

# Lettings Policy

## 1. Purpose of the Policy

This policy sets out the arrangements under which Park School permits the use of its premises by external organisations or individuals outside normal school hours, while ensuring safeguarding, health and safety, and legal compliance.

## 2. Scope

This policy applies to:

- All lettings of school facilities to third parties
- All areas of the school site made available for hire
- All staff involved in managing or supervising lettings

## 3. Principles

The school will ensure that:

- Lettings do not interfere with the school's primary purpose
- Safeguarding of children and young people is paramount
- Health and safety requirements are met at all times
- The school's reputation and values are protected

## 4. Facilities Available for Letting

The following facilities may be made available, subject to availability:

- School Hall
- Restricted areas (e.g. classrooms) are not available for letting.

## 5. Application and Approval

- All requests must be made in writing to the Headteacher.
- The school reserves the right to refuse any application without explanation
- Lettings will only be confirmed once written approval is given

## 6. Safeguarding and Child Protection

Any organisation working with children or young people must:

- Provide a copy of their Safeguarding / Child Protection Policy
- Confirm that appropriate DBS checks are in place for relevant staff
- Nominate a Designated Safeguarding Lead (DSL) or equivalent
- Agree to comply with the school's safeguarding procedures while on site

If the school's pupils are present, appropriate supervision arrangements must be agreed in advance.

## 7. Supervision and Security

- Hirers are responsible for supervising their participants at all times
- Access will be limited to agreed areas only
- The hirer must ensure all users leave the site promptly at the end of the booking
- Any security concerns must be reported immediately to the school

## 8. Health and Safety

Hirers must:

- Comply with the school's health and safety requirements
- Provide risk assessments where appropriate

- Report accidents or incidents immediately
- Not bring hazardous materials onto the site without prior approval

The school reserves the right to terminate a letting if health and safety standards are not met.

#### 9. Insurance and Liability

- Hirers must hold adequate public liability insurance
- Proof of insurance must be provided before the letting begins
- The school accepts no liability for loss or damage to hirers' property

#### 10. Charges and Payment

- Charges will be set by the school and confirmed in writing
- Payment terms will be agreed in advance
- Cancellations may incur a charge, depending on notice given

#### 11. Damage and Loss

- Hirers are responsible for:
- Any damage to school property
- Any additional cleaning costs
- Replacement of lost or damaged equipment

#### 12. Alcohol, Smoking, and Substances

- Smoking and vaping are not permitted on site
- Alcohol is not permitted unless explicitly agreed in writing
- Illegal substances are strictly prohibited

#### 13. Complaints and Breaches

- Any breach of this policy may result in immediate termination of the letting
- Serious concerns, particularly safeguarding issues, will be escalated in line with school procedures

#### 14. Review

This policy will be reviewed annually by the Senior Leadership Team