



**The Castle School**  
ACHIEVE | BELONG | PARTICIPATE

**Lettings Policy**

**Date: June 2023**

CEO: Sarah Watson  
Headteacher: James Lamb

Due for review: Summer Term 2024

The Governing Body regards the school's buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students. Any lettings of the premises to outside organisations will be considered with this in mind.

This policy sets out the arrangements for the use of the school premises by groups, individuals or organisations.

Any person/group seeking to hire premises during the school day is subject to the school's safeguarding policy.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school may be brought into disrepute. Decisions whether to permit lettings will be delegated to the Headteacher.

All hirers of the school premises will be made aware of the hire costs, terms and conditions, including insurance requirements, before the hire and before the agreement is signed.

### **Charges**

The Governing Body is responsible for setting charges for the letting of the school premises. Charges for lettings will be revised annually and approved by the Business Committee. The charges for lettings take into account all costs to the school including, heating and lighting costs, caretaker hours, cleaning costs, administrative charge and wear and tear.

Variations in prices can be agreed by the Premises Manager or Lettings Manager, in liaison with the School Business Manager, for service variations.

Charges to children and youth groups may be subsidised if funds are available. This is to be agreed by the Headteacher, based on individual circumstances.

### **Insurance**

The school is insured by the DfE's Risk Protection Arrangement to cover public liability for hire of the premises.

### **Health and Safety**

All persons hiring the school premises will be expected to conform to the relevant Health & safety regulations.

### **Safeguarding**

All persons hiring the school premises for events or activities for young people must have suitable and sufficient policies and procedures in place to keep the young people in their care safe from

harm. **Staff or volunteers working with young people must have disclosure and barring service (DBS) clearance and appropriate safeguarding training.** The school reserves the right to view **policies, procedures, training records and evidence of DBS checks** in advance of any booking and if they are not found to be suitable and sufficient then the booking may be cancelled.

### **Booking arrangements**

All bookings must be made in advance. Appropriate forms are available from the lettings office (see Appendix A). Other than in exceptional cases, an invoice will be raised in advance of all lettings. For repeat bookings this will be for a maximum of one month in advance. All bookings must be paid for in advance of commencement of the first session, whether payment is taken via BACS or credit/debit card.

### **Cancellation of a booking**

The terms and conditions of the letting should require at least one week's notice of the cancellation or alteration for regular bookings (24 hours' notice for one off bookings). If such notice is not received the lettings fee continues to be payable and will be charged to the hirer. The school reserves the right to cancel any letting at short notice should circumstances dictate.

**Application to Hire Premises at The Castle School**

Please return this completed form to the Lettings Manager

Name of Club or Organisation	
Responsible Officer of Club or Organisation	
Postal Address (for billing) including postcode	
Telephone Number	
Person Supervising hire on Site	
Contact Number	
Emergency Alternative Contact Name	
Emergency Contact Number	
Public Liability Insurance Details (provider and policy number)	

Purpose of Hire			
Accommodation Required			
Equipment/Furniture Required			
Equipment etc to be brought onto premises by hirer (if any)			
Heating Required?			
Approximate number of people			
Date(s) of hire			
Start Time		End Time	

NB: Session times include preparation and clearing time.

<b>Declaration:</b>			
<i>I acknowledge that I have received, read and agree to the Terms and Conditions of Hire from The Castle School. I agree to pay for all costs associated with this hire and any damage or injury to property or persons caused as a result of this hire. I agree to give 7 working days' written notice of any cancellation or I will pay a cancellation fee.</i>			
Signed		Print Name	
Position		Date	
<b>To be completed by the School:</b>			
Lettings Reference Number			
Sight of Public Liability Insurance	Y/N		
Policy No		Sum Insured	
Date of Expiry of Policy			
Sight of relevant safeguarding documentation	Y/N		
Authorised By			
Lettings fee			
Any Other Costs			
VAT (if applicable)			
Total Due			
Invoice number		Date invoice raised	

**THE CASTLE SCHOOL**

**Conditions of Hire**

1. An Application for the hire of any of the facilities must be made in writing on the attached booking form and forwarded on completion to The Castle School, Wellington Road, Taunton, Somerset, TA1 5AU.
2. The Person (s) by whom the application is signed shall be considered the hirer and they shall indemnify The Castle School against any loss resulting from the breach of this contract.
3. The Castle School will not be responsible for the loss or damage to any property brought onto the premises or for the injury or damage of persons upon the premises and the Hirer shall indemnify the school against any claim for such loss, injury or damage except where such loss or injury results from negligence on the part of the school or breach of duty as occupier.
4. The Hirer shall take all necessary precautions to prevent damage to the premises or to any furniture, equipment or fittings therein. He/she shall pay any damages to The Castle School.
5. The Hirer shall take all necessary arrangements to ensure the safe supervision of booked sessions. Supervisors nominated on the booking form must be present during each booked period. The Hirer is responsible for ensuring that they and their associates adhere to their health and safety policy at all times and obey all rules and instructions from the school.
6. It is the responsibility of the Hirer to make sure they have suitable and sufficient policies and procedures in place to safeguard any young people in their care. This must include an appropriate **Disclosure and Barring Service (DBS) clearance and appropriate safeguarding training** for any individual associated with their activity working or volunteering with children. **The school reserves the right to view these policies and procedures and view evidence of DBS checks and safeguarding training in advance of any booking and if they are not found to be suitable and sufficient then the booking may be cancelled.**
7. The Hirer must familiarise himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.

The school does not accept any responsibility for providing first aid cover. The Hirer and their appointed session leader are responsible for making arrangements for the provision of first aid cover and must make their own arrangements for summoning assistance.

A written report must be made to the school of any injuries. Any incident that could have resulted in an injury or other serious consequence must be reported in writing to the school. Certain serious injuries or incidents may require reporting to the Health & Safety Executive and that it is the Hirer's responsibility to make such reports.

8. The premises team will be present to unlock the premises at the beginning of the hire and will lock up at the end unless other arrangements have been made. He/she will not normally be available during the period of the hire.
9. Hirers should consider and put into place any insurance cover they may deem necessary.
10. At the end of each booked session The Hirer shall leave the premises in a clean and tidy condition as it was found.

11. The Castle School has the right to cancel any booking at any time. It may be necessary for the school to cancel or postpone this hiring. No charge would be made but the school shall not be liable for any consequential loss sustained by the hirer.
12. The Hirer may terminate any booking by giving in writing, 28 days' notice without loss. Credit can be transferred when 48 hours' notice is also giving in writing.
13. The booked period includes all setting up and set down/store of equipment and the Hirer must vacate the premises by the time specified on the booking form.
14. Payment for bookings must be made direct to The Castle School at least 24 hours (for casual bookings) or 7 days (for block bookings) before the commencement of the first date booked, unless alternative arrangements are made in writing to the Manager.
15. Any changes to the details on this booking form, such as times and facilities must be put in writing to the Manager. Failure to do this may lead to the school being unable to honour the changes you want.
16. Alcohol is NOT to be consumed on The Castle School premises. Smoking is also prohibited.
17. All users and groups are required to behave in an appropriate manner whilst using the school's facilities. Foul and abusive language, comments and gestures may result in the termination of your booking and may result in further investigation through the appropriate authorities.
18. The Hirer shall take responsibility to ensure all users wear correct and appropriate clothing/footwear for the activity they are partaking in.
  - a. This includes adhering to the strict footwear rules that are in place on the TigerTurf 3G pitch (**plastic studs or moulded boots only**). Please see diagram below for guidance.
  - b. Anyone not wearing appropriate clothing/footwear will be asked to leave the playing area.



19. The Hirer shall take full responsibility for their users of his/her booking to meet the conditions of hire. The hirer will act as the main point of contact between The Castle School and the booking.
20. The Castle School reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.

Hirer (sign & Print) ..... Date .....

## **Responsibilities of the session leader**

### **Fire**

- Please familiarise yourself with call points and extinguishers in the area of the school that you have hired.
- The person in charge must keep a record of the number of people on site at any time. This must include the number of people in the audience if applicable.
- They must brief all those in attendance about the nearest fire escapes and procedures in the event of a fire.

#### **In the event of discovering a fire:**

- Raise the alarm by breaking a red call point.
- Phone 999 (The address for the school is: The Castle School, Wellington Road, Taunton, Somerset, TA1 5AU).

#### **In the event of hearing the alarm**

- Session leaders should assist with evacuation of the school.
- The session leader should make sure that the fire brigade has been called and also phone the member of the premises team on duty.
- Everyone should congregate on the tennis courts.
- The session leader should conduct a head count to ensure every member of their group is accounted for.

### **Security**

- The site will be unlocked and locked by a member of the premises team (unless alternative arrangements have been made).
- Access must be restricted to the part of site that has been hired.
- Whilst in attendance please be vigilant for unauthorised access. In the event of suspicious persons in the grounds or buildings please phone 999 and then contact the member of the premises team on duty.
- Do not leave the building unlocked and unattended at any time.
- A CCTV surveillance and recording system is operated by the school for the safety and security of those using the site in most areas of the building and surrounding grounds.

### **Housekeeping**

- Please leave the area you have been using in a clean and tidy condition.
- Please return any chairs, tables etc to where you found them.
- Please make sure that your group only use the set of changing facilities/toilets that have been allocated to you by the premises team.

### **Accidents/First Aid**

- Please ensure that you have first aid cover in place and arrangements for summoning assistance.
- A written report must be made to the school of any injuries sustained. The report must contain details of the injury, names and address of persons injured, name and address of any witnesses, the time and place of the incident and any actions taken following the injury.
- Any incident that could have resulted in an injury or other serious consequence must be reported in writing to the school.

### **Kitchen**

- Under no circumstances are ingredients that contain nuts or may contain traces of nuts allowed in the kitchen. A number of our students have severe nut allergies and The Castle School operate a nut free kitchen to eliminate the risk of cross contamination. Only ingredients and products that are guaranteed to be nut free are allowed into the kitchen.
- Knives (excluding cutlery) must not leave the kitchen under any circumstances. Each group that hires the kitchen must have a system in place for accounting for knives at the end of the hire period. A written record of this must be kept and be available for inspection on request.