

Sibsey Free Primary School



Lettings Policy

2023

Approved by: Governing Body

Date: March 2023

Last reviewed on: July 2021

Next review due by: March 2025



Lettings Policy

1. It is the policy of Sibsey Free School to allow recognised organisations the opportunity to let the facilities offered by the School.
2. The facilities of the school cannot be let to political organisations or groups which in the opinion of the Headteacher and Governors would be inappropriate for educational premises.

Arranging Lettings

1. Persons wishing to let the facilities of the school must contact the Headteacher in writing to confirm their wish to let an area of the school and to complete any necessary booking form.
2. The Headteacher on behalf of the Governors will approve or refuse the letting and will inform the organisation of the agreed letting fee when appropriate.
3. The Headteacher will consult the Governors if necessary.
4. When necessary, the Headteacher will inform the caretaker of lettings made, dates and times.

Scale of Charges

1. The standard charge for the use of educational premises based on the latest information received from LCC will apply to the following users:
 - a. County Community Education and Youth Service.
 - b. University of Hull Extra Mural Department.
 - c. University of Nottingham Extra Mural Department.
 - d. Workers Educational Association.
 - e. Registered Youth Groups.
 - f. Music Support Service, bands and orchestras.
 - g. Officers of the County Council.
 - h. Women's Institute (WI educational purposes only).
 - i. Townswomen's Guild.
 - j. Parent Teachers' Associations.
 - k. Sports Development Schemes.
 - l. Sibsey Parish Council
2. Prior to the 1st June, priority will be given to the categories of user listed above for booking accommodation in the following academic year. Once that date has passed, other bookings will be accepted.
3. The Governing Body has approved this Policy to cover other lettings.



4. The standard charge for the use of educational premises comprises two elements:
 - a. A fixed amount reflecting the caretaker's extra duty payment.
 - b. A variable amount per room to cover other costs associated with the hire.
 - c. An appropriate additional charge may be added to cover additional costs e.g. heating. This aspect will be considered and set by the Headteacher.
5. Charges for the use of rooms etc within the school for all other users will be set by the Headteacher and will be based upon the actual cost likely to be incurred in providing the letting.
6. Charges for the letting of playing fields and playgrounds are to be the same as for a typical room.

Caretaker's Lettings Payments

1. The lettings payments to the caretaker will be based upon the latest information available from LCC.

Other information

In general, and at the discretion of the Headteacher, NO CHARGE will be made for lettings to hirers running clubs for the benefit of the children of our school.

At the discretion of the Headteacher, NO CHARGE will be made for lettings that are directly connected with the following, unless they incur additional caretaking charges:

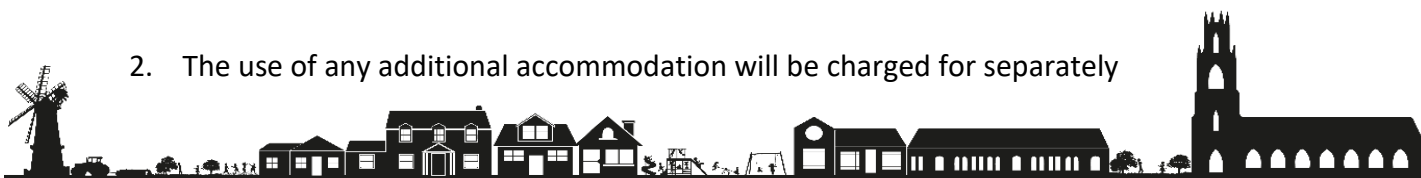
- Sibsey Free Primary School
- Friends of Sibsey Free School (PTA)
- BrightSparks Playgroup
- Board of Trustees of the School

Safeguarding

When considering the hiring of school premises by self-employed people to provide regulated activity to children, the school will follow the guidance attached as an Appendix to this Policy.

Notes

1. All accommodation charges are inclusive of the ancillary use of related cloakrooms and toilets.
2. The use of any additional accommodation will be charged for separately



e.g. a classroom being used as a changing room.

3. For a separate letting consisting of a cloakroom only, a separate letting fee equivalent to that for a classroom will be made.
4. No reduction in the letting charges will be made where there is more than one hirer on the same occasion.
5. The time during which the premises are required by a hirer for preparing for a letting and clearing up afterwards will be regarded as part of the letting for the purposes of calculating the charge to be made.
6. No payment will be made direct to the caretaker. The caretaker will receive his/her fee direct from the authority, the fee being based on the regulations of the East Midland Provincial Council for Local Authorities Services.
7. All breakages must be paid for by the Hirer.



Appendix to Lettings Policy

Proposed guidance to manage safeguarding when working with self-employed people hiring school premises to provide regulated activity to children

This guidance comes as a lessons learned summary following the conclusion of the case of a badminton coach as reported in the media, who sexually abused boys over several years, while working as a coach and renting premises from various schools. One of the main concerns was that the coach was able to continue to rent premises from schools, while under active police investigation, following his original arrest in 2016. The issue arose because following his release under investigation, the police/LADO could contact only the schools that he disclosed to be working with, and there was no other means to learn if he was not truthful in his answer.

It is recognised that when a self-employed person rents school premises to provide regulated activity to children, the risk potentially is increased because parents/carers extend their trust in the school to the person/coach who is using the school premises. The parents/carers do not know the different safeguarding responsibilities depending whether the respective person is an employee or simply renting the premises.

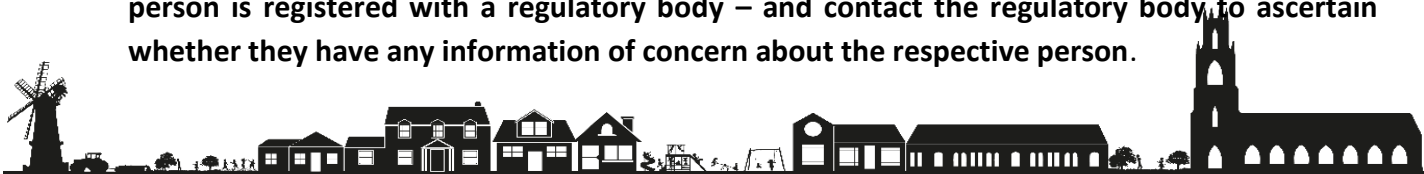
The proposal is for each school to consider and adopt as a matter of good practice and build into their policy for lending their premises to a self-employed person with the intention to provide a regulated activity to children. This is not requirement by law; only measures that we have found may support each school in their duty to safeguard the children on their premises.

1. DBS with online update service to be applied on behalf of the self-employed person with the person's consent.

Schools can legally apply for an enhanced DBS check for a self-employed person (such as sports coach) who is not their employee as they require this to permit the individual to be involved with the School. This provides a vital safeguarding tool to help ensure they keep children safe and they have an interest, as this activity will take place in their setting. In these circumstances, Schools should always require an enhanced DBS check with a check of the Children's Barred List.

Whilst the School will appear as the 'Employer' on the DBS Certificate, this does not require the individual to be working under a contract of employment. If the School requires the check to ascertain the suitability of the individual, in order to permit the self-employed person to be involved with the School / to rent a space to provide regulated activity to children then a DBS check can be requested. A self-employed person cannot request their own enhanced check so often need a School or other setting to request these checks for them.

- 2. The DBS Update service to be used** every 3-6 months, to ensure that new information is not missed over a significant amount of time.
- 3. At the point of agreeing to lease premises, it is good practice to check whether the self-employed person is registered with a regulatory body – and contact the regulatory body to ascertain whether they have any information of concern about the respective person.**



It is hoped that the regulatory bodies will keep on their record that a school rang about hiring their premises, so that if police contacts LADO following an arrest, the regulatory body may be able to help the LADO to contact the associated schools they may be aware of. (This record keeping matter is still work in progress with each regulatory body).

4. At the point of agreeing to lease premises, the self-employed person could be asked to provide the name of a school (or schools) they have already been working with, for the purposes of reference. As one would act under safe recruitment, **the school then to contact the referenced school to check whether there has been any concern raised about the person. This information then to be kept on file and shared with LADO if contacted.**

It is recognised that even with the above measure applied, it is not a failsafe situation; however we need to do our utmost to reduce the risk as much as possible. If you have any proposals to further improve the guidance, you are welcome to contact either the LCC schools' safeguarding team, or feed- back to Lincolnshire LADO.

