



**Dorothy Barley
Infant School**

Lettings Policy

This policy was reviewed on:

Date: September 2021

This policy was ratified/reviewed by Governors on:

Date: November 2021

Policy will be reviewed on: September 2022

Frequency of review: Annually

Note: This policy has been written in line with the current government legislation & guidance:
Keeping Children safe in Education 2021
The prevent duty – April 2021
Working together to safeguard children 2018

Dorothy Barley Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Letting Policy

Conditions for Lettings

Bookings

- Bookings are not confirmed until both DBIS and the group have completed the booking form and agreed to the terms and conditions of hire.
- Any changes to the booking must be requested by and agreed to by the School at least five working days prior to the booking taking place.
- DBIS reserves the right to cancel any booking at short notice due to unforeseen circumstances.
- Where the facilities are required for school purposes DBIS will give a minimum of five working days'

Notice of the cancellation.

- In reserving the right to cancel due to unforeseen circumstances or because the facilities are required for school purposes, DBIS will not be held liable for any losses whatsoever incurred by the hirer as a result of the loss of use of the facilities.
- All hirers must have their own public liability insurance with a minimum indemnity of £5,000,000. A copy of the hirer's insurance documents must be held by the school.
- The Governors and School Leaders retain the right to refuse any booking.

Payments

- Payment required will be dependent on facilities used and time booked.
- Invoices for payment will be sent out at the end of each calendar month.
- Payment is due on receipt of invoice; after thirty days unpaid invoices will incur an additional administration charge of £20. Failure to pay outstanding invoices may result in the cancellation of further bookings.
- Payments must be made by cheque payable to Dorothy Barley Infant School.
- Receipts for payments will be sent by email, hirers who require a receipt will be sent either by email or post.

- Bookings cancelled with less than five days' notice will be charged at the standard rate.

Care and Condition of Premises

- Any damage to the facilities, premises or equipment provided by the school will be charged to the user group, and will be payable on demand.
- No smoking is permitted anywhere on the site.
- Alcohol is not permitted on the premises unless prior approval of the Governors is given and all relevant licenses obtained by the hirer. Such licenses must be available for inspection by the school before the commencement of the booking.
- All rubbish should be disposed of using the bins provided.
- Where excessive rubbish is generated by a hirer, this must be removed by the hirer. Failure to remove excess rubbish may result in additional charges being levied for disposal.
- All hired areas must be left in the condition they were found in at the commencement of the letting.
- No open fires, candles or unauthorised electrical equipment shall be used on the school premises.
- No betting, gambling or gaming is permitted on the school premises.
- Noise must remain at a reasonable level at all times.
- The Governing Body gives no guarantee as to the fitness, suitability or condition of the premises or grounds. However, every effort is made to ensure that they are in a reasonable state. It is the responsibility of the hirer to check that the premises are suitable for their needs.
- DBIS and its governors accept no responsibility for any loss or damage to any property left in, lost within or lost on the site.
- All booking times will be adhered to.

Access and Supervision

- A designated group leader or responsible adult must sign the group in and out, using the school's electronic 'Inventory' system.
- Any over stay on the booking times will incur additional costs.
- Only the areas / rooms that are requested on the booking form are to be used, if you feel additional areas may be necessary for your letting, please contact the SBM/ caretaker on duty on arrival.
- It is the hirer's responsibility to ensure that its members do not stray into school areas which are not included in the booking.
- Hirers may not use school equipment left in rooms, unless it has been booked for their letting.
- Hirers should ensure that group members are aware of what equipment, if any, is included in the letting.
- Please ensure all group members use only the entry and exit routes indicated by the Caretaker on duty at the commencement of the letting. Others areas of the school may be alarmed. Activation of the alarm system may result in additional charges.
- A named responsible adult must accept responsibility for the supervision of all persons involved with the letting, for the period of the letting.

Health and Safety

- All user groups are responsible to provide their own First Aid box and trained staff.
- Any equipment, electrical or otherwise, brought onto the premises by the hirer must be restricted to those items referred to on the booking form and agreed by the school. All electrical equipment must be portable appliance tested (PAT) and the school will require evidence of this.

Fire Procedures

- Do not attempt to tackle a fire unless trained to do so.
- In the unlikely event of a fire, the school evacuation procedure must be followed.
- All groups must keep a register of who is on the premises at all times.

- Please ensure that a nominated adult is the group's fire marshal and is aware of all fire exits and the fire evacuation procedure.
- The designated Assembly Point for the assembly hall is on the Dorothy Barley Junior Academy playground, and the field outside the dining hall when hiring the dining hall.
- In the event of fire alarm activation do not re-enter the building until directed to do so by the caretaker on duty.

Site Management Responsibilities

- The Caretaker will be responsible for the locking and unlocking of the building, ensuring that all groups comply with the signing in and out procedures.

Hirer's Commitment: -

- To treat the premises with respect;
- To report any problems;
- To pay all invoices on time;
- To request any changes to the agreement in writing;
- To give a minimum of five working days' notice;
- No smoking is permitted on campus.
- To work in partnership with the school;

School's Commitment: -

- To help local groups;
- To treat each group fairly and equally;
- To provide the facilities booked;
- To develop its members;
- To provide at least five working days' notice in respect of any changes of the booking unless due to unforeseen circumstances;

- To work in partnership with the local community

In addition, the Hirer will abide by the school's safeguarding policy and the associated policies. The school may ask for evidence of the Hirer's own safeguarding policies. The school and Governors draw the Hirer to the following extract:

Dorothy Barley Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

The governors and staff of Dorothy Barley Infant School fully recognise the contribution they make to safeguarding children. We recognise that staff, including volunteers, have a full and active part to play in protecting our children from harm.

All school staff and governors have a responsibility to ensure that our school provides a caring, positive, safe and stimulating environment in which all children can learn; promoting the social, physical and moral development of the individual child.

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse and of children in need.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the schools which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially Children's Social Care and the Police.
- To ensure that all adults within our schools who have access to children have been properly checked as to their suitability.

***As part of the school's ongoing monitoring all bookings will require the completion of the 'External Providers Form (Appendix 1.1)*

Appendix 1.1

External Provider Pre-arrangement Form

At Dorothy Barley Infant School, we aim to deliver a broad and balanced curriculum to all of our children.

In line with **'THE PREVENT DUTY'** (Counter Terrorism and Security Act April 2021), **'KEEPING CHILDREN SAFE IN EDUCATION'** Guidance (Sept 2021) and **"WORKING TOGETHER TO SAFEGUARD CHILDREN"**

(2018) Dorothy Barley Infant School aims to protect children from the risk of radicalisation as part of our ongoing safeguarding duties. As a school we teach and promote British Values and teach the children mutual respect and tolerance for all, regardless of their faith or belief.

As part of the school's ongoing monitoring we ask if you would kindly complete this form.

PROVIDER DETAILS:		
Name of provider:		
Contact address:		
Contact telephone No:		
Contact email:		

DELIVERY DETAILS:			
Details of services to be delivered: <i>Please tick if applicable</i>	Staff		Workshop (<i>pupil</i>)
	Pupils		Workshop (<i>staff</i>)
	Parents		Presentation
	Governors		Training
Date/Time of delivery:	Date(s):	Time(s):	
Handout(s):	Yes	No	
Names of presenter(s):	1.	2.	
	3.	4.	
Please give brief details of the topic being delivered:			

CONTENT & MATERIALS:

1. The materials being used enable participants to develop their self-knowledge, self-esteem and self-confidence:	Yes No N/A	Details:
2. Enables participants to distinguish right from wrong.	Yes No N/A	Details:
3. Encourages participants to accept responsibility for their behaviour.	Yes No N/A	Details:
4. Enables participants to acquire a basic knowledge of and respect.	Yes No N/A	Details:
5. Promotes tolerance and harmony between different cultural traditions and respect for their own and other cultures.	Yes No N/A	Details:
6. Age appropriate.	Yes No N/A	Details:

I confirm to the best of my knowledge that the content of the delivery/presentation/workshop/training and **ALL** associated materials that are due to be delivered/used at the school are free from partisan views and conforms to the shared values of Dorothy Barley Infant School.

Signed: _____

Full Name: _____ *(Please print)*

Date: / /