



Approved by the Governing Body: Autumn 2023

Review Date: Autumn 2025

ONGAR PLACE PRIMARY SCHOOL LETTINGS POLICY

Ongar Place Primary School is committed to safeguarding and promoting the welfare of children. The recruitment and appointment of staff, school policies and procedures always consider the safeguarding of children as the first priority

AIMS

The aim of the policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body have drawn up the following policy.

POLICY STATEMENT

1. The needs of the school, that is the Headteacher, staff and pupils, shall be given priority.
2. The Governors will always aim to balance the allocation of lettings to community use.
3. The Governing Body has the right to refuse any request for hiring.
4. The Governing Body has the right to cancel a regular hiring with a month's notice or immediately should the terms of the letting be breached.

LETTINGS PROCEDURES

1. Hirers must apply on Form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form.
3. A refundable deposit may be requested for certain lettings.
4. Payment for all lettings shall be paid termly in advance where appropriate. No refunds will be given if the hirer is unable to fulfil their part of the lettings agreement.
5. Standard rate VAT is payable by the hirers on short-term hire of sports facilities where the hirer will be charging a fee to the users. These include swimming pools and sports halls when the equipment is used. VAT is also payable on changing rooms and similar services hired in conjunction with sports facilities.
6. All non Education Services users must be covered by insurance. An insurance charge of 15% of the letting fee will be made if the hirer is not in possession of their own insurance policy with liability cover to at least £2 million. Proof of cover will be required at the time of booking. This is a Surrey County Council requirement and enables the hirer to be covered under the schools policy.

7. Charges for lettings will be reviewed annually, amendments are at the discretion of the Headteacher on behalf of the Governing Body. Further information regarding fees and lettings procedures can be obtained from the Bursar.
8. For lettings outside the hours of 9 - 6pm in school term times the hirer must liaise with the Caretaker to arrange access and securing the premises at the end of the letting.
9. It is the Governor's policy not to hire out the school for adult parties.

HIRERS RESPONSIBILITY

1. It is against Surrey County Council and this Governing Body's policies for any persons to use the school grounds without the express permission of both bodies. Governors will delegate to the Head Teacher on behalf of the school.
2. The school reserves the right to charge for damages.
3. If the school hall, playing field or swimming pool is being used permission is granted to use the footpaths to and from these premises only and not for use of the playground, playground facilities or playing fields.
4. The car park at Ongar Place must not be used in term time during the hours of 8.00am and 3.30pm. We would emphasise that it is the hirers responsibility to ensure that this condition is observed by all users. (Use of areas other than those for which permission has been granted will be deemed as trespassing and any resulting accidents would not be the responsibility of the Governors, the Headteacher, the School or Surrey County Council.)
5. Ongar Place School has adopted a no-smoking/no vaping policy in order to protect the health and working environment of all members of the school community. All hirers are asked to ensure that the no-smoking/no vaping policy is observed.
6. The Pool may only be hired if a qualified lifeguard is in attendance.
7. It is the Hirer's responsibility to ensure that the rules are observed (Rules and instructions information sheet to be attached to Form ED110)
8. It is the Hirer's responsibility to provide own means of communication for emergency purposes.
9. 999 for emergency
Caretaker to be informed of damage and malfunction of equipment. Contact details available from the office.
10. Lifeguard to liaise with Caretaker on aspects of safety in pool area and responsible for both gates to be open in case of fire.
11. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require that for all hirings involving groups working with children, an appropriate level of disclosure has been obtained from the DBS for

the individuals working on the school premises. Where a DBS/CRB disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people

The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors expect all hirers and individuals working on school premises on behalf of the school to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).

FEES

School Hall:

- £8 per hour for hiring school hall in term time up to 6.00pm
- £40 for first hour and £15 for each subsequent hour up to 8pm
- £50 for first hour and £25 for each subsequent hour after 8pm
- £80 Weekend Children's Party rate for up to 4 hours (£60 for school community)

Discounts for regular bookings

Classroom:

- £30 for first hour and £10 for each subsequent hour

Outside Swimming Pool (with changing rooms and access to toilets)

- £55 per hour for schools to hire during school day
- £30 per hour for community swimming lessons
- £40 for first hour and £15 for each subsequent hour at weekends

Qualified life saver must be present.

HIRE OF SWIMMING POOL

- Lifeguard to liaise with Caretaker regarding keys and safety.
- Both gates should be open for fire safety regulations.
- No food, drink or glass bottles to be taken into the swimming pool area.
- No diving allowed.
- Changing rooms and pool area to be left clean and tidy.
- Pool gates must be locked when finished.
- No use of school equipment allowed in or out of the swimming pool area.

HIRE OF HALL

- Only agreed point of entry is to be used into the school.
- Fire doors are situated at the side entrance of the hall.
- Hirer's responsibility to leave the hall clean and tidy.
- School equipment **must not** be used i.e. Stereo system, P.E. equipment.
- Hirer's are responsible for damages.
- Hirer's are responsible for their own means of communication.
- Only agreed toilets to be used.
- No access to classrooms or office areas will be allowed.
- Classrooms and offices may be alarmed

ONGAR PLACE SCHOOL

DIRECTIONS FROM MAIN GATE IN MILTON ROAD TO SWIMMING POOL

Walk through main gate and follow footpath straight ahead towards Caretaker's Bungalow.

Turn right at the Bungalow and follow road straight ahead towards the school kitchen.

Follow the paved footpath around the side of the school, turn right at corner and follow footpath alongside school and playground

The swimming pool is enclosed by fencing and the entrance gate faces the side of the school building.

COVID-19 Appendix

In light of the Pandemic in 2020.

- Lettings may be stopped with immediate effect if required by Government Guidelines or Public Health England
- Lettings cancelled (without notice) due to Government Advice or Regulations will not be charged.
- All lettings running during the pandemic will be asked to provide a COVID-19 risk assessment, and will be asked to sign an additional Risk Assessment confirming they will be following all guidance, including social distancing and sanitising of any equipment used.
- All lettings will discuss with the school's business manager to discuss how they can operate safely and for the school to ensure they operate within the Schools Risk Assessment.