



## Gateway Primary School Policy Cover Sheet

<b>Policy Name:</b>	Lettings Policy
<b>Adopted at / by:</b>	FGB
<b>Signed on behalf of the Governing Board</b>	<i>K. Moyes</i>
<b>Name:</b>	Kevin Moyes
<b>Date:</b>	March 2025
<b>Signed on behalf of Headteacher:</b>	pp. <i>KAnstee</i>
<b>Name:</b>	Kayleigh Anstee
<b>Date:</b>	March 2025
<b>Review period:</b>	2 year
<b>Date of next Review</b>	March 2027



## APPLICATION TO ENTER INTO A HIRE AGREEMENT OF GATEWAY PRIMARY SCHOOL

Site	Gateway Primary School	Site Contacts: Site Manager: Malc Evans 07375123282  <a href="mailto:mevans@gateway.oxon.sch.uk">mevans@gateway.oxon.sch.uk</a>  SBM: Gill Lock 07855423724  <a href="mailto:glock@gateway.oxon.sch.uk">glock@gateway.oxon.sch.uk</a>
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Name and Address of Contact Person:		Tel N° (day): Tel N° (eve): Mobile:		
Purpose of Hire: (e.g., Public Event/Club Meeting/ Vocational Study/ Personal Event)		Age Range:		
Days and Dates of Hire:		Number of Occasions:		
Number of Supervising Adults (if applicable)	Relevant Qualifications of Supervising Adults:			
	Certificates to be enclosed, e.g., First Aid Certificates, etc.			
<b>ACCOMMODATION REQUIRED</b>	<b>TIMES</b>		<b>RATE PER HOUR</b>	<b>CHARGES</b>
	<b>FROM</b>	<b>TO</b>		
School Hall				
School Kitchen				
Classroom				
Sports Field				
Bungalow				

Netball Court				
			<b>TOTAL CHARGE (VAT CHARGED / NO VAT APPLICABLE)</b>	£

## HIRING OF GATEWAY PRIMARY SCHOOL PREMISES

### GENERAL CONDITIONS

1. Application for use of Gateway Primary School premises must be made to the School Business Manager on the attached form and must be accompanied by the appropriate payments in advance of the date on which the premises are required. No booking will be confirmed unless payment is made in full at the time of the application. In case of certain regular bookings, it is possible to make arrangements for payment to be made at agreed times. These payments are not returnable if the hire is approved by the school and is not then used, but payment so made may be credited towards subsequent lettings.
2. The caretaker or cleaner in charge cannot be required to undertake as part of his/her ordinary work for which he/she is paid by Gateway Primary School any work arising from the use of the premises for purposes other than Gateway Primary School purposes.
3. The time of hiring must be strictly adhered to and access to the premises for preparatory work in connection with the hiring must be covered by an extension of the hiring period.
4. Event Organisers are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, organisers will:

- a. be aware of the basic requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the school premises and facilities.
  - b. ensure safe working conditions for personnel and any third parties using or visiting the school premises and facilities.
  - c. undertake a risk assessment for the event and consider any ways to reduce the risks identified.
  - d. ensure any defects in the premises, its plant, equipment or facilities related to health and safety issues are made safe where possible and reported without delay by telephone to the Site Manager.
5. First Aid and welfare provisions are not included in any hire and remain the responsibility of the hirer to arrange. Please provide evidence of relevant qualifications.
  6. Alcohol may not be consumed on Gateway Primary School premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with the licensing laws.
  7. If the premises are suitable and to be used for dance, concert or stage performance, the hirer must obtain a necessary licence unless the establishment obtains or already has a licence.

The appropriate licence for both entertainment and alcohol can be obtained from West Oxfordshire District Council.

8. The hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to.
9. The use of the premises shall not be granted for any purposes that may appear questionable or undesirable or which interfere in any way with the operational activities of the establishment.
10. The laying of any composition or other preparation on floors is prohibited.

11. No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting or standing on the window sills, or standing on chairs, tables or equipment.
12. The hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of himself, his servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by him/her.
13. It shall be the responsibility of the hirer to satisfy himself/herself that the premises, furniture, fixtures and fittings are fit for his/her purpose.
14. The hirer shall undertake not to infringe any copyright and shall undertake to indemnify Gateway Primary School against all proceedings, actions, claims and demands which may be taken or made against the school for any alleged infringement of any copyright.
15. Any piano must not be moved without the consent of the Headteacher.
16. Smoking anywhere on school premises is prohibited. Notices shall be displayed at all meetings and activities open to the public specifically forbidding smoking anywhere on the premises.
17. No advertisements or publicity material promoting smoking shall be displayed on Gateway Primary School premises. Non-observance of this restriction may lead to termination of the hiring without further notice. Any sums paid by the hirer shall be forfeited in such case.
18. Gateway Primary School requires that 'All hirers must be covered by public liability insurance with indemnity up to £5,000,000'.
19. All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.
20. Gateway Primary School reserves the right to refuse any bookings or to refuse admission to the premises to any potential hirer or those attending any hired events on safety or security grounds.
21. Bookings will only be permitted on a term by term basis with no guarantee of ongoing hire.
22. Hirers to supply Risk Assessments in line with Government Guidelines.

I have read, and will ensure observance by persons using the premises of, the Gateway Primary School conditions of hire contained within this document. I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure that the premises are in good order.

I have arranged public liability insurance cover for a minimum of £5m. I enclose a copy of the certificate of insurance.

Signed: ..... Date: .....

## **SAFEGUARDING INCLUDING PREVENTING TERRORISM AND RADICALISATION**

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Headteacher before approval is given. The Site Team or Caretaking staff will submit an incident report if they suspect that the letting or gathering has been used for political purposes not previously authorised by the Finance team, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

### **SAFEGUARDING / CHILD PROTECTION DECLARATION**

The appropriately trained Designated Safeguarding Lead (DSL) who will put in place safeguarding policies and procedures specific to the activity is ..... and can be contacted via .....

The User undertakes to ensure that all staff or volunteers providing a service on behalf of the User will be made aware of the Local Safeguarding Children's Board child protection procedures and the DCSF guidance (2007) Safeguarding Children and Safer Recruitment in Education. Specifically, the User will take responsibility for ensuring that all required recruitment checks are undertaken on any adult using Gateway Primary School premises. (This should include enhanced DBS checks on all those likely to have unsupervised contact with children and young people and a requirement that any allegation about inappropriate behaviour from any adult, employed or volunteering for the User is referred to the Local Authority Designated Officer for investigation).

..... on behalf of ..... accept the responsibilities to safeguard and promote the welfare of all the children or young people for whom we provide a service. I accept the requirement to follow the guidance and procedures outlined above.

I/we agree to provide a copy of our child protection policy on request of the governing body of Gateway Primary School.

I/we confirm that all adults either employed or being used on a voluntary basis to provide services on behalf of

..... have been through the appropriate recruitment checks (identified in Safeguarding Children and Safe Recruitment Guidance DCSF publication 2007) and have received and will continue to receive on a three yearly cycle basic child protection training.

[Insert name of the 'user' representative] of [insert name of the organisation] make this declaration to confirm that we agree to and accept the expectations of this agreement outlined above.

Signed: ..... Date: .....

(on behalf of user organisation)

(Please attach a copy of your organisation's Child Protection Policy with this declaration).

I approve this hire on behalf of the Governing Body of Gateway Primary School and have verified that any necessary licence and insurance cover are held for the event/stage performing/music/singing/dancing/leisure activity (delete which is not applicable).

Signed: ..... Date: .....

Lettings Department

## DOCUMENT CHECKLIST

Gateway Primary School

<b>ADDITIONAL DOCS REQUIRED</b>	<b>ENCLOSED</b>  ✓	<b>VERIFIED BY, ON BEHALF OF Gateway Primary School</b>	<b>DATE</b>
If applicable the hiring organisation's Single Central Record			
First Aid – Relevant Certificates			
Public Liability Indemnity Certificate (£5 million)			
Relevant Qualifications			
Other (list)			