff or volunteers are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- 2.24 Mobile phones and personal devices are not permitted to be used in specific areas within the site such as changing rooms, toilets. Their use should be kept to adult only spaces such as offices and the staff room.
- 2.25 The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our behaviour policy.
- 2.26 All hirers and their staff or volunteers are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.
- 2.27 Staff will be advised to:
- 2.27.1 Keep mobile phones and personal devices in a safe and secure place during activities with children and young people.
 - 2.27.2 Keep mobile phones and personal devices switched off or switched to 'silent' mode during activities with children and young people.
 - 2.27.3 Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during activities with children and young people.

- 2.28 Not use personal devices during activities with children and young people, unless permission has been given by the manager, such as in emergency circumstances.
- 2.29 Ensure that any content brought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- 2.30 All hirers and their staff or volunteers are not permitted to use their own personal phones or devices for contacting children and young people.
- 2.31 Any pre-existing relationships, which could undermine this, will be discussed with the manager.
- 2.32 All hirers and their staff or volunteers will not use personal devices:
 - 2.32.1 To take photos or videos of children and young people and will only use business equipment for this purpose.
 - 2.32.2 If hirers and their staff or volunteers breaches our policy the letting may be terminated with no refund given.
 - 2.32.3 If a hirer and their staff or volunteers is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

Additional Conditions Governing Hiring of School Meals Kitchens or Sculleries

- 3.1 When the kitchen or scullery is used hirers will need specific permission from the Head / Business Manager when the hiring application is made.
- 3.2 Hirers will normally be expected to provide their own cutlery, crockery and condiments
- 3.3 All equipment and sinks must be left clean and tidy after use.
- 3.4 No animals are allowed in the kitchen or scullery.

Additional Conditions governing the hiring of School Playing Fields and Playgrounds

- 4.1 If there is any doubt as to the fitness of the ground the Hirer must consult the Headteacher who will make the final decision as to whether the ground may be used before the hiring takes place. In the event of the ground being deemed unfit for use immediately before a hiring is due to take place, any hiring charge already paid will be refunded, and any account due will be cancelled.

- 4.2 Hirers must be responsible for ensuring that everyone taking part in the hiring involved in the school playing fields and playgrounds, and all spectators, are properly and adequately supervised.
- 4.3 Casual spectators not connected with the hiring must not be admitted
- 4.4 Stakes or the like must not be driven into the ground, unless permission has been specifically given.
- 4.5 Vehicles must not be driven over or parked upon the playing field at any time. Vehicles must not be parked upon playgrounds unless permission has been specifically given.
- 4.6 Bonfires must not be lit, unless permission has been specifically given.
- 4.7 Animals must not be allowed on the playing field.
- 4.8 No marking out of pitches may be done except by the authorized ground staff unless permission has been specifically given.
- 4.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.
- 4.10 Any loudspeakers must be moderated so as not to cause a nuisance.
- 4.11 Spiked boots/shoes must not be worn on any synthetic playing surface.
- 4.12 The Head must be consulted in advance if there is any doubt about the interpretation of the above conditions.

Fire Precautions

- 5.1 The Hirer, or a responsible person nominated by them in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent them from exercising general supervision of the premises. The hirer shall ascertain and comply with any special fire precautions requirements contained in music, singing and dance, theatres, or any other licences appropriate to their intended use of the premises.
- 5.2 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.

- 5.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 5.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at function.
- 5.5 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating "No thoroughfare".
- 5.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 5.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 5.8 All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.
- 5.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:
- 5.9.1 All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
- The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
 - The British Standard Specification and Code of Practice;
 - The Electricity Supply Regulations;
- and they shall only be installed by a qualified electrician.
- 5.9.2 No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.
- 5.10 Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions.
- 5.11 All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where

required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.

- 5.12 All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.
- 5.13 All temporary installations, which have been installed, shall be disconnected from the permanent installation immediately after the occasion for which they have been used.
- 5.14 Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.
- 5.15 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment, which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of staff performances and exhibitions the local Fire Officer shall be consulted as to whether any special fire fighting equipment should be provided.
- 5.16 Thorough checks should be made by the Hirer at the end of the hiring to ensure that no smouldering fires or cigarettes are left burning and that all doors and windows are properly secured.
- 5.17 If there is any doubt about the application of any of the above conditions, the advice of the Head of the School should be sought.

“This guide is intended for use in respect of short term use of the premises and agreements which are intended to give no right of occupation beyond the expiry of the agreement. Further advice should be sought where it is intended to grant use of the premises for periods of more than a few consecutive hours or days at any one time.”

Application to Hire Facilities at Pevensey & Westham School

Full Name, Address, telephone number and email address of hirer:	
How much liability cover do you have? If you do not have £10 million can you obtain a top up insurance? Please provide a copy of your insurance certificate.	
Please confirm the date of your last risk assessment and provide us with a copy.	
If your let is to provide a service for children please confirm the date your child protection policy was last reviewed and provide us with a copy.	
Dates and Days Required:	
Actual Times Required (To include any preparation time and clearing afterwards):	
Main Facilities/Rooms Required:	
Will any other facilities be required? EG.: speakers/specialist equipment	
Do you require heating?	
Do you require use of the kitchen? If yes, please provide details of need.	
<p>DECLARATION BY THE HIRER:</p> <p>I acknowledge that I have received a copy of the conditions governing this hiring and understand them. I agree to abide by them and to pay the sum due before the hiring takes place. I agree to pay for the reinstatement following any damage to property caused as a result of hiring.</p> <p>Date: Signature:.....</p>	

<p>TO BE COMPLETED BY THE SCHOOL</p> <p>This hiring has been approved for, and on behalf of, the school.</p> <p>Date: Signature of Headteacher:</p> <p>The charge for this Hire will be: £</p> <p>The DSL available for this hire is:.....</p> <p>Contactable on:.....</p>
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