All Saints' C. of E. Primary School

Policy Subject: Lettings
Date: November 2025

Vision:
Rooted in faith.
Growing through learning.
Enabling all to flourish.



***Philippians 4:13** - 'I can face all things through Christ who strengthens me'.*

The Designated Safeguarding Lead (DSL)
Joanne Ghosh – Headteacher

The Deputy Designated Safeguarding Leads (D-DSLs)
Gemma Osafo – Deputy Headteacher (maternity leave)
Louisa Ball – Inclusion Manager
Janet Sharp – KS2 Phase Leader

Online Safety Lead (OSL)
Janet Sharp – KS2 Phase Leader

Designated Member of Staff for Looked After Children
Louisa Ball – Inclusion Manager

Governors with Responsibility for Safeguarding
James Burn & Alex Millbrook

LETTINGS POLICY
2025/2026 ACADEMIC YEAR

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Safeguarding Statement

The Governors and staff of All Saints' Church of England Primary School fully recognise the responsibilities and duty placed upon them to have arrangements to safeguard and promote the welfare of all pupils at the school. We recognise that all staff, including volunteers, have a full and active part to play in protecting pupils from harm.
Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

We believe that our school should provide a caring, positive, safe and stimulating environment in which pupils can learn and which promotes the social, physical and emotional wellbeing of each individual pupil, and which takes a child-centred approach.

The school recognises its responsibilities and duties to report Child Protection concerns to the social work service within Children's Services and to assist Children's Services in Child Protection enquiries and in supporting Children in Need.

This policy is in line with the London Child Protection Procedures 2017 (7th edition updated 25th September 2024), Working Together to Safeguard Children 2023, local guidance from the Wandsworth Safeguarding Children Partnership and Keeping Children Safe in Education 2024.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Part of our legal duty to safeguard children may also include the need to consult with and take advice from other agencies such as the Police or social services should the need arise.

TERMS AND CONDITIONS

1. *Recitals*

The School and the Board of Governors recognise that the School Premises are a valuable community asset and as such it is in the School's and the local community's interests that the School Hall (and, (if the Board of Governors considers it desirable) other areas of the School Premises) is made available for hire by Children's Groups on the basis set out below.

2. *Definitions*

"the **Board of Governors**" means the governing body from time to time of the School;

"**Children's Group**" means any community based group for children aged up to and including 11 years of age but shall not include children's parties;

"the **Headteacher**" means the headteacher from time to time of the School;

"the **Hire Agreement**" means the letter to be entered into between the Board of Governors (1) and the Children's Group (2) prior to the commencement of the use of the School Premises by the Children's Group in the form attached to these Terms and Conditions;

"the **hire period"** means the period of the letting set out in the Hire Agreement;

"the **School**" means All Saints' C. of E. Primary School, Putney;

"the **School Premises**" means the main hall, any classroom or playground forming part of the School Premises as well as, the land and buildings known as All Saints' C. of E. Primary School but not including the Scout Hut;

"the **Scout Hut**" means Carruthers Hall, Putney Common;

"the **Terms and Conditions**" means this document

3. *Availability and Booking*

Any letting of the school hall and/or other areas of the school premises, shall comply with the following:

- The school's facilities, including the main hall, classrooms, playground and other spaces, are available for hire subject to availability and at the discretion of the Headteacher. School use will take priority over external bookings. We will endeavour to provide reasonable notice of any changes or cancellations.

4. *Use of Premises*

- Hired areas are to be left in a clean and tidy condition, ready for subsequent use

- Activities must be limited to those agreed in the Hire Agreement
- There should be no dangerous or risky activities, or any activities which may invalidate insurance relating to the school or the hirer
- Hirers should not access any areas of the school other than those specified in the Hire Agreement
- There is no right to sublet or share occupation of the school premises

5. *Charges and Payment*

- Hire fees will be agreed on a case by case basis and set out in the Hire Agreement
- Charges are subject to review and should be paid in accordance with the payment terms set out in the hire agreement
- Unpaid invoices may be subject to interest charges
- All hire agreements will be reviewed at the end of each academic year, or earlier at the school's discretion

6. *Supervision and Safeguarding*

- The Headteacher must ensure that appropriate arrangements are in place to keep children safe when hiring out school premises. The Headteacher should seek assurance that hirers have appropriate safeguarding and child protections policies and procedures in place, and ensure that there are arrangements in place for the hirer to liaise with the school on these matters where appropriate. Hirers must:
    a. Ensure activities are properly supervised at all times
    b. Provide the name of a responsible individual who will ensure compliance with these terms and conditions
    c. Ensure the named individual is in attendance throughout every session and is familiar with the school's security and fire procedures
    d. Provide evidence of an effective child protection policy consistent with current best practice
    e. Provide a safeguarding letter of assurance confirming appropriate checks have been completed for all staff, including:
        - An identity check
        - A barred list check
        - An enhanced DBS check
        - A check to establish the person's right to work in the UK
        - An overseas criminal record check (if required)
        - Health Check carried out / Fitness for Work
        - References to cover the last 5 years have been obtained
        - Safeguarding training

7. Insurance

Hirers must provide a full copy of their insurance policy, which must:

- Cover the school in the event of any damage caused by the hirer or any liability the school suffers as a result of the hirer's activities
- Cover the hirer in the event of any injury suffered by any member of their group or any third party whilst on school premises

8. Security and Conduct

- Security codes are confidential and must not be shared with any third party
- Keys must not be released to any third party
- Hirers should leave the premises quietly, giving consideration to the school's neighbours
- Hirers must comply with all instructions from school representatives who may be on the premises

9. *Damage and Incidents*

Any damage must be:

- Notified immediately to the Headteacher
- Remedied immediately at the sole expense of the hirer

The hirer must reimburse the school for any costs, expenses or liabilities arising from the hire, including alarm reset costs or overtime payments.

10. Breach and Termination

- If any obligations are not complied with or damage is caused, a written warning will be issued
- Failure to comply with safeguarding requirements would lead to termination of the agreement Keeping Children Safe in Education
- The school may terminate any hire agreement immediately for material breaches, without refund of advance payments
- There is no automatic right to renewal from one academic year to the next

11. Data Protection

Hirers must adhere to all provisions of the school's Data Protection Policy at all times and must not access, store or share any data without express permission.

The Lettings Policy and these Terms and Conditions were reviewed in: November 2025

They were formally adopted and approved by Governors:

Signed (Chair of Governors): 

Date: 18/11/2025

Date of Next review (Annually): November 2026

All Saints' C. of E. Primary School

SCHOOL PREMISES HIRE AGREEMENT

AGREEMENT DETAILS

Date of Agreement: _____

Hirer Details:

- Organisation/Individual Name: _____
- Contact Person: _____
- Position: _____
- Address: _____
- Telephone: _____
- Email: _____

- Area(s) to be hired: _____
- Date(s) of hire: _____
- Time(s): From _____ To _____
- Purpose of hire: _____
- Expected number of participants: _____
- Age range of participants (if applicable): _____

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1. TERMS AND CONDITIONS

1.1 Availability and Booking

- This hire is subject to availability and at the discretion of the Headteacher
- School use will take priority over external bookings
- The school will endeavour to provide reasonable notice of any changes or cancellations
- This agreement is for the specific dates and times stated above only

1.2 Use of Premises

The Hirer agrees to:

- Leave hired areas in a clean and tidy condition, ready for subsequent use
- Limit activities to those agreed in this Hire Agreement
- Not engage in any dangerous or risky activities, or any activities which may invalidate insurance relating to the school or the hirer

- Not access any areas of the school other than those specified in this agreement
- Not sublet or share occupation of the school premises

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2. CHARGES AND PAYMENT

Hire Fee: £_____ per hour/session/day (delete as appropriate)
Total Fee: £_____
Payment Terms: Payment due in advance
Payment Method: BACS

Additional Charges:

- Damage deposit (if applicable): £_____
- Cleaning charges (if applicable): £_____
- Other charges: £_____

Notes:

- Charges are subject to review
- Unpaid invoices may be subject to interest charges
- This agreement will be reviewed at the end of each academic year, or earlier at the school's discretion

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3. SUPERVISION AND SAFEGUARDING

The Hirer must ensure that appropriate arrangements are in place to keep children safe, and that the provider has appropriate safeguarding and child protection policies and procedures in place.

The Hirer confirms that they will:

a) Supervision

- Ensure activities are properly supervised at all times
- Provide the name of a responsible individual who will ensure compliance with these terms and conditions

Responsible Individual: _____
Contact Number: _____

- Ensure the named individual is in attendance throughout every session and is familiar with the school's security and fire procedures

b) Safeguarding Requirements

The Hirer must provide:

□ Evidence of an effective child protection policy consistent with current best practice

□ A safeguarding letter of assurance confirming appropriate checks have been completed for all staff, including:

- Identity check
- Barred list check
- Enhanced DBS check
- Check to establish the person's right to work in the UK
- Overseas criminal record check (if required)
- Health Check carried out/Fitness for Work
- References to cover the last 5 years have been obtained
- Safeguarding training

Documents attached: Yes/No (please circle)

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4. INSURANCE

The Hirer must provide a full copy of their insurance policy, which must:

- Cover the school in the event of any damage caused by the hirer or any liability the school suffers as a result of the hirer's activities
- Cover the hirer in the event of any injury suffered by any member of their group or any third party whilst on school premises

Insurance Company: _____
Policy Number: _____
Expiry Date: _____
Public Liability Cover Amount: £_____

Copy of insurance certificate attached: Yes/No (please circle)

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5. SECURITY AND CONDUCT

The Hirer agrees to:

- Keep all security codes confidential and not share with any third party
- Not release keys to any third party
- Leave the premises quietly, giving consideration to the school's neighbours
- Comply with all instructions from school representatives who may be on the premises

Security arrangements:

- Access code/key collection: _____
- Alarm code provided: Yes/No

- Key return arrangements: _____

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6. DAMAGE AND INCIDENTS

The Hirer agrees that any damage must be:

- Notified immediately to the Headteacher (Contact: _____)
- Remedied immediately at the sole expense of the hirer

The Hirer must reimburse the school for any costs, expenses or liabilities arising from the hire, including:

- Alarm reset costs
- Overtime payments
- Repair costs
- Cleaning costs beyond normal use

Emergency Contact (School): _____
Telephone: _____

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7. BREACH AND TERMINATION

The Hirer acknowledges that:

- If any obligations are not complied with or damage is caused, a written warning will be issued
- Failure to comply with safeguarding requirements would lead to termination of the agreement
- The school may terminate any hire agreement immediately for material breaches, without refund of advance payments
- There is no automatic right to renewal from one academic year to the next

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8. DATA PROTECTION

The Hirer must:

- Adhere to all provisions of the school's Data Protection Policy at all times
- Not access, store or share any data without express permission
- Comply with all relevant data protection legislation

Copy of school's Data Protection Policy: Available on request/website

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9. HEALTH AND SAFETY

The Hirer confirms they have:

- Conducted a risk assessment for their activities: Yes/No
- Familiarised themselves with fire exits and assembly points: Yes/No
- Been informed of first aid facilities: Yes/No
- Been informed of emergency procedures: Yes/No

Fire Assembly Point: _____

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10. DECLARATIONS

The Hirer confirms that:

□ I/We have read and understood all terms and conditions of this agreement

□ I/We have the authority to enter into this agreement on behalf of the organisation

□ All information provided is accurate and complete

□ I/We accept full responsibility for compliance with all terms

□ I/We understand that failure to comply may result in termination of this agreement and forfeiture of any fees paid

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11. SIGNATURES

For the Hirer:

Signature: _____ Date: _____

Print Name: _____

Position: _____

For All Saints' CofE Primary School:

Signature: _____ Date: _____

Print Name: _____

Position: _____ (Headteacher/Authorised Representative)

APPENDICES (to be attached)

□ Copy of Hirer's insurance certificate
□ Copy of Hirer's child protection policy
□ Safeguarding letter of assurance
□ Risk assessment
□ DBS/safeguarding check confirmations
□ Invoice/payment schedule

Office Use Only:

Agreement logged: _____
Insurance checked: _____
Safeguarding documents verified: _____
Payment received: _____
Keys issued: _____
Keys returned: _____