



Kingsway Junior School

'Developing Confident, Enthusiastic and Happy Learners!'

Lettings Policy for Kingsway Junior School

Based on the Hertfordshire Procedures

Responsible committee	Governing Body
Date Reviewed	Spring 2026
Next Review	Spring 2028
Signed on behalf of the Governing Body	<i>Caroline Loison</i>
Print Name	Caroline Loison

Kingsway Junior School

Lettings Policy

1. Purpose and Scope

1.1 Purpose

This policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and a resource for parents and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations and the process for setting up and managing hire agreements.

1.2 Scope

This policy applies to all lettings of school premises outside of normal school hours, including use by parent-teacher associations (PTAs), community groups, sports clubs, and other organisations.

2. Roles and Responsibilities

2.1 The Headteacher will:

- Consult with the Governing Body on requests for bookings
- Recommend annual rates for letting annually for agreement by the Governing Body
- Ensure appropriate legal advice is obtained before signing any lettings contracts
- Oversee day-to-day management of lettings (this may be delegated to the School Office Manager)
- Provide an annual report to the Governing Body setting out details of lettings during the year and the net profit from such activities

2.2 The Governing Body, with advice from the Headteacher, will:

- Balance the desire to generate income against the desire to support "worthy" groups within the community
- Set annual rates for lettings
- Consider requests for bookings and approve hirings which meet the school's criteria
- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- **Make sure that safeguarding arrangements are in place when letting school premises to third parties**
- Consider issues of political balance
- Consider the implications of all requests received for the health, safety and security of pupils and staff
- Consider the implications for workload of all staff of any decisions it makes

3. Safeguarding Requirements

3.1 Overall Responsibility

The governing body is responsible for making sure that safeguarding arrangements are in place when letting school premises to third parties. While the governing body must make sure that

safeguarding arrangements are in place, in practice, they may delegate day-to-day checks to the headteacher and senior leadership team.

3.2 Third Party Safeguarding Responsibilities

When a third party is providing an activity or service, the governing body will make sure that:

- The third party has appropriate safeguarding policies and procedures in place (and inspect these as needed)
- There are arrangements in place to liaise with the school about safeguarding where appropriate
- Any transfer of control agreement (such as a lease or hire agreement) clearly sets out safeguarding responsibilities

3.3 Safeguarding Checks Before Approval

Before approving a letting, we will seek assurance that hirers have appropriate safeguarding policies and procedures in place by:

- Asking for copies of the hirer's safeguarding policies and procedures
- Checking their website for safeguarding statements or documents
- Asking the hirer to sign a declaration confirming they will follow appropriate safeguarding standards

3.4 DBS Checks

Hirers are responsible for conducting DBS checks on their staff or volunteers where required. We cannot conduct checks on individuals who do not work directly for, or with, the school. However, we will ensure that checks have been carried out if hirers may come into contact with pupils by:

- Asking to see DBS certificates, or
- Asking for written confirmation that checks have been carried out

3.5 Working with Hirers

We will discuss safeguarding with individuals or organisations hiring the premises, including:

- Local safeguarding procedures and contacts
- Who should have a DBS check
- Our school's safeguarding policies and procedures

3.6 PTAs and Parent Groups

PTAs are separate legal entities and are responsible for their own safeguarding arrangements when running events outside of school hours, even if they're not paying for use of the site.

3.7 Allegations and Incidents

If the school receives an allegation relating to an incident where an individual or organisation was using school premises for running an activity for children, the school will follow its safeguarding policies and procedures and inform the local authority designated officer (LADO).

4. Types of Lettings and Criteria for Approval

4.1 Organisations We Will Let To

Kingsway Junior School will consider lettings to:

- Community groups and charities
- Sports clubs and fitness instructors
- Educational providers (e.g., tutoring services, after-school clubs)
- PTAs and parent groups
- Local authority services
- Other schools or educational institutions

4.2 Activities We Will Not Support

We will not let our premises to organisations or for activities that:

- Conflict with our school values or ethos
- Promote discrimination, extremism, or illegal activities
- May bring the school into disrepute
- Pose safeguarding risks to children or vulnerable adults
- Involve gambling (except licensed charity events)
- Do not meet our safeguarding requirements
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We reserve the right to include stipulations relating to the Prevent duty in our conditions for premises hire.

5. Booking Procedures

5.1 How to Apply

Organisations wishing to hire school premises should complete the Lettings Application Form (see Section 11) and provide:

- Evidence of appropriate insurance (minimum £2 million public liability - see Section 7)
- **Copies of relevant safeguarding policies and procedures**
- **Evidence of DBS checks for staff/volunteers who will have contact with children (if applicable)**
- 50% deposit payment

5.2 Approval Process

Applications will be reviewed by the Headteacher in consultation with the Governing Body. The school reserves the right to refuse any application.

5.3 Priority Booking

Priority will be given to:

1. School-related activities (e.g., PTA events, parent workshops)
2. Community groups serving local families
3. Regular, long-term bookings
4. Other organisations

6. Rates for Letting, Terms of Payment and Cancellation

6.1 Setting Rates

Rates for letting will be agreed at the time of the request in line with agreed annual rates. The Governing Body will set annual rates at the beginning of each school year based on the Headteacher's recommendations.

6.2 Payment Terms

Unless otherwise agreed, 50% of the total cost must be paid within fourteen days following the date of the booking or a minimum of thirty days prior to the letting, whichever is sooner and the remaining 50% two days prior to the letting.

6.3 Cancellation Charges

Should the letting be cancelled less than 30 days prior to the date agreed, a surcharge of 50% of the total cost will be applied.

6.4 Damage Deposit

The hirer will be required to provide a £100 cash deposit to cover the cost of any damage or

cleaning following the letting. This will be returned within 7 days if no damage or excessive cleaning is required.

6.5 Cancellation by School

The school reserves the right to cancel any letting with reasonable notice if:

- The premises are required for school activities
- There are health and safety concerns
- The hirer has breached the terms of the agreement
- There are safeguarding concerns

In such cases, a full refund will be provided.

7. Insurance

All hires must be covered by public liability insurance. The school may take insurance out on the hirer's behalf through the county council's insurance section and the cost per hire will be 10% of the hiring charge with a minimum being £1.00. This fee will be added to the booking charge. Hirers may take out their own insurance and it is the condition of hire that this should provide for:

- £2 million cover
- 3rd party and public liability cover
- Loss or damage to premises or content Lettings Policy -Spring 2024

Note: Where the hirer holds a Public Liability Insurance policy, a copy of the Cover Note must be provided to the school prior to the hiring.

8. Health and Safety Requirements

8.1 Risk Assessments

Hirers must conduct a risk assessment for their activity and provide a copy to the school upon request.

8.2 Evacuation Procedures

Hirers must ensure that evacuation procedures in the event of an emergency are explained to visitors at the start of the session. Fire exit doors must be kept clear at all times and it must be possible to evacuate the building within a reasonable period of time in all circumstances.

8.3 Supervision and Capacity

Hirers must:

- Ensure adequate supervision of participants
- Not exceed maximum capacity numbers for rooms
- Report any accidents or incidents to the school immediately
- Ensure their activities comply with health and safety legislation
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8.4 First Aid

Hirers are responsible for providing their own first aid provision appropriate to their activity.

9. Use of Kitchen and Food Safety

Use of the school kitchen will be by prior consultation with the school cook. Hirers must comply with:

- The Food Safety Act, 1990
- Guidelines for the safe preparation of food for consumption at the events using county procedures
- Guidelines for the use of the school kitchen

10. Terms and Conditions of Use

10.1 Access to Premises

- Hirers will only have access to the specific areas agreed in the hire agreement
- Access to other areas of the school is strictly prohibited
- Keys or access codes must not be shared with third parties
- All doors and windows must be secured at the end of the hire period

10.2 Behaviour and Conduct

- Hirers are responsible for the behaviour of all participants
- No smoking, vaping, alcohol, or illegal substances are permitted on school premises
- Appropriate language and behaviour must be maintained at all times
- Any damage to school property must be reported and paid for

10.3 Equipment and Facilities

- School equipment may only be used with prior written permission
- Hirers must provide their own equipment unless otherwise agreed
- The school is not responsible for any equipment left on the premises
- All areas must be left clean and tidy after use

10.4 Safeguarding During Activities

If school staff are directly supervising the activity or service, the school's usual child protection arrangements will apply. For all other lettings, hirers are responsible for safeguarding and must follow their own policies and procedures.

11. Application Form and Documentation

Parties interested in hiring the premises will be required to complete the following application form. The school will agree the terms and conditions of the hire and set these out in writing.

The application form must include:

- Name of Company/Group and contact details
- Day(s), times, and dates required
- Facilities required (Classroom/Hall/Kitchen/Dining Hall/Field/Parking)
- Payment method
- **Public Liability Insurance details** (company name, policy number, dates)
- **Safeguarding documentation** (policies, DBS confirmation)
- Declaration and signature

12. Monitoring and Evaluation

The Headteacher will provide an annual report to the Governing Body setting out details of lettings during the year and the net profit from such activities.

Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The Governing Body will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

The monitoring will also include:

- Review of safeguarding compliance by hirers
- Feedback from hirers and caretaking staff
- Any incidents or concerns raised

13. Policy Review

This lettings policy will be reviewed every two years or sooner if required. The next review date is Spring 2028.



Kingsway Junior School

BRIAR ROAD, WATFORD, HERTS. WD25 OJH

Telephone: 01923 672583

www.kingswayjm.herts.sch.uk

admin@kingswayjm.herts.sch.uk

Headteacher- Ms J Beale

Deputy Headteacher- Mrs C Johnson

“Developing confident, enthusiastic and happy learners”

Name of Company/Group: _____

Contact Name: _____

Address: _____

Contact Number - Day: _____ Evening: _____

Day(s) of the week that you would like: _____

Times: _____

Facilities required: Classroom Hall Kitchen Dining Hall Field Parking

Please list all session dates for the term:

- | | | |
|----|-----|-----|
| 1) | 8) | 14) |
| 2) | 9) | 15) |
| 3) | 10) | 16) |
| 4) | 11) | 17) |
| 5) | 12) | 18) |
| 7) | 13) | 19) |

Payment Method: Cheque Bank Transfer

Amount of cash deposit: £ _____

Do you have Public Liability Insurance:- Yes No

Name of Insurance Company: _____

Policy Number: _____ Policy Start Date: _____

Policy End Date: _____

*NB: The hirer must be covered by Public Liability Insurance. Where the hirer holds a Public Liability Insurance policy, a copy of the Cover Note must be provided to the school **prior** to the hiring.*

Payments:

Unless otherwise agreed, 50% of the total cost must be paid within fourteen days following the date of the booking or a minimum of thirty days prior to the letting, whichever is sooner and the remaining 50% two days prior to the letting.

Cancellation Charges:

Should you cancel the letting less than 30 days prior to the date agreed, a surcharge of 50% of the total cost will be applied.

Safeguarding Requirements:

Do you work with children or vulnerable adults? Yes No

If yes, please provide:

1. Copy of your safeguarding policy Attached
2. Confirmation that all staff/volunteers who will have contact with children have appropriate DBS checks:
Name of DBS checking service used: _____
Date of most recent checks: _____
Signature confirming checks completed: _____
3. Name and contact details of your Designated Safeguarding Lead:
Name: _____
Contact number: _____
Email: _____

Declaration:

Please read before signing:

- Any licenses necessary under the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952, have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met
- I agree to pay the charges due as required
- I certify that the premises and grounds will be used only for the purpose stated
- **I confirm that appropriate safeguarding arrangements are in place for this activity**
- **I will notify the school immediately of any safeguarding concerns or incidents**
- **I understand that the school may request to inspect our safeguarding policies and procedures**

Signature of Hirer: _____ Date: _____

Name (BLOCK CAPITALS) Mr/Mrs/Miss: _____

Signature of Headteacher: _____ Date: _____