



SURREY COUNTY COUNCIL
DIOCESE OF ARUNDEL AND BRIGHTON



St. Peter's Catholic Primary School

LETTINGS POLICY

Mission Statement

Building firm foundations for life.

- We achieve our best
- We care for others
- We grow in faith

The main objectives of the Lettings Policy are to provide benefit to the local community and to maximise income from letting the building and its premises. These lettings must have no serious impact on the normal functioning of the school.

Priority in agreeing lettings will be given to:

- a) Religious or communal activities
- b) Surrey Adult Learning
- c) Organisations which serve the local community
- d) Organisations which seek to promote educational or sporting activities

It is important that the school is only let to users who will not damage the public relations image in the community. The following points should be considered when a booking is taken, in conjunction with the Surrey County Council's 'Conditions of Usage' document printed on the reverse of the booking form.

Lettings would not be acceptable where:

- a) Intoxicating liquor is available (unless the user obtains a special agreement from the Governing Body and an appropriate licence from the courts).
- b) Excessive noise or local nuisance is likely.
- c) The letting would extend beyond 10.00pm (unless the user obtains a special agreement from the Governing Body and an appropriate licence).
- d) For the purposes of any public meeting associated with a political party.
- e) There was open public access for music or dancing.

Smoking and vaping are not permitted anywhere on the school premises.
Dogs (other than Support Dogs) are not permitted anywhere on the school premises.

Administration of letting:

Lettings charges are set in line with recommendations from Surrey County Council which are revised periodically. Each new hirer is required to complete the diocese's Hiring Agreement for School Premises. Hirers will be invoiced at least termly, or as appropriate.

In the case of the breakfast and after school clubs, separate Diocesan letting agreements are in place between the governing body/school and the hirer.

Lettings will be administered by the bursar and supervised by the caretaker to whom overtime will be paid.

Safeguarding:

The Governors are dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the premises.

If there is any possibility that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check and that confirmation is provided to the school office.

In addition, these hirers are required to sign a disclosure that they are aware of (i) the school's standards of practice outlined in the following policies:

- [Safeguarding and Child Protection Policy](#)
- [Equality Information and Objectives Policy](#)
- [Behaviour and Discipline Policy](#)

and (ii) the Department for Education's guidance on Keeping Children Safe in Education, including the completion of the Government's safeguarding checklist contained in the document "After-school clubs, community activities , and tuition Safeguarding – guidance for providers":

- [After-school clubs, community activities, and tuition Safeguarding - guidance for providers](#)
- [Keeping children safe during clubs, tuition and activities - Summary leaflet for providers running out-of-school settings](#)
- [Helping to keep children safe](#)

Other groups hiring to school's premises for clubs involving children but who will not come into contact with pupils (during weekend or evening activities) are required to provide the school with copies of their own child protection policies and to sign a disclosure that they are aware and will adopt of the Department

for Education's guidance on Keeping Children Safe in Education as above, including the completion of the Government's safeguarding checklist contained in the document "After-school clubs, community activities, and tuition Safeguarding – guidance for providers".

Where the hirer has their own safeguarding policies and/or risk assessments in place they are required to provide copies of these policies, on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact one of the school's Designated Safeguarding Leads as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

Insurance:

Every hirer must hold public indemnity insurance and proof must be provided to the bursar.

Date of Review: Autumn 2026

Date of Next Review: Autumn 2027