

SOKE EDUCATION TRUST

Letting Policy

Approved via Governorhub

Approved Date	3 rd December 2025
Review Date	December 2029



Letting Policy

Aims

The letting (hire of) of school premises assist in establishing John Clare Primary School as a resource and 'hub' of the community, in turn encouraging greater community cohesion and facilitating a more vibrant, safer and stronger community. The hiring of the school buildings or grounds to external organisations is a valuable means of raising money to enhance the school's budget. It is important, therefore, that there should be a clear policy, agreed by the Local Governance Committee, which:

- (a) lays down the criteria for the approval or otherwise of a request for hire and
- (b) gives guidance on the appropriate level of charges to be made for the hiring of specific areas of the school.
- (c) allows the hiring of the premises without using the school's delegated budget to subsidise this
- (d) not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- (e) hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

Legislation and Guidance

School lettings policies: examples and guidance, The Key for School Leaders

The Academy Trust Handbook 2022

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

- **Local Governance Committee (LGC):** The Local Governance Committee has overall responsibility for approving the Letting Policy, but can delegate this to an individual governor or the Headteacher. The Local Governance Committee also has overall responsibility for monitoring the implementation of this policy.
- **The Headteacher:** The Headteacher is responsible for ensuring staff are familiar with the Lettings Policy, and that it is being applied consistently.
- **Staff:** Our staff are responsible for:
 1. Implementing the Lettings Policy consistently
 2. Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
 3. The Senior Leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Definitions

Single Lettings: Where an individual or organization wishes to hire facilities on a one-off basis, these will be subject to a formal letting agreement and follow the same principles as a continuous letting.

Continuous Lettings: Where an individual or organization wishes to hire facilities for a number of weeks or terms.

Criteria for the approval of requests for hire

1. Applications received from the following groups will normally be approved automatically. In the event of any request for hire or agreed letting, the school's own needs for use of the premises will take priority:

- a) Any school related organisation (e.g. the PTA).
- b) Adult education courses.
- c) Local Community Groups which satisfy appropriate conditions relating to supervision and organisation.
- d) Language schools in so far as any request does not adversely affect the teaching and learning of pupils of the school.
- e) Requests from established Youth Groups.
- f) Individuals who wish to hire the premises for a family event or community activity/meeting.

2. Applications from the following groups will be considered on their merits and may be referred to the Governing Body for approval:

- g) Requests which involve the consumption of alcoholic drinks on the premises.
- h) Religious groups.
- i) Organisations seeking hire of school for profit making purposes.

3. Applications from the following groups will normally not be approved:

- a) Political or quasi-political groups.

4. The Governing Body reserves the right to disapprove without reason any request made for the hire of the school premises.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding.

Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact a member of Designated Safeguarding Lead trained staff, as soon as reasonably practicable:

Designated Safeguarding Lead: Mrs Sarah Nicolson

Deputy Designated Safeguarding Lead: Miss Caroline Johnson

CAPACITY AND CHARGING RATES

Main Hall	
Chairs	90 persons
Standing	261 persons

1. All letting agreement forms to be sequentially numbered, correctly authorised and accounted for.
2. An invoice should be issued for all lettings and processed according to the Internal Financial Procedures Policy.
3. All payments from the Hirer should be made by Bank Transfer.

Letting charges

Scale 1 rate: applicable to Private Organisations or individuals holding Conferences, Business Meetings, Receptions and Private Parties. Preparation time is free by arrangement.

SCHOOL HALL

Hire per hour (until 6pm)	£55
Hire for one day (until 6pm) Weekends and school holidays only	£350
Evening hire (between 6pm and midnight)	£250

Scale 2 rate: applicable to Statutory users, Social or Recreational activities, Charitable use, Fundraising, Educational activities conducted by recognised organisations. Preparation time is free by arrangement
Official functions of the following groups: James Bradford Trust, Scout and Guide Association, St. Botolph's Church Helpston and St. Stephens Church Etton and associated Church groups, Groups affiliated to the Helpston and Etton Community Association. Staff of John Clare School private events.

SCHOOL HALL

Hire per hour (until 6pm)	£39
Hire for one day (until 6pm) Weekends and school holidays only	£245
Evening hire (between 6pm and midnight)	£175

Scale 3 rate applicable to Helpston Under Five's (sole events)

SCHOOL HALL	
Hire per hour (until 6pm)	£17
Hire for one day (until 6pm) Weekends and school holidays only	£45
Evening hire (between 6pm and midnight)	£35

Scale 4 rate: applicable to School use (including for extracurricular clubs), Friends of John Clare School, Governors, Helpston Under Five's /Friends joint events.

No charge

USE OF THE KITCHEN IS BY ARRANGEMENT AT THE FOLLOWING RATES:-

A.	to serve beverages	Free
B.	to serve light meals	£35 for each four-hour period
C.	to serve main meals	£70 for each four-hour period

A premium of 10% will be added for a Sunday let.

Cancellations

We reserve the right to cancel any agreed hiring with a minimum 3 working days' notice. The hirer will be informed of the cancellation in writing, preferably via email.

A full refund will be given if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire. The hirer of the premises can cancel any hire with a minimum of 1 weeks' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

Review

The revenue raised from hiring out will be reviewed by the Internal Auditor and will be fed into the school's financial reporting, to ensure best value is being achieved.

ACCESS

Entry and Exit onto School Premises

When allowing children to exit the school premises at the end of all clubs, Club Leaders must ensure that they escort the children to the exit gate and hand them over to the appropriate parent/carer. If club leaders are in possession of entry codes and/or school keys, they must ensure that no person other than themselves and their employees are in possession of this.

Links to other policies:

Charging and Remission

Internal Financial Procedures

Appendix 1: Letting Agreement



JOHN CLARE PRIMARY SCHOOL

LETTING AGREEMENT

Agreement No: _____

Please read and sign this agreement to the conditions listed below governing the letting of John Clare Primary School.

Terms and conditions of hire

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time
9. The hirer must take out its own public liability insurance with a reputable insurer and provide a copy of the relevant insurance certificate no less than 10 days before the start date of the licence.

10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment;
 - b. Any claim by any third party against the school; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
13. Any cancellations by the school made with at least 1 weeks' notice or in the case of cancellations will be refunded.
14. Any cancellations by the hirer received with less than 3 days' notice will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
17. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
18. If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
19. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
20. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third-party intellectual property.
21. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running. This includes a risk assessment for COVID-19.
22. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
23. The hirer and the individuals participating are responsible for adhering to the latest government guidelines on COVID-19 at all times.
24. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.

26. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

Hirer's Responsibilities

1. The Hirer must produce event documentation to include a risk assessment and an emergency action plan of the Hire. This documentation must include details of health and safety issues relating to the nature of the hire including arrangements for first aid, supervision, communication, crowd control, use of equipment, traffic management and emergency procedures, appropriate to the nature of the hire. The Hirer undertakes to follow any recommendations arising out of such Risk Assessment prior to the hire. Further guidance on risk assessments is available from the HSE website <http://www.hse.gov.uk/>

2. The School reserves the right to undertake regular checks of the Hire of the Premises by the Hirer and any recommendations made by the School following such checks will be undertaken without delay by the Hirer. Failure to comply may result in termination of the hire arrangements.

3. If the Hirer wishes to cancel the Hire it must be notified in writing to the Headteacher at least one week before the Hire is due. In the event of the Hirer failing to give such notice the Hiring Fee will be non-returnable. Any preparation work carried out for the Hirer will be paid for by the Hirer.

4. The Hirer must be in attendance at all times and must provide and exercise adequate supervision throughout the Hire to prevent:

- (a) Damage to the buildings, grounds, fixtures, fitting and equipment; and/or
- (b) Excessive noise and/or nuisance to local inhabitants
- (c) Ensure that provisions for safety including recommendations identified through risk assessment are carried out

The Hirer will meet the cost of making good any damage caused.

5. Adequate insurance will be affected by the Hirer to cover the liability in respect of the Hire. In respect of public liability insurance cover, the Hirer shall affect the policy with a minimum indemnity of £5,000,000 in respect of any one incident.

6. In the event of any damage done to or loss or property suffered or incurred by the Hirer, the Hirer shall accept full responsibility therefor and shall indemnify the School from all costs, claims, demands and expenses arising therefrom save where any damage or loss or to any claim arising therefrom was caused by the negligence of the school or any servant or representative of the School in which circumstances the School will indemnify the Hire from all costs, claims, demands and expenses arising there from.

7. The school will not be responsible for the safety of any goods or articles of any kind that may be brought into or left on the Premises by the Hirer and/or any of his servants or representatives while on the Premises for the purposes of the Hire.

8. The School reserves the right to cancel the agreement if, in the opinion of the School, damage may be caused to the Premise; or if by flood, storm, fire or other cause beyond the School's control the Premises shall be rendered unfit for use; or if the School considers it necessary to close the Premises for the purpose of executing urgent repairs or alterations; or if, in the opinion of the School, it is in the public interest that the Premises should be closed for any reason.

10. The Hirer is responsible for providing a person/persons who is capable of administering First Aid. First Aid facilities (e.g. First Aid box) must be provided by the Hirer. The Hirer must ensure they have the means to make emergency telephone calls.

11. It is the hirer's responsibility to ensure children do not have any allergies to snacks given during the club session. If requested, the office can also check school records.

13. If running classes straight after school which involve children from our school:

- Hirers must be on the school premises in time to set up, ready to collect children at the end of the school.
- Classes being held within the school can only take place during term-time and excludes in-service training days when the school is closed (please see enclosed list of term dates).
- Children must be collected promptly by their parents/carers at the end of the session as there are **no** facilities for minding children after school. It is the Hirer's responsibility to take care of children until their parents/carers arrive.
- Children must be appropriately supervised when using the toilet facilities.
- Children must be suitably attired for the club/class they are attending.

14. The premises must be left clean and tidy after use with, lights and electrical equipment switched off, all windows closed and the door locked. The outside gates must also be locked upon leaving. The cost of any additional cleaning found to be necessary will be met by the Hirer.

15. Public performances, entertainment, performance of music, singing or dancing to which members of the public are admitted are not permitted unless prior permission has been obtained from the Headteacher who will determine that the School premises are adequately licensed for those purposes.

16. The Hirer is responsible for any waste generated by the activity of the hire and must dispose of it appropriately.

17. Hirer's equipment must be PAT tested or CANNOT be brought onto the premises.

18. Animals must not be brought onto the School grounds, playground or into any buildings, with the exception of Assistance dogs.

19. All information in relation to the School must remain confidential.

20. Photocopying of leaflets or posters must be undertaken by the Hirer. If photocopying is requested, please give the office 24 hours' notice. The cost is 5p per page.

Security and Safeguarding of Children and Young People

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding.

Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact a member of Designated Safeguarding Lead trained staff, as soon as reasonably practicable:

Designated Safeguarding Lead: Mrs Sarah Nicolson

Deputy Designated Safeguarding Lead: Miss Caroline Johnson

Fire Precautions

1. The Hirer should be provided with a copy of the school's Emergency Evacuation Plan.
2. The Hirer must be in attendance at the scene of the activity during the whole time that the premises are open to the public and during this time an adequate number of competent attendants shall be on duty. The Hirer or his appointed representative shall not be engaged in any duty that will prevent his overall supervision of the Hire.
3. The Hirer must ascertain and comply with any special fire precautions or requirements contained in music, singing and dancing, theatres, or any other licences appropriate to the intended use of the premises. A fire risk assessment must be completed to cover all activities that will take place for the duration of the hire to satisfy the requirements of current fire safety legislation. This must be made available to the responsible person of the building. The use of pyrotechnics and special effects are not permitted without express permission of the Headteacher, and are subject to specific risk assessment. Fire authority approval may also be necessary.
4. Seating, gangways and passages shall be provided as approved by the responsible person acting on behalf of the School.
5. All gangways, corridors, fire escape routes and external passageways intended for entrance and exit shall be kept entirely free from obstruction.
6. All exit doors must be accessible during the whole time the public are on the premises.
7. The Hirer must familiarise themselves with the position of a telephone for summoning assistance, fire alarm system, escape routes, operation of any door opening devices, the location of the assembly point and firefighting equipment. Firefighting equipment should only be used in life threatening situations and should only be used by trained people. A nominated person should be responsible for using the firefighting equipment, if necessary. The

responsible person for the site should be consulted on any additional equipment necessary where stage performances or exhibitions are intended.

Materials

1. Mats or other floor coverings shall be secured to prevent rucking.
2. Flammable materials are not to be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained as such. No naked flames can be used (e.g. candles, tealights etc)
3. No hazardous substance/s shall be brought onto school premises unless the Control of Substances Hazardous to Health Regulations have been complied with in terms of material safety data sheets, COSHH risk assessment, and necessary controls and training are in place and must be agreed by the Headteacher.
4. No hazardous substances can be stored at the school by the Hirer. Only sufficient quantities required for the activity should be brought to the site and all hazardous materials should be removed at the end of the activity (including any waste.)

Temporary Electrical Installations

1. Any temporary electrical installation must only be carried out by a qualified electrician and must comply with the applicable recommendations and requirements of the following:
 - (a) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings – current edition and amendments;
 - (b) The British Standard Specification and Codes of Practice – current edition and amendments; or
 - (c) The Electrical Supply Regulations – current edition and amendments.
2. All temporary installations shall be disconnected from the permanent installation immediately after the completion of the Hire.
3. All portable electric items must have been PAT tested within the last 12 months and a visual inspection should be carried out before use.

Additional Requirements for the Hiring of External School Premises

1. The Hirer must consult the Headteacher if there is any doubt about the condition of the ground. In the event of the ground being deemed unfit for use immediately before the Hire is to take place, the hire charge will be refunded.
2. The Hirer must ensure adequate supervision is exercised over everyone taking part in the Hire including spectators. Casual spectators not included in the Hire must not be admitted. Participants must have reasonable fitness to allow them to undertake the activity safely.
3. Stakes or similar must not be driven into the ground unless specific permission has been given.
4. Vehicles must not be driven over or parked on the playground unless prior permission has been obtained.

5. Unless prior permission has been obtained, bonfires are not permitted.
6. Playgrounds must be left in a clean, tidy and safe condition.
7. Any loudspeakers must be operated at moderate volume so as not to cause a nuisance.
8. In relation to car boot sales or similar, the Hirer should take all reasonable steps to ensure that items sold on the School Premises are legal and appropriate for the Premises. It is the Hirer's responsibility to ensure that the name of the School is not brought into disrepute by the sale of illegal or inappropriate items. The Hirer should refer to the Headteacher for guidance on such items.

After the Hire

1. On completion of the Hire the Hirer must carry out an inspection of the Premises to ensure that:
 - (a) All windows and doors are closed and secured;
 - (b) The premises have been left clean, tidy and safe; and
 - (c) There are no signs of a fire.

Termination

1. In the case of regular Hires, each party reserve the right to terminate this Agreement giving the other party one month's notice in writing.
2. In the event of a breach of the terms of this Agreement by the Hirer concerning public safety including any failure to implement the recommendations of the Risk Assessment of the Hire, the School may terminate this Agreement with immediate effect.
3. The School's decision to terminate under Clauses 8.1 or 8.2 shall not give rise to any claims for damages or otherwise by the Hirer.

Indemnity

The Hirer agrees and undertakes with the School to indemnify and keep the School indemnified from and against all actions proceedings costs claims and demands by third parties in respect of any damage or liability caused by or arising from the use or occupation of the School Premises by the Hirer.

Disability Equality Statement

John Clare Primary School is committed to promoting Disability Equality and equality of opportunity for pupils with learning difficulties. The hirer must ensure that anyone with a disability or leaning difficulty has equal access as described below:

Equal Opportunities and Inclusivity

1. The Hirer is committed to providing the equality of opportunity for all adults, children and families. We believe that no child, individual or family should be excluded from any group on any grounds.
2. The Hirer is committed to the principle that any behaviour, language or action that creates discrimination or disadvantage is unacceptable and will be challenged.

3. The Hirer will make every effort to ensure that the setting, equipment and resources promote equality of opportunity for all and reflect the different cultures, levels of ability, family status, gender, religion, etc, of the group of members who hire the facilities.

4. The Hirer believes it is important to operate a provision which is fully inclusive and encourages anti-discriminatory practice for both children and adults. The building has full wheelchair access and the setting and facilities are adaptable to enable the best level of care for all the group member's needs.

5. The Hirer will ensure that any activities undertaken would not be detrimental to cohesion of the community, nor promote intolerance on the basis of ethnicity, faith, gender, sexual orientation, disability or age.

If there is any doubt about the application of any of the above conditions the advice of the Headteacher should be sought.

In the event of difficulty during the Hire please contact:

Headteacher: Mrs Sarah Nicolson

Site Officer: Mrs Jula Shonfeld

Please sign below to indicate you have read and accepted the above terms and conditions of the Agreement.

HIRER

Signed:

Date:

Contact Name:

Contact Address:

.....

.....

Contact Telephone:

SCHOOL

Authorised Signature:

Name:

Date:



JOHN CLARE PRIMARY SCHOOL

LETTINGS BOOKING FORM (Please use BLOCK CAPITALS)

Name of Hirer and Organisation:	
Address : Postcode :	
Contact Numbers:	
Email Address:	
Please provide details of contact person for hire if different to above	
Name, address, contact numbers, email address	

Purpose of Let						
Attendees	Total no. of attendees		Number of Adults		Number of Children	
Single Booking	Date of booking		Start Time		End Time	
Block Bookings	Frequency/ Days					
	Start Date				Start Time	
	End Date				End Time	
Bookings must allow sufficient time for preparation and clearing away before and after the event.						

Facility Require (please tick):	Main Hall <input type="checkbox"/>	Kitchen <input type="checkbox"/>
	School Grounds <input type="checkbox"/>	
Equipment Required:		
Other Arrangements:		

The school does not provide any warranty that the premises, facilities and equipment provided are suitable for the intended purpose of the hire. The hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.

Will refreshments be served?	
Will alcohol be consumed?	
If yes, will the alcohol be served or sold?	
<i>If permitted by the school, the relevant licence must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.</i>	
I have read and accept the terms and conditions and confirm that I am over the age of 18. Signed (Hirer): Full Name (Hirer):	
You will be sent confirmation of whether this application has been accepted or rejected by post or email.	
PLEASE RETURN THE FORM TO:	
POST:	EMAIL:
School Use Only This application for Letting is: ACCEPTED / REJECTED	
Signed (School):	Date:
Name:	Position:
No letting will be regarded as booked until all requested paperwork has been submitted and a signed approval letter is issued by the school.	

Appendix 3: Approval Letter

[Insert applicant's name]

[Insert applicants address]

Dear [insert applicants name]

Re: HIRE OF SCHOOL PREMISES [insert booking reference]

The Governing Body of [name of school] has approved your application subject to the terms and conditions, for the hire of the school's premises on [insert date], between [start time] to [end time].

The facilities which you have permission to use are:

- [List of accommodation including access to toilets, kitchen, first aid, reception as appropriate]
- [list of all equipment]

Other facilities and equipment are not to be used without prior permission.

PAYMENT

Attached is an invoice which covers the booking fee. The invoice must be paid in full [number of days] days prior to the booking date. Please note this hire will not be regarded as booked until all requested paperwork has been submitted.

Payment can be made online by:

[Provide details here]

Following the hire and once the school has made certain that the hirer is not liable for any additional charges, the deposit held by the school will be refunded by [insert method e.g. cheque, cash].

SCHOOL CONTACT

On the date of the hire, the [job title and name i.e. school's care taker] will be your main point of contact. [Name] can be contacted on the following [supply mobile and land line number if appropriate].

Yours faithfully

Head Teacher on behalf of the Local Governance Committee



LETTINGS CHECKLIST FOR SCHOOL STAFF

Process Checklist:

- Send enquiry pack with schedule of charges, terms and conditions and booking form etc
- Completed booking form received by school
- Assess suitability of activity
- Check availability of premises/ equipment/caretaker or security staff
- If the completed application is from an organisation which will be working with children/young people, the school has followed the relevant safeguarding procedures.
- Calculate cost of hire
- Book letting into the diary with hirers name and contact number
- Where the booking has been accepted, a letter provisionally confirming the hire will be sent to the applicant along with an invoice to cover the (Appendix 3 – Approval Letter).
- Payment received (check school finance system)
- Check booking in diary, arrangements with caretaking staff and others where appropriate

Health and Safety Checklist:

The School has informed the Hirer of the following:

- Limits on accommodation and equipment (e.g. out of bounds area)
- Emergency evacuation procedures and fire arrangements including location of fire extinguishers, call points and emergency exits
- Location of toilets
- Who to inform of any accidents/ incidents/damage or hazards
- In the case of “repeat” bookings the person on duty will inform the Hirer of any changes

After the Booking:

- Caretaking staff checked the premises for any damage
- Return deposit if everything reported to be in order



JOHN CLARE PRIMARY SCHOOL

SAFEGUARDING CHILDREN CHECKLIST

A checklist should be completed for each Out of School club Safety requirement		In place
1	Has the school gone through the Letting Agreement for use of premises with the provider?	Y/N
2	Has the provider got a Child Protection Policy that is compatible with the school's policy? Is the provider adopting the school's policy?	Y/N Y/N
3	Has the provider got a code of conduct for staff detailing appropriate behaviour with children that is compatible with the school's code conduct? Is the provider adopting the school's code of conduct?	Y/N Y/N
4	Is the provider aware of the procedures to be followed if they think a child is being abused and have they have been supplied with the appropriate numbers?	Y/N
5	Does the provider have a procedure in the event of a child protection allegation being made against them that is compatible with school procedures? Is the provider adopting school procedures?	Y/N Y/N
5a	Does the provider follow safer recruitment principles in appointing and vetting staff?	Y/N
6	Have all staff or volunteers working with children (including transporting children as part of the activity) been DBS checked? Has the school seen the DBS checks?	Y/N Y/N
7	Has anything been disclosed on the DBS check that should have been discussed with the governing body? If yes take advice from EPM.	Y/N
8	Have references been checked?	Y/N
9	Are there appropriate arrangements for first aid or other emergencies?	Y/N
9a	Does a member of staff have a current first aid certificate?	Y/N
10	Are all individuals in the organisation made aware of policies and procedures?	Y/N
11	Are there arrangements for the provider to liaise with the appropriate member of staff if there should be a particular concern?	Y/N
12	Are staff/pupil ratios appropriate for the Extended Services activity?	Y/N