Castle Camps C. of E. (V.C.)
Primary School

Policy for
Lettings

Date Approved by the Governing Body: 28th September 2026
Date for Review: September 2027

CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL

LETTINGS POLICY

Purpose

The school exists primarily for the education and welfare of its pupils. Subject to available accommodation, the Governing Body may permit suitable community use of school premises where this does not interfere with school activities, safeguarding, maintenance or security. All bookings are governed by these conditions and the signed letting agreement.

Applying for a letting

Enquiries are made to the school office. The applicant provides the name and contact details of the responsible hirer, organisation, activity, ages and anticipated number of participants, rooms and facilities required, dates and times including set-up and clearing time, and any equipment needs.

The Headteacher, under the Governing Body's delegated arrangements, approves or refuses a letting. Approval is confirmed in writing after the school has received the completed application, accepted the activity and agreed the fee, deposit (if applicable), insurance and safety requirements. No hirer may sublet or transfer the booking without written permission.

Charges, deposits and payment

The school office supplies the current approved schedule of charges when a booking is requested. Charges may include room hire, heating, utilities, cleaning, caretaking, security and any additional staffing. Deposits and cancellation charges must be stated in the written agreement.

Invoices are payable by the date specified on the invoice. Where a hirer causes damage or requires additional cleaning, the school may recover reasonable evidenced costs in accordance with the signed conditions. Historic fee tables and insurance premium percentages do not apply unless expressly reconfirmed in the current approved charges.

Safeguarding

Hirers providing activities for children must maintain appropriate safeguarding policies, procedures, supervision and safer recruitment arrangements, including DBS checks where legally required. The hirer identifies a responsible safeguarding contact and must share relevant arrangements with the school before the activity begins.

The school may require evidence of these arrangements and may refuse or terminate a letting where safeguarding standards are not satisfactory. Hirers must promptly report safeguarding incidents affecting the school premises or any child and contact emergency services when needed. Access is limited to the agreed spaces; school pupil records, equipment and private areas remain out of bounds.

Health and safety and emergency arrangements

The hirer is responsible for the safe conduct of the activity and the people attending it. Before the letting, the hirer assesses activity-related risks and identifies suitable supervision, first aid arrangements and

emergency access. The school supplies relevant site rules, emergency procedures and information about any known premises hazards.

Fire exits, escape routes, alarm points and assembly arrangements must be explained to the responsible hirer. Exits must remain clear. In the event of an alarm, the hirer must evacuate all participants, account for them at the designated assembly point and follow the current school emergency plan. The hirer must arrange their own suitably stocked first aid provision as appropriate to the activity and ensure access to a working phone.

Activities involving additional hazards, large numbers, food preparation, animals, inflatables, water or other specialist equipment require prior written approval and appropriate risk assessments. Dangerous or unlawful activities are not permitted. Smoking and vaping are not permitted on school premises.

Allergies and food

Where the letting includes food or refreshments, the hirer is responsible for relevant food hygiene and allergen information, avoiding cross-contact and making appropriate emergency arrangements. The school's Allergy Safety Policy applies to school-led events; external organisations remain responsible for the safety of their own activities and must follow relevant school site requirements.

Access, supervision and security

The hirer must ensure that attendance does not exceed the agreed capacity, that children are appropriately supervised and collected safely, and that people remain within the hired areas. School keys, codes and access rights must not be copied or shared.

Vehicles must be parked lawfully and considerately, with emergency access kept clear. Any accident, defect, damage or security concern must be reported to the school contact promptly. The hirer must leave the premises clean, remove rubbish as agreed, switch off equipment and ensure the building is secured according to the handover instructions.

Insurance and liability

The hirer must provide evidence of public liability insurance and any other insurance appropriate to the activity, at levels agreed by the school. Where the school can offer an insurance arrangement, the terms, premium and insurer must be confirmed in writing before booking. The hirer remains responsible for loss or damage caused through their negligence, subject to the terms of the agreement and applicable law.

Cancellation and termination

Cancellation terms and any charges are stated in the signed booking agreement. The school may cancel or end a letting where the premises are required for school or emergency purposes, information supplied is materially inaccurate, safety or safeguarding conditions are breached, or the activity is otherwise unsuitable. Decisions and financial consequences will be recorded and communicated fairly.

Application for hire of school premises

Name of responsible hirer / organisation: _____

Contact details and address: _____

Activity and expected ages / numbers: _____

Rooms / facilities requested: _____

Date(s), start / finish including set-up and clearing: _____

Safeguarding lead (where children attend): _____

First aid / risk assessment / insurance evidence supplied: _____

Charges, deposit and terms agreed by school: _____

Hirer signature and date: _____

School authorisation and date: _____

Related policies and guidance

This policy should be read alongside the school's current safeguarding, health and safety, equality and other relevant operational policies. Staff follow the versions in force and seek advice from the Headteacher or designated lead when necessary.

School policy documents: https://www.castlecampsschool.co.uk/resources-policies-1/

DfE safeguarding guidance for out-of-school settings: https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice

Keeping Children Safe in Education 2026: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

DfE school security guidance: https://www.gov.uk/government/publications/school-and-college-security

DfE allergy safety in schools: https://www.gov.uk/government/publications/allergy-safety-in-schools