



South Orpington Learning

Alliance Lettings Policy

Date approved: Summer 2025

To be reviewed: Summer 2026

Owner: Chief Operating Officer

South Orpington Learning Alliance Lettings Policy [Version Control](#)

Version	Author	Dated	Status	Reviewed date/ails
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1	ND	Nov 2021	New policy informed by the Lettings Working Party of 9.11.21 Notably: 1. Introduction of explicit, detailed and robust safeguarding requirements 2. Revised lettings charges 3. Simplified Terms and Conditions	November 2021 SBMs December 2021 SMT
2	SW	Feb 2023	Pg 4. No. 11, addition of cross reference to SOLA Fire Safety Management Policy	
3	ND/EH	July 2023	Updated Safeguarding Information to include updates from KCSIE 2023	September 2024
4	ND	June 2024	Revised cleaning deposit from £100 to £200.	June 2024
5	ND	July 2024	Added option to provide DBS check for lone traders at cost of DBS check	July 2024
6	ND	May 2025	No change	

South Orpington Learning Alliance Lettings Policy

1.0 Introduction

1.1 Introduction	The South Orpington Learning Alliance Multi Academy Trust is keen to make the most effective use of the school premises across the Trust. The Trust believes that each school should be a center for lifelong learning and a resource for parents and the wider community. However, the Trust also acknowledges that it will be necessary to leverage charges to cover expenses and where appropriate, to generate further Trust income to support teaching and learning. This policy outlines the intent, framework and the rules of engagement within which the Trust will operate its premise lettings.
1.2 Vision and Values	All Trust lettings will be agreed subject to and informed by the Trust Values and Vision: Our Mission: SOLA is a family of schools committed to the pursuit of excellence for our pupils. We recognise our responsibility to play a central role within our community, and to continually improve, together. Our Vision: Is for every child in a SOLA school to be included, to know that they are important and to acquire and develop the tools, character and values that will enable them to be happy, to contribute, and to thrive throughout their lives. Characteristics and Values: The characteristics and values that mean most to us and that we will promote are kindness, curiosity, honesty, respect, inclusivity, responsibility and resilience.

2.0 Key Letting Features

2.1 Safeguarding	The Trust will only consider hiring facilities to parties that the Trust deem to be supportive of the Trust values and vision. The Trust (delegated to the Governing Body) will not hire facilities to parties thought to operate contrary to the ethos of the Trust. No letting or hire application will be considered from those with an unlawful or extremist background. All lettings are subject to the following safeguarding arrangements: 1. Safeguarding requirements as set out in Keeping Children Safe in Education 2023 (https://www.gov.uk/government/publications/keeping-children-safe-in-education) are a condition of use and occupation of the premises. All individuals connected with the letting MUST be familiar with the contents of the Trust Safeguarding Policy: https://solamat.co.uk/Policies/MAT-Policies/ 2. The hirer MUST have a safeguarding and child protection policy in place, including procedures for dealing with safeguarding incidents, a copy should be supplied to the school. 3. The hirer MUST ensure that they have an appointed designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training. The name of the DSL should be provided to the school. 4. The hirer MUST provide parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services or the NSPCC helpline number 5. The hirer MUST provide parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services or the NSPCC helpline number. 6. The hirer MUST ensure that appropriate arrangements are in place to keep children safe and evidence those arrangements in their application to hire. 7. The hirer MUST ensure that appropriate safeguarding and child protection policies are in place and evidence them in their application to hire. 8. The hirer MUST ensure a risk assessment is in place and that any material deviation from the control measures stated are agreed by the school.
2.2 Other Key Commitments	Other key commitments of the hirer are as follows: 1. The hirer must NOT sub-let to third parties. 2. The hirer MUST be 18 years or older. 3. The hirer MUST leave the premises clean and tidy and in all other respects, as they found the premises. 4. The hirer MUST NOT allow use of cigarettes or e-cigarettes on the school premises. 5. The hirer MUST NOT allow dogs anywhere on the school premises, other than assistance dogs. 6. The hirer may only allow food and drink during club activities in accordance with all Health and Safety regulations. 7. The hirer MUST ONLY allow access to the areas of the school premises stipulated in

	the lettings agreement and as previously agreed by the school. 8. The hirer must NOT allow children to walk outside of the let activity area in bare feet or in only socks. 9. The hirer MUST supply their own equipment and resources unless otherwise agreed by the school in writing. 10. The hirer MUST provide their own first aid and medication to be used in accordance with their First Aid Policy (as evidenced in the Lettings Agreement). 11. The hirer MUST read the SOLA Fire Safety Management Policy and note the Fire Evacuation Procedures for the site which they are hiring. The hirer will be accountable as the Responsible Person, for implementing the SOLA Fire Safety Management Policy. 12. The hirer MUST NOT allow drugs to be imbibed on school premises. 13. The hirer MUST NOT allow alcohol to be imbibed unless they have written agreement of the school and (if necessary) an appropriate license. 14. The Head or nominated representative will have the final decision in all applications and conditions for the hire of the school and grounds.
2.3 Equipment	School equipment may be available for hire subject to negotiation with the Head or nominated representative. Use of school equipment may incur a surcharge. Hirers must maintain all equipment and resources brought onsite to current Health and Safety regulations. No hirer equipment should be left onsite at the end of any session nor shall any of the school's equipment be removed from the site at any time without prior arrangement with the Head or nominated individual. The Trust/school cannot be held responsible for loss or damage to any of the hirer's equipment.
2.4 Supervision	Lettings may be subject to an additional charge if a caretaker/school representative is required to lock, to unlock, or to attend site to support or support the letting remotely. If required to support the letting, the decision of the caretaker, Facilities Manager or other nominated representative is binding and final.
2.5 Cancellation	Four weeks' written notice must be provided by the hirer if a letting is to be cancelled. The school reserves the right to cancel the hiring of premises should the school require the premises for educational or local government purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give at least four weeks' notice of such a cancellation. The school reserves the right to cancel any letting without notice if the letting conflicts for any reason with the school's or Trust's educational activities, vision or values
2.6 Charges	Charges are payable a term in advance and will be invoiced by the Trust. Ad-hoc or irregular hires will be payable in advance, by arrangement. The other exception would be lettings for which a profit share agreement has been reached and thus costings may be dependent on attendance. Under these circumstances, payment terms will be agreed specific to that arrangement. The Trust can only accept BACS payments. For all lettings, a deposit up to £200 may be levied to cover accidental damage and exceptional

	cleaning costs. The deposit will otherwise be returned on completion of the letting arrangement. School MAY elect to support a lettee with providing a DBS check but will then charge an appropriate cost to the lettee. Charges are as follows <u>Weekly Lettings</u> Regular lettings ending before 18:00 £15 per hour Regular lettings ending after 18:00 £25 per hour <u>Hire of Sports Field/Playground/Pitch</u> Monday - Friday after school until 18:00 £10 per hour <u>Weekend Rates</u> Saturday and Sunday 09:00-18:00 £30.00 ph (Standard rate) £20.00 ph (Charity rate) 18:00-23:00 £40.00 ph (Standard rate) £30.00 ph (Charity rate) Weekend lettings (dependent on the support required), may also require Estates Team attendance to open and close the site which would be charged at £60 per day <u>Swimming Pool (Green Street Green Primary School only)</u> Please contact the school directly and follow this link for full letting arrangements: https://www.greenstreetgreenprimary.co.uk/docs/Policies/2021_Policies/Pool_Managment_Policy_2021.pdf Non-pool charges are per room per hour or half hour thereof. The Charity Rate may be agreed with non-profit or charitable organisations. Rates paid by the Parent Teacher Association of the school, or for long running lets with specific benefit to the school, Trust or community may be adjusted subject to the discretion of the Headteacher or other nominated representative. For non-commercial users that do not have their own insurance, a premium of 10% of the letting fee will be charged in addition to the hire charge in respect of the Trust's contingent liability policy.
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3.0 Operating Arrangements

3.1 Emergency Contacts	Emergency contact numbers are as follows:	
	Within school office hours during term time	Outside school office hours

	Fire	Activate the break glass, report immediately to the School Office and leave the vicinity	Dial 999. Break glass and leave the premises. Report immediately to the Estates Manager on 07720050310
	Gas Leak	Report immediately to the School Office	Leave the premises and phone the National Gas Emergencies number immediately on 0800 111 999 . Report immediately to the Estates Manager on 07720050310
	Safeguarding event	Contact the Designated Safeguarding Lead via the classroom/room reference document or School Office	Action and escalate in accordance with the hirers safeguarding policy. Notify the school of the event as the earliest available opportunity (on school reopening).
	Injury or accident	In the event of a first aid or medical emergency that cannot be managed by the hirer contact the School Office	In the event of a first aid or medical emergency, dial 999 . Notify the school of the event as the earliest available opportunity (on school reopening).
	Facilities related e.g. broken window	Contact the Caretaker via the School Office	Report immediately to the Estates Manager on 07720050310
3.2 Response Procedures	The following procedures should be adopted in response to the events outlined:		
	Event	Response	
	Theft	All thefts should be recorded whether from the school or an individual. In the case of an individual, take a record of the name, address and telephone number of the person whom the theft has occurred against. Theft from the school should be reported to the school at the earliest opportunity.	

	Drug/alcohol	All persons found to be under the influence of drugs and/or alcohol should be asked to leave the premises, and if necessary escorted off the site by the most senior person available. It is important that no one places themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police should be summoned.
	Assault	Should an actual or alleged assault take place, the most senior person available on site should be informed, or summoned if on the site. All incidents should be reported directly to the school.
	Safe- guarding event	In the event of any safeguarding concern, please alert the school's Designated Safeguarding Leader (DSL) as soon as is possible. Please ensure you keep all relevant information secure and confidential. Please consult theSafeguarding Policy of the Trust here: https://solamat.co.uk/Policies/MAT-Policies/ In case of an out of hours safeguarding emergency, reference Section 3.1 Emergency contacts, above.
	Lost Person	In the event of a lost person, if there is a public address system available this should be used requesting them to come to a meeting point. In the case of children, do not mention that they are lost. Do not request the assistance of members of public in the search (e.g. "we have lost a child, has anyone seen them?") Should the lost person not be located after an extensive search it may be necessary to call the police service.
	Injury or accident	A first aider should be available to provide first aid treatment. Record any accidents or injuries and ensure they are reported promptly to the school. The school will then follow incident reporting procedures. Legally reportable accidents will need to be reported to the HSE by the hirer. A first aider should be available to provide first aid treatment.

4.0 Facilities and Capacity

Enquiries for the hire of the school premises should be made to the School Office. Applicants are advised to visit the school to ascertain the suitability of the premises for the purpose of hire, in consultation with the Head or nominated individual.

All applications must be made on a Lettings Application Form (attached).

The school reserves the right to limit the number of people admitted to the premises depending upon the type and size of accommodation hired and in line with health and safety requirements.

Lettings must not exceed the following capacities:

Chelsfield Primary School

Areas for hire include:

- School Hall = 120 people
- Classrooms = 34 per classroom
- Playgrounds
- School Kitchen = 4 persons
- Staffroom

Darrick Wood Junior School

The hall capacity is:

- Close seated or standing: 344 persons
- Close seated with stage: 306 persons
- Tables and Chairs: 127 persons
- Classroom capacity is 25 persons or 32 children and 3 adults
- Meeting Room capacity is 15 children and 2 adults

Green Street Green Primary School

The hall capacity is:

- Close seated or standing: 309 persons
- Tables and Chairs: 106 persons
- Classroom capacity is 35 persons/32 children and 3 adults

Pratts Bottom Primary School

Areas for hire include:

- School Hall, capacity 80 persons
- Classrooms, capacity 25 persons
- Playground
- School field
- School Kitchen

The Highway Primary School

The hall capacity is:

- Dining Hall – Seated 130
- Main Hall - Seated - 250
- Main Hall – Dining/Quiz Night - 140
- Main Hall - Disco - 250
- Classroom capacity is usually 30 adults/persons (depending on activity/age of persons)

	<u>Tubbenden Primary School</u> The hall capacity is: ● 250 Junior Hall ● Seated 70 Infant Hall ● 140 Junior Hall Dining/quiz night ● 100 Infant Hall Dining/quiz night ● 250 Junior Hall- Disco ● Classroom capacity is 30 adults/persons
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5.0 Further Terms and Conditions of Hire

1 Applications

- a) All correspondence and applications for the hire of any part of the school, including the land within its ownership or control ("the Premises") or any of its facilities must be made in writing directly to the Head or nominated individual.
- b) The Trust reserves the right to call for further particulars about any proposed letting and the person or organisation applying for the letting (the "Hirer") and to inspect the hired premises at any time.
- c) Applications for the hire of any part of the school by a club or organisation may need to be supported by a copy of the most recent audited accounts of that club or organisation and a copy of their current Public Liability Insurance certificate.

2 The Hirer

- a) The Hirer must be over 18 years of age and must be the person signing the application. If the application is made by a corporation, the person signing must be duly authorised to sign.
- b) The Hirer shall be responsible for:
 - I. the payment of all charges and other costs of the letting ("charges") and
 - II. the observance and performance in all respects of these Terms & Conditions. Where the context so admits, the expression "the Hirer" shall include all persons who are permitted to enter the premises for the purposes of the letting (including non-paying visitors).

3 Charges and Payment Terms

- a) Unless otherwise agreed in writing, the school will charge the agreed rate with the hirer. b)

The Trust reserves the right to vary its rates in any year.

- c) The school reserves the right to charge for lettings which overrun the agreed time at double the agreed rate for that letting.
- d) The school reserves the right to charge for cleaning where the premises are left in a state which requires additional cleaning above that normally required.

4 Cancellation

- a) The school will not be liable for refunds if the facilities are unusable or unplayable due to severeweather conditions. Hirers are recommended to insure themselves against such eventualities.
- b) The school shall not be liable for any loss whatsoever sustained, any claim for compensation or any costs or expenses incurred, by the Hirer in anticipation, or arising directly or indirectly out of any such cancellation of the letting by the school.

5 The Hirer's Obligations

- a) The Hirer is responsible for conducting their own Risk Assessment of their event. The Hirer shall exercise all reasonable care in carrying out the hire activities, the subject of the letting. The Hirer shall be liable for any injury to any person or loss or damage to any part of the premises or to any property on the premises resulting from any acts or omissions of the Hirer.
- b) The Hirer shall only use those parts of the school (including agreed access points) and items of equipment or materials belonging to the school that have been expressly authorised in writing by the school to be used by the Hirer. This equipment or furniture should not be moved except by arrangement with the school and should be returned to its original position before the end of the letting.

- c) In carrying out the activities, the Hirer agrees at all times to abide by the reasonable instructions of the school staff and any written Regulations notified to the Hirer which shall be deemed to be incorporated in these Terms and Conditions. In the case of Youth and Junior organisations a responsible adult must be in charge for the period of hire. If the Hiring finishes early, a responsible adult must remain on the premises until a Caretaker arrives, if scheduled.
- d) The Hirer shall not carry out any dangerous or hazardous activity or do or omit to do anything which may give rise to or result in a breach of any statute, regulation or other legal obligation having the force of law.
- e) The Hirer shall not carry out the activities on the premises without obtaining such licenses as may be required from any other body including, but not limited to, a license to sell or supply intoxicating liquor, public music, dancing or other public entertainment, or for gaming. The Hirer shall be responsible for obtaining such licenses as may be required and shall at all times comply with such conditions as may be specified in the license.
- f) The Hirer shall not without the prior written consent of the school bring onto the premises any animals (excepting therapy dogs by prior agreement. Also no equipment, substances or materials which may constitute a risk to health or safety.
- g) It is a condition of this letting that the Hirer shall not permit smoking (except external areas by written arrangement with the school), sale of alcoholic drinks (unless licensed), the use of naked flames or the use of illegal drugs to take place on the premises.
- h) No alterations to power or lighting may be made to the premises or the use of any attachments such as glue, tacks, tapes etc., to the walls, floors, doors, ceilings, window frames or fittings of the said premises unless so authorised by the Head or a nominated individual.
- i) The school reserves the right to remove from the premises any person who in the school's opinion is undesirable or whose behaviour is unacceptable.
- l) The hirer shall ensure that the number of persons using the premises shall not exceed the number authorised.
- m) All rubbish from the hirer's event, including bottles and cans, must be removed from the premises and taken away for disposal or recycling. It is not permitted to deposit event rubbish in dustbins on school premises either internally or externally. There will be a financial penalty if this is not observed.
- n) The hirer shall ensure that all persons who are permitted to enter the premises for the purposes of the letting are made aware of these Terms and Conditions.
- o) The Hirer shall adhere to and be compliant with all current General Data Protection Regulations.
- p) Under no circumstances must any keyholder copy, share or hand over the key to any other person. Such activity would result in the immediate cancellation of the letting.
- q) The caretaker or a nominated representative may at any time undertake a spot check of the letting
- r) Any circumstance under which the caretaker is called 'out-of-hours' may result in a one-off callout fee for which the hirer will be charged.
- s) The school will not be responsible for the promotion and administration of any hirer's events or regular meetings.

- t) The hirer should ensure that a member of the group has been designated as First Aider and is competent for such a role and its requirements.
- u) Hirers hiring the school kitchen must comply with Food Safety Act 1990 and Food Hygiene Regulations 2006 and other relevant legislation and codes of practice

6.0 LETTINGS APPLICATION FORM

APPLICATION TO HIRE – DETAILS

Applicants for the use of education premises are requested to submit this form **at least 21 days before the accommodation is required**. If the request is granted, an authority for use of the premises will be issued together with an invoice for payment as appropriate.

Name of school to which application is made _____

Name of person/company making application _____

Name of person (s) company is registered with _____

If letting involves engaging with children;

Name of Designated Safeguarding Leader (DSL) _____

Telephone no(s) _____ Email _____

If Youth Organisation, are you registered with the Borough? YES ☐ NO ☐

Nature of letting (meeting, club, concert, etc) _____

Accommodation required (i.e. Hall, classroom, playing field etc) _____

Number of persons to use the accommodation Adults _____ Children under 16 _____

Number of chairs required _____ Number of tables required _____

Other requirements/equipment _____

Will alcohol be served? YES ☐ NO ☐ (Please see Section 5.0 (g) if alcohol will be sold on the premises)

Will there be music/dancing? YES ☐ NO ☐

Is admission to be charged for the function? YES ☐ NO ☐ If YES, cost per person: _____ Details of when accommodation is required:

Accommodation	Day(s)	Date		Time	
		from	to	from	to

Does the hirer have public liability insurance with an indemnity limit of not less than £5,000,000? YES

☐ NO ☐ (If yes please attach a copy of the schedule)

If the hirer does not have public liability insurance with an indemnity of £5,000,000 they will be covered by the school's membership of the Department for Education's Risk Protection Arrangement (RPA).

APPLICATION TO HIRE – DECLARATION

*(please delete YES/NO/n/a as applicable – please attach a copy of documents marked with a *)*

Section A

I/we have read, understood and agree to abide by the full terms and conditions of the Lettings Policy

YES/NO

*I/we can confirm that we have a risk assessment in place to support the activity for which the hire is being established: **YES/NO**

Does the letting involve engaging with children?

YES/NO If yes, please complete the following questions. If no, continue to Section B.

I/we understand that I/we will need to hold a current DBS certificate (dated within the last 3 years) and declare that the business/organisation undertakes all necessary DBS checks where staff/adults are working/ interacting with children.

YES/NO Not Applicable

I/we understand that if any DBS (of staff members or directors) show convictions/spent convictions these must be declared to the Headteacher before the letting can take place. **YES/NO**

I/we can confirm that all staff in attendance have read KCSIE:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education-->

2 **YES/NO**

I/we can confirm that all staff in attendance have read the schools' safeguarding policy: <https://solamat.co.uk/Policies/MAT-Policies/> **YES/NO**

*I/we can confirm that I/we have a Safeguarding Policy in place with which all staff in attendance are familiar: **YES/NO**

*I/we can confirm that I/we have a DSL in place who has attended the relevant training. The name of the DSL is _____ Contact details: _____

*I/we can confirm that I/we have a DSL has received the appropriate DSL training.

YES/NO Name of training provider: _____

Date of training: _____

I/we can confirm that all staff attending site have current safeguarding training: **YES/NO**

Name of training provider: _____ **Date**

of training: _____

I/we can confirm that we have sought out the appropriate safeguarding information for the children using our service:

YES/NO

I can confirm that I/we will hold all necessary contact information for pupils using their service including at least 2 emergency contacts: **YES/NO**

I/we can commit to sharing any arising safeguarding information with the school, using details in the school's Safeguarding Policy: **YES/NO**

*I/we can confirm that I/we have a First Aid Policy/Procedure in place with which all staff in attendance are familiar:
YES/NO

I/we can confirm that at least one first aid trained member of staff will be in-attendance at all times:
YES/NO

*I/we can confirm that I/we have a Behaviour Policy/procedures in place with which all staff in attendance are familiar:
YES/NO

*I/we can confirm that I/we have a Code of Conduct Policy/procedures in place with which all staff in attendance are familiar: **YES/NO**

I/we agree to comply with the Trust's Mobile Phone Policy and confirm that I/we will only use phones for the necessary for the smooth running of the hire or for calling in the event of emergency or late pick up
<https://solamat.co.uk/Policies/MAT-Policies/>: **YES/NO**

Section B

I/we hereby make an application for the use of the accommodation and facilities stated above and upon application being granted, I/we undertake to pay in advance the charges in respect thereof and to accept and comply with the Terms and Conditions of Lettings, a copy of which I/we have received. I/we declare that I/we am/are over the age of 18.

I/we have read, understood and agree to the current Lettings policy. I/we confirm that the above safeguarding and child protection arrangements, policies and procedures are in place.

Signature of Applicant Date _____

Agreed, Office Manager Date _____

Approved, Headteacher Date _____

Tab 2

