

Wavertree Church of England School



Lettings Policy

2025-26

Written: September 2025
To be Reviewed: September 2026

1. Introduction

The letting of the school premises and grounds is fully welcomed on the understanding that use for school functions and events will always take priority over

any lettings. The Governing Body sets charges for lettings to ensure costs are met and school resources are protected.

2. Safeguarding and Child Protection

This section is mandatory to meet statutory safeguarding arrangements for third-party hirers.

2.1 Hirer Responsibilities

When the school premises are used by third-party organisations for providing services or activities for children, the Governing Body requires the following assurances:

- **Safeguarding Policy:** Hirers must provide a copy of their own Safeguarding and Child Protection Policy. The school will inspect this to ensure it meets appropriate standards for keeping children safe.
- **Vetting and DBS Checks:** Hirers must provide written assurance that all staff and volunteers have undergone appropriate recruitment and vetting checks, including enhanced DBS checks where required.
- **Liaison with School:** Hirers must agree to liaise with the school's **Designated Safeguarding Lead (DSL)** on any safeguarding matters that arise during the hire period.

2.2 Allegations and Oversight

- **Reporting:** Any safeguarding concerns or allegations of abuse must be reported immediately to the school's DSL.
- **LADO Involvement:** The school will follow its own safeguarding procedures and involve the Local Authority Designated Officer (LADO) if an allegation is made against a person using the school premises.
- **Termination:** Failure to comply with these safeguarding requirements will result in immediate termination of the contract without exception.

3. Administrative Procedures

3.1 Booking and Documentation

A Lettings Contract Agreement must be completed for all lettings. Hirers must provide:

- A valid risk assessment for the activity.
- Evidence of Public Liability Insurance.
- Relevant licenses.

3.2 Income and Charging

- Profits raised through lettings belong to Liverpool City Council; the school retains the income to meet the costs of the letting.
- **PTA Lettings:** Free of charge.
- **Standard Rates:** As per the approved 2025-26 table (e.g., Hall/Field: £15-£22/hour).
- **Delegated Budget:** At no time will the school use its delegated budget to subsidise non-school activities.

4. Health, Safety, and Security

- **Compliance:** Hirers must conform to all Health and Safety regulations and the Equality Act 2010.
- **Prevent Duty:** Hirers must ensure the venue is not used by any groups or speakers in support of extremist ideology.
- **Key Holders:** Regular hirers may be issued keys following a probationary period and a £50 deposit. Keys must never be copied.
- **Site Condition:** The venue must be left clean and tidy. Hirers are responsible for the cost of rectifying any damage.

5. Summary of Updated Contract Requirements

- I confirm I have a Safeguarding and Child Protection Policy and have provided a copy to the school.
- I confirm that all staff/volunteers have undergone appropriate DBS and vetting checks.
- I agree to report any safeguarding concerns or allegations immediately to the school's DSL.

Approval and Review

Written: September 2025

To be Reviewed: September 2026

Approved by: Governing Body of Wavertree Church of England School

LETTINGS CONTRACT AGREEMENT

I hereby apply for use of the premises and grounds as specified below:

NAME	
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COMPANY/BUSINESS/ ORGANISATION		
ADDRESS		
TELEPHONE	Home:	Mobile:
EMAIL		
DATE(S) OF HIRE		
TIME OF HIRE	From:	To:
VENUE REQUIRED		
NATURE/DETAILS OF HIRE Please provide full details of the purpose of the hire, including the age range of participants:		

I have read the school's Letting Policy and agree to abide by all the terms and conditions set out within it and within any other relevant school policies

I agree to pay the full cost of the hire within the due date of any invoice

I confirm I have Public Liability Insurance and enclose a copy of our certificate

I confirm I have completed a risk assessment for the activity and enclose a copy

I confirm I have obtained a copy of the relevant school safeguarding policy.

Signed (Hirer):	Date:
Confirmed and Agreed By (Headteacher or SBM):	Date:

Office Use:

Agreed Charges		
Entered onto school calendar	Date:	By:

Regular Hirer	Y/N	Logged as Key Holder	Y/N
Keys issued	Y/N	Keys signed for	Y/N
Keys returned	Y/N	Keys signed back in	

Terms and Conditions:

- School use of the facilities will always take precedence over a hire by an external party.
- VAT is not applicable to lettings.
- Regular hirers will be invoiced monthly in advance unless otherwise agreed by the School Business Manager.
- If an alternative payment plan is agreed with a regular hirer and, at any time, that regular hirer is in arrears, the school reserves the right to revert to monthly billing.
- Invoices must be paid within one calendar month. If invoices are not paid on or before the due date then interest will be charged at 4% above the base rate of Lloyds Bank PLC. Interest shall accrue on a daily basis for the period beginning on the due date up to and including the date of payment. ***Persistent late payment will result in termination of contract.***
- Occasional/one-off lettings and hire must be booked and paid for at least 7 days in advance of the booking. Bookings will be cancelled if payment is not received in advance.
- Charges will be reviewed at least annually and any new agreed rates will be applicable from the 1st April each year.
- Cancellations made within 24 hours of the hire date/time will incur a cancellation charge levied at the full rate charged for the booking. Cancellations made between 2 and 7 days before the hire will incur a cancellation charge levied at half the rate charged for the booking. Cancellations made 8 days or more before the hire date/time will incur no cancellation charge. In the event that unscheduled school use forces a hirer to cancel, no charge will be levied. If inclement weather forces the hirer to cancel the booking for (playground/Field) a credit may be offered subject to agreement for a future session. ***Regular hirers must provide 1 months' notice, in writing, to the school to terminate their lettings agreement.***
- All lettings must have a valid risk assessment completed for the activity and any other relevant insurance documentation and licenses.
- Consumption of alcohol is not permitted, unless this agreed with the Headteacher and all relevant licenses are obtained.
- Damage to the building or contents is the responsibility of the hirer and hirers will be invoiced accordingly.
- The hirer shall indemnify the school and the Governing Body against all liabilities, expenses, costs, claims, damages and losses suffered or incurred by the school and/or the Governing Body arising out of or in connection with any breach of the terms of this letting agreement, or any act or omission of the hirer or any other person on the school premises and/or grounds with the actual or implied authority of any of them.
- It is the responsibility of the hirer to familiarise themselves with all of the school's relevant policies and procedures in advance and to adhere to these at all times.
- Hirers must sign for keys, understand fully the procedures for securing the school site and accept full responsibility for the site as registered key holders. Keys must not be

copied under any circumstances, nor provided to another person without the express written consent of the Headteacher/Governing Body.

- Hirers are expected to inform the Site Manager and/or Headteacher immediately if there is a problem with the collection/drop-off of keys or any other issue relating to the security of the premises.
- Hirers must not use the premises and grounds for any other purpose or at any other time than those specified in the Lettings Contract Agreement.
- Hirers must only use the venue(s) agreed in the Lettings Contract Agreement.
- Hirers must not store or leave their own equipment on school premises unless agreed by the Headteacher or School Business Manager.
- Hirers must not use the premises and grounds in such a way as to bring the school's name into disrepute, cause nuisance, damage or inconvenience to the school, or to the owners, occupiers or users of any neighbouring property.
- Where children are involved in the use of the premises and grounds, they must, at all times, be properly supervised to the standard specified by Ofsted and the school.
- Furniture, equipment and other goods must not be brought onto the premises and grounds without the prior consent of the Headteacher or School Business Manager nor must any school equipment or property be used without prior consent.
- Signs, banners and notices must not be displayed without the prior consent of the Headteacher or School Business Manager.
- The premises and grounds must be left in a clean and tidy condition at the end of each period of use.
- No copyright work shall be performed without the licence of the owner of the copyright and phonographic performance licence (PPL). The hirer is responsible for all the payment of any appropriate fee. The hirer shall indemnify the school and the Governing Body against any infringement of copyright which may occur during the hiring.
- Prevent Duty – the hirer acknowledges that Wavertree CE Primary School has a duty under Section 26 of the Counter Terrorism and Security Act 2015 in the exercise of its functions to have 'due regard to the need to prevent people from being drawn into terrorism' (the 'Prevent Duty'). The hirer shall ensure that it uses Wavertree CE Primary School in such a way as to satisfy the Prevent Duty. The hirer must ensure that the venue is not used by any groups or speakers in support of any extremist ideology.

TEMPORARY KEY HOLDER AGREEMENT FORM

This record certifies that I

have been approved to be a temporary key holder, for the following purpose: -

The types and number of keys held by me are: -

All keys are listed on the Key Holder List which is kept by the School Business Manager and monitored regularly by the Headteacher.

- I understand the responsibilities of my role as a temporary key holder and hereby agree to the following statements:
- Keys that have been issued to me will be kept in my possession at all times and not shared with any other person.
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden.
- I will ensure when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them.
- I understand that it is my responsibility to inform the Site Manager and/or School Business Manager immediately should any theft, loss, damage or misuse occur with regard to the keys.
- I understand that I must return ALL keys in my possession to the School Business Manager or Site Manager immediately following the purpose for which they were issued.

Under NO circumstances should a copy of school keys be made by key holders.

Signed: **Print Name:**

Date.....

Date Keys Returned

Key Holder Signature (please sign and print name):

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School Signature (please sign and print name):

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