



St Leonard's

C of E Primary School

Lettings Policy

This policy was written in:	September 2025
To be reviewed:	September 2026
By:	Kay Proctor & Avril McGill

'A new commandment I give you: love one another. As I have loved you, so you must love one another.'

John 13:34

With God's help, we will be inclusive, independent, inquiring and inspirational.

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God's wondrous, diverse world.
- We will be inspirational by following Jesus' example, making a positive difference in the lives of others through love.



APPLICATION FOR THE USE OF PREMISES

AT

**ST LEONARD'S C E PRIMARY SCHOOL,
WALTON GREEN, WALTON LE DALE, PRESTON, PR5 4JL**

TEL: 01772 556021

Notes on the completion of the forms

1. Part A **MUST** be completed by all applicants.
2. Part B **MUST** be completed by groups wishing to claim exemption for paying VAT.
3. The applicant must be the person responsible for the group.
4. A copy of your organisation's public liability insurance **MUST** be included in with the lettings paperwork.
5. Safeguarding evidence as per Part C **MUST** be attached.
6. Ofsted registration if operating holiday club.

Introduction

The Governing Body actively encourages community use of the school hall and/or grounds. However, it reserves the right to refuse any lettings it may choose. The current policy authorises use for the following groups of users:

- ❖ **Group A** – Uniformed groups associated with church and school (chargeable)
- ❖ **Group B** – After school clubs or activities for the **sole use** of St Leonards children i.e. guitars, music club, dance, jujitsu or other activities that enhance the school's curriculum provision (non-chargeable)
- ❖ **Group C** – After school sports club offered by the South Ribble Sports partnership (non-chargeable)
- ❖ **Group D** - The Football Development Company for use of the school hall and playing fields for Football clubs in the School holidays for children of St Leonard's and other children (chargeable)
- ❖ **Group E** – Sports group/club/organisation hiring the outdoor sports field (chargeable)
- ❖ **Group F** – Holiday club lettings for children aged 3-11 (not restricted to just our school pupils)

Responsibilities

Head teacher

The named person in charge of lettings for the schools is the Head teacher and Governors. The Head teacher will undertake those duties as outlined in the Premises Letting Conditions.

Governing Body

The Governing Body's Resources Committee will look annually at all lettings and review prices and contracts. The Head teacher and School Business Manager will inform the governing body when a new letting is to be considered but will oversee the daily/weekly management of the lettings.

The charges set are displayed in the school Lettings Policy.

The Governors reserve the right to apply appropriate charges at their discretion. They also have the right not to charge for lettings if the activities are being run on behalf of the school and for the benefit of the pupils.

School Business Manager

The school business manager will deal with the initial request for a new letting and send out a letting's packs, to ensure all details are recorded.

On approval of the Head Teacher/Governors, the School Business Manager will confirm the letting and ensure that any supplementary documents i.e. insurance certificates, DBS details are received.

An invoice for the letting will be raised by the School Business Manager each half term or at other intervals as agreed.

Hirer

The hirer will undertake the responsibilities as laid down on the Premises Letting Conditions of use on the reverse of the 'Premises Letting Application Form'.

The organisation using the school must nominate a “responsible person” who is deemed to be in charge and is the person responsible for the activities. This person is also the contact should any difficulties arise.

Legal and Insurance

The school and hirer, in agreeing to let the school or grounds, must abide by the regulations and guidance as set by the Local Authority.

We refer to the LA Guidelines - ‘Use of Premises Outside School Hours 1991’ as a reference document to aid our decision making.

The organisation must be properly insured against accidents.

The organisation must also complete the LA Letting Form providing indemnity. This includes an agreement to make good any damage caused.

Any hirer that uses the school must be adequately insured (**with a minimum of £5m public liability insurance**) and insurance documents must be attached to the application and updated upon expiry of the certificate.

Charges

The charges set will always cover the cost of the letting.

Charges are agreed on an annual basis by the Governing Body.

Current summary of charges

1. Uniform groups - £20.00 per session (2- hour session) Extra hours charged at £8.00 per hour.
2. Hire of hall per hours - £10.00.
3. Daily rate - £50.00 per day.
4. Weekly rate - £170.00 per week.
5. Hire of sports field per session - £15.00 per occasion used.
6. Holiday club letting - £130 per day

The charges will be reviewed regularly by the Governing Body, and may be changed with a 4 week notice period.

Supervised and Unsupervised Lettings

The school operates a two-tier system for the provision of community use through lettings. The decision as to whether the letting is classified as supervised or unsupervised is taken by the Head teacher/Governors. This decision is final.

Supervised Lettings

A supervised letting is when the school appoints a designated person who is responsible for the operation of the letting. This person is paid for this role. Supervised lettings therefore incur greater charges than unsupervised lettings.

Self-supervised Lettings

A self-supervised letting is where a designated person is responsible for the operation of the letting that is not part of the school staff. They must ensure that the responsibilities of the hirer are maintained. The designated person must comply with the Premises Letting Conditions.

If the designated person is changed during letting period we ask that the school is notified before change and that all keys and passes are returned and will be re-allocated to new designated person. The person responsible for the key and pass will be asked to sign for them.

Enquiries and Complaints

All enquiries regarding community use should initially be directed to the School Office.

All complaints regarding the quality of service for community use lettings should be directed to the Headteacher.

If the complaint is considered not to be dealt with appropriately, the matter may then be passed to the Chair of the Governing Body to be investigated and if need be raised at a complaints committee.

All enquiries and complaints regarding private lettings (holiday club) must be made direct to the organisational named person.

Code of Conduct

(Behaviour)

St Leonard's Primary School does not tolerate any bad language or abuse to any member of our school community. All reports of any bad language or abuse will immediately be passed to Governors and can result in lettings being immediately terminated.

The Responsible Person can make representations to the Chair of the Governing body of the school if they feel the need to respond to any allegations made.

Please also see conditions of use which apply to all lettings:

- ❖ The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.

- ❖ Where governing bodies hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe. When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body should therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. The [guidance on Keeping children safe in out-of-school](#) settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place.

- ❖ School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

Schools and colleges may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, schools and colleges should follow their safeguarding policies and procedures, including informing the LADO.

- ❖ The hirer must be willing to meet with school officials and provide details of their aims and objectives. Hirers should follow the appropriate keeping children safe in education guidance [After-school clubs, community activities, and tuition - safeguarding guidance for providers \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/67222/after-school-clubs-community-activities-and-tuition-safeguarding-guidance-for-providers.pdf)
- ❖ The Governing Body actively encourages community use of the school building. However, it reserves the right to refuse any letting it may choose.
- ❖ School reserves the right to cancel lettings to allow for school events by giving notice to the hirer of not less than 2 weeks.
- ❖ School reserve the right to cancel/withdraw a lettings policy from the occupant where it feels that the agreement is not being adhered to or following a report of an incident.
- ❖ No classroom throughout school is to be used by a hirer unless prior agreement has been sought from the Governing Body.
- ❖ Holiday club have access to the school hall and the skills hub, as well as toilet facilities and the staffroom (no access to any other area)
- ❖ Where the hall and/or grounds are being hired, the infant's toilets **only** should be used by children and the unisex toilet on the main reception corridor **only** should be used by staff and **not** the school staff toilets.
- ❖ The hirer must be willing to meet with school officials and provide details of their aims and objectives.
- ❖ The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed regularly by the Governing Body.
- ❖ Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
- ❖ The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call. See the emergency contact details in the lettings pack.
- ❖ A lettings application/indemnity form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis. **(Hirers should not assume that the letting will just continue).**

- ❖ No letting will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting).
- ❖ Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
- ❖ Any changes to the hirer or the letting must be approved by the governing body prior to the change over.
- ❖ All hirers must comply with health and safety legislation.
- ❖ The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate, original document to be brought into school and with your permission a copy will be kept on file.
- ❖ Arrangements for the payment of each letting will be made in advance with the hirer concerned.
- ❖ Smoking is not allowed on the premises in line with school policy.
- ❖ Alcoholic Drinks:-
Please note prior approval of the governing body must be sought for any event where alcoholic drinks are involved and subject to approval will be subject to the conditions below:
 - a) An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of the bar sales, etc.
 - b) No alcohol is to be stored or retained on the premises when pupils are in school.
- ❖ All hirers must adhere to the schools conditions of use at all times, non-compliance could lead to the cessation of your letting.
- ❖ Spot checks/inspections can/will be made unannounced at any time during your letting by the school governors or member of the Senior Leadership Team.
- ❖ The governing body reserve the right to refuse a letting to a group or association where they feel there may be a conflict of interest between the school and the person applying for the letting.
- ❖ Any electrical equipment that has been brought into the school must have been PAT tested and show a pass sticker.
- ❖ The governing body reserve the right to cancel a letting without notice in the event of any allegation made against the hirer, or to terminate the letting due to inappropriate conduct.

This document has been drafted in line with Lancashire County Councils draft lettings policy.

Information for any clubs run during the term or school day:

Designated Safeguarding Leads for school

Kay Proctor	Designated Safeguarding Lead
Sally Walsh	Deputy Designated Safeguarding Lead
Joanne Waring	SENCO/Deputy Designated Safeguarding Lead

Role of St Leonard's Designated Safeguarding Leads

The DSLs will:

- Take **lead responsibility** for safeguarding and child protection
- Manage referrals to Children's Social Care, Police and other agencies
- Work with others in order to improve outcomes for children
- Attend DSL training every 2 years
- Undertake Prevent awareness training
- Update their skills and knowledge on a regular basis, but at least annually
- Raise awareness of safeguarding throughout school (weekly briefing, 7 minutes briefings, school newsletter)
- Ensure that this policy is reviewed annually and is available publicly (website)
- Maintain, update and amend the school's safeguarding portfolio regularly
- Ensure that parents are aware of school's responsibilities regarding safeguarding and child protection
- Maintain accurate safeguarding records that are stored securely
- Be available during school hours
- Arrange cover of DSL role for any out of hours/out of term activities
- Represent school in multi-agency meetings
- Be provided with appropriate support and supervision in order to carry out the role safely and effectively
- DSLs must take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of children (Contextual Safeguarding).
- The DSL will consider when a child is moving school if it would be appropriate to share information in advance of the pupil moving.
- The DSL should have details and liaise with the Local Authority Personal

Appendix B

**USE OF SCHOOL PREMISES- St Leonard's C E Primary School
APPLICATION FORM NO:**

PART A

Name of Organisation	
Name of Applicant	
Address	
Postcode	
Tel No.	
Email Address:	

Please note the above is who/where the invoice will be sent to, please provide further details if this needs to be different.

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Date(s) required	From:		To:	
Day of the week required:				
Purpose for which the accommodation is required:				

Type of Accommodation	Please tick if required	No of terms	Times required:	
			From	To
School hall				
Infant Playground				
Junior playground				
Football field: Grass				
Classroom				
Staffroom				

Toilets				
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Please state here any additional requirements:

Purpose for which the accommodation/premises are required:

a) If the letting is a commercial nature, please supply details

b) Will the general public be admitted?

Yes/No

c) Approximate number of people attending:

Male	
Female	
Seniors over 16	
Juniors under 16	

d) *Details of admission charges:*

e) *Is copyright music to be performed?*

Yes	No
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f) *Approximate number of people attending*

g) *Is alcohol to be served?*

Yes	No
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h) *Do you intend to use/bring into the premises any additional electrical equipment: (see note 6)*

Yes	No
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Appendix B:

VAT Regulations Relating to the use of Sports Facilities

Room hire alone is exempt. For example the local Brownies hiring the school hall or sports hall for a table top sale would be exempted from VAT.

If the local football club hired the school hall (NOT a sports hall) to play football, the letting would be exempt as the hall is not a sports facility.

If the local football club hired the school sports hall to play football as a one off letting, it would be standard rated.

Premises are sports facilities if they are designed or adapted for playing any sport or taking part in any physical recreation, such as swimming pools, football pitches, dance studios and skating rinks. Each court or pitch (or lane in the case of bowling alley, curling rink or swimming pool) is a separate sports facility.

However, if the same football club hired the school sports hall for a series of lets, they will be exempted from paying VAT if they meet all the following criteria:

- The bookings are for at least 10 sessions
- The interval between the sessions is not less than 1 day and no more than 14 days apart
- The bookings are all for the same activity
- The whole series is to be paid for (there must be written evidence of this)
- The grantee has exclusive use of the facilities
- The grantee is a school, club, an association or an organisation representing affiliated clubs or constituent associations.

I/WE HAVE READ THE CONDITIONS OUTLINED ABOVE AND APPLY TO BE
EXEMPT FROM PAYING VAT AS WE FULFIL ALL THE ABOVE CRITERIA

SIGNED:

OM

BEHALF

OF:

DATE: _____

Appendix C

CONDITIONS OF USE

It is essential that all hirers acquaint themselves with the conditions of use and comply with these at all times.

- The school also reserves the right to alter the number of weeks the school is available to the hirer in any given academic year, where there may be construction or building work to be carried out or for holding a school event.
- Before using the school for the first time you will need to arrange an appointment with the Head Teacher or School Business Manager to familiarise yourself with safe working practices.
- School events will take priority over lettings, hirers must obtain a copy of the school's calendar of events.
- No equipment that belongs to school should be used unless prior consent has been obtained and included in the lettings application.
- No equipment is to be stored at the school, school has very limited storage space for its own equipment.
- No other areas in the school, other than those indicated on your lettings application form are to be used. **This includes classrooms, staff room and other areas.**
- **When a long-term booking is made (i.e. school year) no refunds will be given for non-attendance.**
- Bookings are to be paid for a term in advance, an invoice will be sent to the person/organisation detailed on the application form.
- All hirers must sign in the school visitor's book on arrival and departure, detailing the date and times of entry and exit.
- Holiday club will use and follow their own signing in and out procedures and any school staff attending during occupied periods will also sign in with the holiday club.
- Cheques are to be made payable to 'Lancashire County Council' (LCC).
- All hirers must have a register of who is in the building at any one session, these may be inspected by the school.
- All hirers must adhere to the school's fire policy a copy of which you will be given with your booking application. You must also sign to say you have read and understand this policy.
- The school reserves the right to refuse an application for the hire of school

- The hirer will be liable for any costs incurred through having to clean or repair school areas caused by the negligence of the hirer or his or her clients.
- The hirer will ensure that all areas used will be cleaned and left as they were found at the end of each period of hire. The schools' cleaning and site staff will not be responsible for this. If the venue is not left clean and as left by the school, the hirer will be charged for the time taken to clean up.
- The hirer will use their own cleaning equipment and products to tidy and clean the venue after use.
- Areas that are to be used will have a photo on the back of the door to show how the room should be left, hirer to ensure the room is left like this.
- No school equipment is to be used during the letting, i.e. computers, screens, play equipment.
- All items belonging to the hirer and the attendees must be taken from site at the end of each period of letting (i.e. lost property) this applies to hirer's equipment and the attendee's property. Any parents who contact school following a letting will be instructed to contact the person in charge of the letting.
- Obtainable contact numbers, including evening contacts must be provided by the hirer.
- Any problems arising during the letting should be reported to the school via the signing in/out book or via the site supervisor. i.e. light bulbs out, locks on gates etc...

A distinction is drawn between:-

- Emergencies arising from the activities of the group using the school – this is the responsibility of the hirer and his/her representative, including the behaviour of the group
- Other emergencies (structural or power failure, etc) – this is the responsibility of the school and the site supervisor. Emergency contact numbers are included with the emergency action plan included in this pack

After School Clubs

- After school clubs - clubs that are held purely for our school children immediately after school finishes must adhere to all the above conditions and must also:-
- A member of school staff must see out the children with the hirer
- All school safeguarding procedures are followed

- Ensure emergency contact details are available
- Club to follow the school password system whereby when signing up for the programme a password is given by parents for collecting their child. This password is used by anyone collecting the child from a club.
- Ensure that the hall is vacated at the agreed time to allow After School Club access to the hall
- Ensure that children line up inside school (down the corridor in single file or on the hall) then each child's name is called out and the responsible adult collected the child from the internal school door
- Any children remaining/not collected – the hirer should make contact with the parent/carer

Agreement on Indemnity to be completed for all applications

In consideration of the Governors and/or Lancashire County Council granting me/us the use of St Leonard's Primary School. I/we agree to pay the Governors or the County Council the agreed hire charge and to replace or pay to the Governors/County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors/County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the governors and/or County Council, their officers, servants or agents.

I declare that I have read and agree to abide by the conditions of use and accept the booking conditions and indemnity and that I will provide evidence of adequate insurance cover. I fully understand that the school's regulations regarding COVID must be adhered to at all times.

Signature: Name: (print)

Designation: Date:

EMERGENCY ACTION PLAN

Emergency Contact Numbers

Carl Earl	ICS Site Supervisor	07950811833
Lee Tyrell	Area Manager ICS Cleaning Co	07708 673615
Avril McGill	School Business Manager	07863137535
Kay Proctor	Head teacher	07584022293
Sally Walsh	Deputy Head teacher	07758172866
Simon Parry	Property Surveyor (LCC)	07824 434305
Judith Laycock	Chair of Governors	07960 853077

In the case of a major incident and none of the above are available the major incident 24 hour cover at Lancashire County Council can be contacted on the number below.

Emergencies and Critical Incidents

Customer Access Service Telephone Number 0300 123 6720

Appendix D

Written Agreement of Safeguarding Responsibilities for a Third Party Provider using a school site		
<u>Description</u>	<u>Record of Evidence</u>	<u>School Use Only</u>
1. Does the provider have a Child Protection Policy in place with appropriate arrangements for sharing and reporting any welfare concerns?		
2. Does the provider require its staff/volunteers to access Level 1 Safeguarding Training (via their organisation or http://www3.lancashire.gov.uk/data/cyplSATrain/)		
3. Can the provider evidence appropriate recruitment and vetting arrangements including DBS clearance that are consistent with Safer Recruitment and Safeguarding Children In Education (April 2011) https://www.gov.uk/government/publications/safeguarding-children-and-safer-recruitment-in-education/safeguarding-children-and-safer-recruitment-in-education		
4. Can the provider evidence an appropriate Risk Assessment for the activity including, but not limited to, arrangements for- <ul style="list-style-type: none"> • Gaining relevant background about the health conditions • Contingency arrangements for a child who becomes ill or is not collected at the end of the session • Communication between provider and the school (access to mobile phone etc) • Access to First Aid • Appropriate insurance arrangements 		
5. Does the provider have a Code of Conduct for its staff/volunteers that is consistent with Guidance for Safer Working Practice for Adults Who Work With Children and Young People (Feb 2022) file:///C:/Users/manager/Downloads/GSWP%20Feb%202022.pdf		
6. Does the provider have a complaints procedure and management of allegations procedure?		
7. Is the provider affiliated to a local or national professional body?		

Completed by..... Name Provider

Received by..... Name St Leonard's CE Primary School