



Wickham Common
Primary School



MOSAIC
SCHOOLS LEARNING TRUST

LETTINGS POLICY

2025-2026

All schools in Mosaic Schools Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Staff Responsible:

Headteacher

Approved by:

Local Governing Body

Date of Review:

September 2025

Date of Next Review:

September 2027

VERSION CONTROL

Date	Change
September 2024	New policy based on CAT policy.
April 2025	Amendment to include new hiring system
September 2025	Update to create a school template version Pages 5 & 7 – Additional sentence regarding SEND & new paragraph on equality Pages 7 & 19 – New paragraph regarding data protection Page 19 – New paragraph regarding H & S
February 2026	Updated to reflect new Lettings Charges and procedures Updated to reflect new Lettings management processes

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Lettings Policy and Procedures

Background

School premises may be let out to provide an additional source of income. Hiring of the premises must not interfere with the school's primary purpose of providing education to its pupils. The aim of this document is to provide guidance and information on such lettings to ensure safety in operation and development of appropriate contracts. We would consider hiring the premises to all, with the exception of any groups deemed by the Governing Body to act contrary to the ethos of the school. In line with our commitment to equality and inclusion, hirers are required to make reasonable adjustments to ensure accessibility for those with SEND.

Throughout this document we have referred to the school as "letting" the premises and used the term "hirer" for the person hiring the premises from the school.

Letting of School Premises

Provided that there is no interruption to, or curtailment of school use of the premises, part of the school buildings and grounds may be let to outside hirers before or after the end of the school day, at weekends and during the holidays in order to:

- Raise income for the school;
- Better integrate the school into the local community;
- Satisfy some of the needs of local individuals, groups and organisations;

Within the school, parents place a level of confidence in those providing extra-curricular activities, assuming a good level of safety. However, some activities outside school hours may not involve the school staff. The school has robust systems in place to ensure that those hiring the premises are competent and hold all necessary documentation.

Areas available for hire

Our school will permit the hire of the following areas (a full list can be found on schoolhire.co.uk per school):

Hall

Classrooms

Playing field

Playground

Art Room

Library

Hire will include the following as appropriate:

- Toilets
- Fire extinguishers

- Defibrillator

Health and Safety

The requirements of the Health and Safety at Work Act 1974, and other legislation including, in particular, the Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Acts 1957 and 1984 apply to lettings. It is important that any hirers are made aware of this and of any relevant sections of the local health and safety policy and that they agree to comply with any safety and security requirements therein, and the conditions of use (see Appendix 1).

The premises itself; access and egress therefrom; and any plant or equipment must be safe for use by the hirers. To this end, comprehensive risk assessments should have been carried out and an adequate health and safety policy prepared.

A fire risk assessment should be carried out and kept under review. This assessment should include consideration of potential lettings and the varied use of the school premises.

Before any let, steps must be taken to ensure that:

- Escape routes are unlocked and unobstructed internally and externally and all doors are easily, and immediately, operable from the inside;
- Safety lighting is in good working order;
- Seating and gangways are arranged so as to allow sufficient space to escape in the event of an emergency;
- Firefighting equipment is properly maintained and available for immediate use;

After the let, steps must be taken to ensure:

- All electrical appliances and lights are switched off.
- All doors and windows are closed, and the premises left secure.

The person responsible for these steps should be clearly identified in the Health and Safety Policy.

The hirer must consider the suitability and safety of the setting for employees, children and young persons, taking steps to reduce any risks identified.

The hirer must submit to the school via SchoolHire:

- A copy of their Health and Safety Policy
- A copy of their Risk Assessment

First Aid Provision

There should be a first aid box available, and the contents should be checked frequently and replaced as necessary by the person identified as responsible within the school's Health and Safety Policy. Please note that first aid does not cover the administration of medicine.

Determining the level of first aid that should be provided by someone hiring the premises depends partly on the nature of the activities being undertaken and the age of the children. An assessment of the risks and first aid needs should be undertaken by the Hirer to decide on an adequate level.

For example, in sporting activities there should be a qualified first aider available, and clubs should ensure an adequate number of staff available during the length of the session, so that, in the event of an emergency, the group are not left unsupervised if the first aider has to go to the hospital with a casualty. Parents should be informed as soon as possible.

Where children aged 5 and under are attending a provision, a qualified paediatric first aider must be present.

For large public events, arrangements can be made for the British Red Cross or St John Ambulance to attend and provide first aid cover.

The school's own employees should not be relied upon as the first aid provision by someone hiring the premises, as they may not be present at all times.

With regard to parental consent, written permission should be obtained by the hirer to seek any necessary emergency medical first aid advice or treatment in the future.

Supervision of Children

Entertaining children on school premises through lettings needs to be well controlled. The hirer must provide adequate supervision to prevent overcrowding, unnecessary movement, and unruly behaviour. Those adults involved in supervision must be briefed on the emergency operating procedures (see appendix 1) and know the action to be taken in the event of an emergency.

The hirer should provide sufficient staff to handle an emergency, and the school staff themselves should not be relied upon.

Safeguarding

The hirer, their staff and volunteers have a duty of care towards children who attend. This means that by law you must take reasonable steps to ensure the safety of the children to protect them from harm.

Any hirer submitting a lettings request involving working with children and/or young people must ensure that the appropriate safeguarding arrangements are in place and submit to the school via SchoolHire:

- A copy of their current Safeguarding and Child Protection Policy.
- A copy of their Staff Behaviour or Code of Conduct Policy.
- A copy of their Complaints Policy.
- Confirmation that all staff and volunteers have undergone appropriate safeguarding and child protection training (and that this is regularly updated).
- Provide written confirmation that DBS checks have been carried out.
- Provide confirmation of the provider/hirer's designated safeguarding lead (DSL) who has undertaken safeguarding and child protection training (including online).

- Where applicable a copy of their affiliation with a governing body e.g. the FA for football clubs
- Contact details of two references preferably from other educational organisations.
- Confirmation that the provider/hirer's activities comply with the DfE guidance, please see link below:
 - [After-school clubs, community activities, and tuition - safeguarding guidance for providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/after-school-clubs-community-activities-and-tuition-safeguarding-guidance-for-providers.pdf)

As per the guidance above, the hirer should:

- have clear procedures on what to do if there are any safeguarding concerns;
- provide parents or carers with details of their designated safeguarding lead;
- provide contact details of the local authority's children's services or the NSPCC helpline number;
- report any allegations of harm to a child to both the local authority designated officer (LADO) and the police as soon as reasonably practical;
- and inform the school of any safeguarding concerns where appropriate.

Capacity & Ratios

It is vital that the school and the hirer know the capacity of the hired facility, how many people can safely be accommodated and escape safely in the event of an emergency. The hall capacity or maximum permitted persons in an area **must not be exceeded.**

Clubs will be limited to:

- 30 children per classroom
- 50 per Playground hire
- 100 per large field
- 40 children per hall
- 150 adults seated in hall

Ratios must adhere to legal child age ratios.

Equality

The Hirer must ensure compliance with all relevant equality legislation, including the Equality Act 2010, and must not discriminate against or exclude any participant on the grounds of disability, special educational needs, or any protected characteristic. The Hirer must take reasonable steps to enable participation by disabled children and young people.

Data Protection

All hirers must comply with Mosaic Schools Learning Trust's Data Protection Policy. Capturing or sharing any personal data—including photographs, audio, or video of pupils or staff—is strictly prohibited without prior written consent from the individuals concerned. Any approved processing must comply with the six principles of the UK GDPR.

Parking

Arrangements for parking during the let should be agreed in advance to ensure that good access and egress is maintained for emergency services, and that there is no damage to school property/grounds. Where relevant, consideration should also be given to the impact of traffic and parking on the local community.

Security

If access is required for lettings at times when the school is normally closed, this should be carried out in liaison with the hirer to ensure that the school premises are protected when trusted hirers open and close facilities, as well as during the let. The following should be considered:

- How many access points are open
- Who controls access by visitors & the risk of unauthorised access
- Damage to or theft of school property through intruders, arson etc.
- Who is responsible for locking up
- Lone working
- Violence

Emergencies

It is vital that anyone hiring the school premises knows what to do in an emergency.

A detailed set of emergency operating procedures will be provided electronically and will need to be agreed on SchoolHire when booking to show that hirers have received and understood the procedures. A model has been provided in Appendix 1.

Firework Displays

Firework displays and bonfires can potentially cause serious accidents and we would advise against PTA displays on school premises by volunteers.

It must be a properly organised event run only by competent people. The HSE have produced guides regarding such events, see <http://www.hse.gov.uk/explosives/fireworks/using.htm> These guides must be followed by those organising the event or hiring the school premises. The Governors or Head Teacher must take steps to assess their competency and review their risk assessment. Fireworks, pyrotechnics and any other explosive material must be stored off site, until the time of the event. This should be done by applying for a Temporary Event Notice (TEN) to the Local Authority where appropriate.

The organisers should satisfy themselves that they have adequate provision for first aid. The organisers should inform the local fire brigade of the event, in particular how to access the site on the night, and the local police should be advised of the full details of the event.

Entrance should be strictly controlled to reduce the risk of uninvited guests causing problems i.e. ticketed, and an adequate number of stewards provided. No child under the age of 18 should be allowed unaccompanied by an adult. Measures should be taken to control groups purchasing tickets that could cause problems on the night. It is advised that tickets detail any restrictions.

Careful consideration should be given to the security and location of any bonfire as children have been known to crawl inside large bonfires unnoticed. In addition, the potential risk to buildings, fences, trees and ground surfaces needs to be assessed when deciding on a location. The fire brigade must be called if a bonfire starts to get out of control.

There are two HSE guides regarding health and safety at firework displays:

- HSG 123 Working Together on Firework Displays – A Guide to Safety for Firework Display Organisers & Operators and;
- HSG 124 Giving your own Firework Display How to Run and Fire it Safely.

These may be downloaded in PDF format from the internet (search for HSG 123 etc) or may be purchased from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Tel: 01787 881165.

Sports Facilities

The greatest care must be taken to ensure proper arrangements are in place for letting or PTA use of any sports facilities, particularly those which are more hazardous such as gymnasium equipment, climbing walls and swimming pools.

- Those supervising need to be suitably experienced and competent and understand their obligations relating to their duty of care.
- All facilities should have hazard free playing surfaces (including, where necessary, impact surfaces and provision of mats) with sufficient space allocated to the activities, and be subject to a regular and systematic maintenance programme.
- Ensure foam mats (e.g. gymnasium mats, contents of foam pits and similar equipment) are of combustion modified foam.
- All sports equipment should be inspected annually, regularly maintained and monitored for wear and tear, checked before use, used appropriately and stored safely.

The establishment should satisfy itself of the adequacy and effectiveness of supervision before any letting agreement is entered into.

Further advice on the use of sports facilities is available from the Association for Physical Education at www.afpe.org.uk

Payment

Payment for one-off lets – When booking via SchoolHire, your payment card will be checked for cleared funds at the point of booking and the necessary funds blocked. Once the school has accepted your booking then your bank account will be debited in advance of your let.

For regular lets Payment must be made monthly in advance via SchoolHire using a credit/debit card to secure your bookings.

Schedule of Lettings

The school maintains a schedule of all lettings through the SchoolHire system. All communication regarding cancellations or queries will be raised through the system and reflected in the payment process as necessary.

Insurance

The school's liability policy covers any claims for compensation from third parties who are injured, or whose property is damaged, as a result of the school's negligence.

The school's liability policies do not cover any other individual or organisation against claims as a result of their negligence. The following should therefore be applied to lettings:

- Any damage to the property or contents arising out of the letting must be made good at the expense of the hirer to the satisfaction of the school.
- For non-commercial users that do not have their own insurance the school has a contingent liability policy. A premium of 10% of the letting fee should be charged to the hirer, in addition to the hire charge. The policy covers the hirer's public liability to a limit of £20 million and has an excess of £250 for which the hirer is directly responsible. The premium should be retained and coded clearly within the school accounts. Full records should be retained, as they are subject to internal audit processes and the Insurance Company will need to see records in the event of a claim occurring.
- All commercial users (a commercial user is regarded as a person/organisation which hires the premises and may make a personal financial gain or business profit from the letting or an organisation which has a separate legal status) **MUST** have their own insurance cover including public liability to a limit of not less than £5 million. **A copy of the insurance schedule must be provided prior to the letting via SchoolHire.**

Terms and conditions

Hirers should complete an Application of Use Form via SchoolHire for the use of the premises and sign to confirm that they have read and understood the terms and conditions within the lettings policy (see appendix 2).

Guidance for the Use of Kitchen Facilities

It is at the discretion of the Head Teacher to authorise the use and occupation of educational premises inside and outside the school's standard hours of operation. Should a school's kitchen and dining room furniture be required for use of a letting or other purpose, then the school must notify their catering contractor.

It is advisable that kitchens and dining room furniture are preserved for the production of school meals only and ideally should not be let for other uses or events. Catering staff are responsible for the condition of kitchens and dining room furniture. It is for this reason that the use of kitchen facilities may be restricted particularly if the school has not taken all necessary steps to manage all risks and ensure health and safety.

Any hirer wishing to use their kitchen facilities and/or dining room furniture for an event other than the provision of school meals must comply with the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2006 and Regulation (EC) No.852/2004 and other relevant legislation and codes of practice.

It is advised that in the first instance the school approach the incumbent catering contractor to provide all additional catering needs under separate agreement. If the school meals contractor reports to the school that the kitchen has not been left in a clean and tidy condition, a charge will be levied by the school to cover the extra costs for any remedial action.

If this is not a suitable option then the school must establish and maintain all the necessary safeguards which will of course vary according to the type of event as described in the following table.

Type of Event	Scope of Use	Guidance
PTA Meetings	<ul style="list-style-type: none"> • Restricted use of the kitchen for the making of hot and cold liquid refreshments. • Use of the servery hatch area, power point and sink for washing up. • No kitchen equipment to be used in the preparation of food. 	<ul style="list-style-type: none"> • The kitchen must be left clean and tidy condition otherwise the school may be subject to charges for additional cleaning. • Dining room furniture should not be removed from the dining area. The equipment is under service contract and therefore is subject to correct use only.
Breakfast Clubs, After School Clubs	<ul style="list-style-type: none"> • Use of kitchen equipment will be limited to prevent damage and cross contamination. • Ovens, gas/electric rings used for cooking may be used. • Use of the servery hatch area, power point and sink for washing up. • Dining room furniture. 	<ul style="list-style-type: none"> • Inform Authorised Officer about the intended use. • Consider asking for a member of the catering staff to be on duty for the whole period of use to safeguard the Contractor's interests and supervise the use of equipment. • The hirer should be charged for this attendance. The member of staff is not required to work for the hirer. • Establish Food Safety Systems to Identify hazards and carry out risk assessments.

		<ul style="list-style-type: none"> • Put in place effective controls and monitoring procedures to prevent hazards and risks. • Contact local Environmental Health Officer for further advice on establishing food safety systems. • Provide separate: <ul style="list-style-type: none"> ➢ Fridge/freezer ➢ Larder/storage cupboards ➢ Microwave ➢ Food stuffs ➢ Cleaning materials • Ensure all catering staff are trained in basic food handling, use of equipment, stock control and cleaning, Health & Safety • Obtain adequate insurance cover for liability against third party claims. • Ensure the security of the school's catering contractor's existing stock levels.
External Hire: Clubs, Organisations & Private Parties or Functions		<p>All the above apply plus:</p> <ul style="list-style-type: none"> • Ensure Hirers have public liability insurance for not less than £5 million cover. • Charging policy which should include an element for the use of gas, electricity, water etc. including VAT • A returnable deposit may be required to cover additional costs for cleaning the kitchen or dealing with damaged equipment or kitchen fabric.

Noise Nuisance

Some activities can cause noise e.g. discos, boot fairs etc. Care must be taken to avoid nuisance to the neighbours. Noise levels and location must be carefully considered and control over the level of noise exercised by the organisers. As a rule of thumb the noise should not be audible beyond the boundary of the property.

With events, such as boot fairs, often the problems arise from car parking, access and egress, and noise disturbance. Generators located close to neighbouring properties easily cause disturbance.

In the warm weather there is the temptation to open windows and doors but this can cause a nuisance. The advice of the Environmental Health Services can be obtained prior to a letting to ensure compliance.

Premises Licence

Where it is envisaged that a number of entertainment events, either partly or wholly available to the general public, will be held in any one year, (e.g. pantomimes, discos, barn dances, choral evenings, concerts and spectator sports) it may be advisable for the school to obtain a Premises Licence to permit those activities.

This is a licence for life, subject to annual continuation fee, and is granted pursuant to a 28-day consultation period, by the Local Authority. During this period notices for the attention of the general public, describing the intended activities and hours of operation, are posted at the boundary of the building. Copies of this application are also sent to “Appropriate Authorities”, namely Fire Authority, Trading Standards, Environmental Health, Public Safety, Planning, Protection of Children from Harm and Police. All parties, including the public, are able to make representations against the grant of the licence.

(Where alcohol is not included in the application, a fee for the premises licence is not always applicable to schools)

Where the hirer is planning a function for the school users and their families, and is specifically for the benefit of the school, a Licence would not be required. In this instance admission should be by invitation only to prevent ordinary members of the public being admitted.

Temporary Event Notices (TENs)

Anyone hiring the premises to hold an entertainment event (where a premises licence is not in place) and/or supply alcohol by retail, they must apply for a TEN. They must also have the approval of the Head Teacher before arranging for alcoholic drinks to be consumed on the premises.

The person holding the event is responsible for obtaining a TEN and ensuring that its requirements are complied with. This person should be present at all times during the event.

Only the Police may grant a TEN; and only the Police may object to a TEN. However, applications for TENs should be made to the Local Authority, together with a fee, and have to be received by them no less than 10 working days prior to the event. Under no circumstances may a TEN be granted if less than 10 working days are notified. The number of TENs you may be granted are limited in number to twelve per year, and each one lasts for the period stated by the applicant, but not exceeding 96 hours. Further information regarding TENs is available from the Local Authority.

For further details please refer to the Local Authority at <https://www.bromley.gov.uk/licences/temporary-event-notice>

LETTING CHARGES

Area	Weekday	Weekend
Field	Current price £18.00 Price increase from 1 June 2026 - £27.50	Current price £18.00 Price increase from 1 June 2026 - £40.00
Playground	Current price £18.00 Price increase from 1 June 2026 - £25.00	Current price £18.00 Price increase from 1 June 2026 - £50.00
Hall	Current price £18.00 Price increase from 1 June 2026 - £30.00	Current price £18.00 Price increase from 1 June 2026 - £50.00
Art Room	Current price £18.00 Price increase from 1 June 2026 - £25.00	Current price £18.00 Price increase from 1 June 2026 - £45.00
Library	Current price £18.00 Price increase from 1 June 2026 - £22.00	Current price £18.00 Price increase from 1 June 2026 - £40.00
Classrooms	Current price £18.00 Price increase from 1 June 2026 - £25.00	Current price £18.00 Price increase from 1 June 2026 - £45.00

- The Hirer will be responsible for ensuring all areas of use are left clean, neat and tidy and securely locked (alarm if necessary) when leaving.
- Special Arrangements may be agreed for regular/ holiday lettings or discretionary fees/charges e.g. PTA's, Charities, community events, etc. To be agreed with the Headteacher.
- For non-commercial users that do not have their own insurance the academy has a contingent liability policy. A premium of 10% of the letting fee will be charged to the hirer, in addition to the hire charge.

Appendix 1 - OPERATING PROCEDURES

Out of Hours emergency contact numbers:

Caretakers – Nihal, 07540234906 and Mike, 07885762895

Please be aware that should a caretaker be contacted to attend site out of hours, a minimum charge of 2 hours will be charged to the hirer.

FIRST AID

A first aid kit is located in the Medical Room

The nearest telephones are located: In the Halls and Classrooms

A first aider should be available to provide first aid treatment. Most emergencies can be resolved on the spot, however, in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, the following formal procedures must be followed:

ALWAYS ENSURE YOUR OWN SAFETY FIRST

Minor Injury e.g. small cut, graze, bumps, bruises

- Take appropriate first aid action
- Make provision for the injured person to rest or continue as appropriate

Major injury

- Take appropriate first aid action – call the attending First Aider.
- DO NOT move them unless to leave them could result in further injury.
- Arrange for the injured person to be taken to hospital or ring for an ambulance.
- Telephone the next of kin.

In the case of children, the parent must be informed of any incident as soon as possible.

Defibrillators

Defibrillators can be found in the following locations:

Medical Room

Record any accidents or injuries and ensure they are reported promptly to the school. The school will then follow the Council's incident reporting procedures. In general, most legally reportable accidents will need to be reported to the HSE by the hirer. They will, however, have to be reported by the school if they result from a school work activity, or are due to the state of the premises.

CONTACTING THE EMERGENCY SERVICES

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the "control room" for these services may not be local, do not expect the operator to know where the school is.

Procedure:

- Keep calm, speak clearly
- Give your name – state the service(s) that you require
- Give full name, address (including postcode) and telephone number of the school.

School Name and Address

Wickham Common Primary School
Gates Green Road
West Wickham
BR4 9DG

- Location, details and time of the accident/incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for the ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible

FIRE

The fire alarm sound is a **continuous ringing** which is easily recognised.

On discovering a fire the fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the hirer to ensure that all staff (both paid and volunteer) involved understand the basic fire precaution arrangements and procedures:

- The location of fire alarm call points and how to use them
- The location of fire exits
- The location of fire assembly points
- The location of fire extinguishers and firefighting equipment

A fire assembly point should be allocated. If evacuation is necessary, it is important to remember the following golden rules:

- Don't panic – keep a clear head
- Raise the alarm and call the fire services by dialling 999
- Do not stop to collect personal belongings or allow others to do so
- No heroics – people before property
- Assist visitors and people with disabilities on your way out if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point account for all participants and staff
- Report any persons unaccounted for to the Fire Brigade
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and ensure it is reported promptly to the school (and RIDDOR if legally reportable).

Any sounding of an alarm (including false alarms) should be reported to the school.

THEFT

All thefts should be recorded whether from the school or an individual. In the case of an individual, take a record of the name, address and telephone number of the person whom the theft has occurred against. Thefts from the school should be reported at the earliest opportunity. The school or person concerned should be asked if they wish the theft to be reported to the police. While reporting it to the police you should ask for a CAD (incident) number and make a note of the number for future reference.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed of the course of action being taken.

If the person is still on the premises, then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive.

ASSAULT

Should an actual or alleged assault take place, the most senior person available on site should be informed or summoned if on the site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken). Where injury was sustained, first aid should be provided and, if necessary, the ambulance and police services should be called. Report promptly to the school.

DRUG/ALCOHOL ABUSE

All persons found to be under the influence of drugs and/or alcohol should be asked to leave the premises, and if necessary, escorted off the site by the most senior person available. It is important

that no one places themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

LOST PERSON

In the event of losing a person, if there is a public address system available this should be used requesting them to come to a meeting point. In the case of children, do not mention that they are lost.

Do not request the assistance of members of public in the search i.e. we have lost a child, has anyone seen them?

Should relatives/lost person not be located after an extensive search it may be necessary to call the police service (i.e. vulnerable persons).

Appendix 2 - [TERMS AND CONDITIONS OF LETTINGS](#)

1. Enquiries for the hire of the school premises should be made via SchoolHire. Applicants are advised to visit the school to ascertain the suitability of the premises for the purpose of hire
2. All applications must be made on the “Application for Use of School Premises” forms which are available on SchoolHire.
3. The school reserves the right to limit the number of people admitted to the premises depending upon the type and size of accommodation hired and in line with Health and Safety requirements.
4. The school reserves the right to cancel the hiring of premises, should the school require the premises for educational purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give at least one week’s notice of such a cancellation.
5. The school also reserves the right to refuse without explanation any application and to cancel any hiring at any time without notice. On termination of the hiring under this condition the school shall return to the hirer all or part of any money paid. The school shall not however, be under any liability for any loss incurred by the hirer.
6. The school reserves the right of entry to the premises hired at all times of such officers as they may deem necessary for the proper supervision of the premises.
7. All commercial users must have their own insurance cover including public liability to a limit of not less than £5 million. For non-commercial users that do not have their own insurance, the school has a contingent liability policy that extends cover to the hirer for a fee. See Insurance section for further details.
8. Permission to use the premises is personal to the hirer who may NOT therefore assign it or sub-let the use of the premises in any way.
9. The school grounds will not be available to hirers who wish to stage any event using pyrotechnics and the construction of any structure with the purpose to ignite such an object.
10. Specialist rooms and offices are not generally available for hire.

11. The hirers shall undertake to see that the premises are used in an orderly way and for the purpose for which they are expressly hired.
12. The school does not accept any responsibility for the loss or damage to any goods, cars or personal effects belonging to the hirer or members of their organisation, association, clubs or to any other person present at the time of hiring.
13. The premises are not licensed for public entertainment and the collection of money for admission cannot be permitted. The entertainments that are permitted on the premises under the terms of hiring cannot therefore be advertised to the general public. The hirer must make all necessary enquiries to confirm if a temporary event notice is required for the event.
14. Health and Safety precautions must be observed at all times when using the premises. Hirers are required to familiarise themselves with and adhere to the school's Health and Safety policy, its associated operational procedures, and to provide a copy of their own Health and Safety policy.
15. The person or persons hiring the premises for the use of entertainment for children or any entertainment, to which children will be admitted, shall accept full responsibility for all the arrangements made.
16. All hiring is subject to the hirer or his/her authorised representative occupying and using the premises at the stated times.
17. In the case of youth organisations a responsible adult must remain on the premises at all times whilst children are present. Where children, young people, or vulnerable adults are present, the hirer must comply with the school's Safeguarding and Child Protection Policy. Evidence of DBS checks for staff or volunteers may be requested.
18. The school does not allow any form of gambling to take place on its premises and all fundraising events must be approved before the letting has been confirmed by the school.
19. Use of school equipment such as AV systems, projectors, or IT facilities is only permitted with prior agreement and instruction. Damage or misuse may result in charges.
20. **NO SMOKING** will be permitted anywhere within the boundary of the school premises and grounds at any time.
21. No intoxicants or alcoholic beverages are allowed on the premises without the authority of the Head Teacher and appropriate licences being obtained.
22. All hirers must comply with Mosaic Schools Learning Trust's Data Protection Policy. Capturing or sharing any personal data—including photographs, audio, or video of pupils or staff—is strictly prohibited without prior written consent from the individuals concerned. Any approved processing must comply with the six principles of the UK GDPR.
23. Normally the premises will not be available for hire on Bank and Public holidays or during the school mid-summer break, when annual maintenance usually takes place. However, the school welcomes enquiries to establish availability at these times, and some bookings may be arranged depending on the above commitments.

24. All hirers are to ensure that the premises are kept in a clean and tidy state while hiring is in progress, and also to ensure that the premises are left in a similar condition after hiring has taken place.
25. The school cannot take bookings that include the hiring of the school catering facilities or catering staff.
26. The school does not permit overnight letting at any time.
27. If the hiring finishes earlier than stated, a responsible person must remain on the premises until the caretaker has secured the premises.
28. In the event of the hirer not arriving within thirty minutes of the start time, unless prior notice is received, the school will be secured and the letting considered to be cancelled. In this event NO refund will be made to the hirer.
29. Full payment of the letting fee for casual lets are expected to be made in full in advance of the letting.
30. On no account shall hirers offer a gratuity payment to the caretaker on duty for the school. Donations to the school should be offered through the normal channels, i.e. the School office.
31. Refunds will only be paid out if cancelled by the hirer with more than two weeks' notice or the event is cancelled by the school due to operational requirements.
32. Charges will be reviewed annually by the school. Any changes in the charges for regular lettings will be notified to regular hirers as soon as possible after the change has been agreed by the school.
33. All accommodation will have the use of toilet facilities. Please note that the adults must not use the children's toilet facilities and children should not use the adult toilet facilities.
34. The school will not be responsible for the promotion and administration of any hirer's events or regular meetings.
35. The hirer should ensure that a member of the group has been designated as First Aider and is competent enough for such a role and its requirements. The School will make a first aid box available for use.