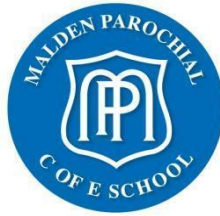


Malden Parochial Church of England Primary School
Reflecting the Kingdom of God by Enriching and Transforming Lives

Lettings Policy

Approved by:	Governors
Status:	Statutory
Review cycle:	Every four years
Last reviewed:	January 2025
Date of next review:	January 2029

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Malden Parochial Church of England Primary School

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Introduction

The Governing Body is responsible for determining to whom the school premises and facilities should be hired to. In practice this is delegated to the headteacher.

Safeguarding

We ask all those hiring our school for either a long term or short term letting, to read and familiarise themselves with Keeping Children Safe in Education (part 1). Once a letting has been agreed, the following will be required at the start of the letting and every September thereafter for long term lets:

- A copy of DBS for all staff.
- Proof that club leaders have safer recruitment, child protection and first aid training and provide appropriate up to date certificates.
- That the SBM is notified of any club staff changes and that new staff members provide the school with a satisfactory DBS prior to starting.
- Mobile phones are not to be used during the club session. No photos of children should ever be taken or stored on a private mobile phone.
- If the club leader/staff member has any concerns about a child's behaviour or they have witnessed or been involved in an incident that causes them concern, they must inform the office/school staff before they leave the premises and tell the parents of that child about the incident.

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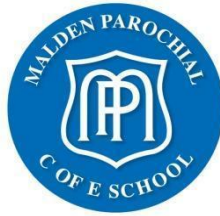
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Terms and conditions

- Every application must state the nature and purpose of the hire.
- On acceptance of the application the hirer will be required to sign the hire agreement. The hirer will also need to come into school before the start of the first hire session to run through safety checks with the site manager.
- There is no legal requirement for the school to provide first aid facilities for the hirer. It is the hirers responsibility to make their own arrangements, such as the provision of first aid training and the provision of a first aid kit, particularly in the case of sports lettings.
- Charges will be as the school/governing body determines.
- The school/governors reserve the right to refuse an application.
- Charges for hire will be raised termly and the hirer will have 14 days to pay the amount due.
- The school reserves the right to cancel the letting at short notice if any account is outstanding.
- The premises must be left in the same condition as found on arrival and vacated no later than the time booked. A charge will be levied for any time used over that booked or for additional cleaning of premises required if not left in a satisfactory condition.
- It is the responsibility of the hirer to arrange any furniture hired and to return such furniture to its original place. This will be supervised by the site manager
- No letting shall continue beyond 11pm.
- The hirer must not sublet.

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- Hirers are responsible for the disposal of rubbish created as a result of their hire. Small amounts of rubbish may be disposed of in the correct containers on the school site. Bins are at the rear of the playground.
- The hirer will have access only to the particular rooms let as per the application.
- The hirer undertakes to make good any loss or damage to property or premises and to indemnify the school/governing body against all claims arising out of the hiring.
- The hirer must arrange suitable, adequate Public Liability Insurance and must show original certificates/documents as evidence of such insurance prior to the first date of hire.
- School events take precedence over all lettings.
- Cancellation of long-term bookings requires notice by both parties no less than 4 weeks.
- No smoking or vaping on the school premises.
- We ask that you be considerate to our neighbours when arriving and departing in particular in relation to noise and car parking

Should you have any questions regarding the hiring of the school premises and charges please contact the school office.

Email office@maldenparochial.school

Telephone 0208 3374804

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