



Bolton-le-Sands C of E Primary School

With God at the centre, we reach out to support each other in learning, growth and community.
"We love because God first loved us." 1 John 4:19

LETTINGS POLICY

MISSION STATEMENT

At Bolton-le-Sands Church of England Primary School, we believe that God is at the heart of everything we do. Our vision is for every member of our school community to grow in faith, love, and wisdom, supported by the teachings of Jesus. We are committed to nurturing a compassionate and inclusive environment where everyone feels valued and welcomed. As a village school at the core of our local community, we extend our faith and friendship to all, inspired by our belief that: **"With God at the centre, we reach out to support each other in learning, growth and community."** God's love guides us in all that we do, providing us with the light to navigate challenges, the courage to persevere, and the love to unite us as one. **"We love because God first loved us." 1 John 4:19.**

OUR POLICY PROCEDURES

1. **Encouragement of Community Use:**

The Governing Body encourages community use of school buildings. However, it reserves the right to refuse any lettings.

2. **Safeguarding:**

When facilities are hired by external organisations (e.g. community groups, sports associations), the Governing Body must ensure appropriate safeguarding arrangements are in place to protect children. If activities are provided under the school's direct supervision, the school's safeguarding policies will apply. If activities are provided by external bodies, assurance must be sought regarding their safeguarding and child protection procedures. This includes ensuring compliance with the guidance on [Keeping Children Safe in Out-of-School Settings](#). Safeguarding requirements should be included in any hire agreements, and failure to comply will result in the termination of the agreement.

3. **Safeguarding Allegations:**

School safeguarding policies should detail how individuals coming onto the premises are managed, including education value assessments and relevant checks. If an allegation arises related to an external organisation's activities on school premises, the school should follow its safeguarding procedures, including informing the Local Authority Designated Officer (LADO).

4. **Hirer Meetings and Safeguarding Compliance:**

The hirer must meet with school officials to provide details of their aims and objectives, and they must comply with safeguarding guidelines. [After-school clubs, community activities, and tuition - safeguarding guidance for providers \(publishing.service.gov.uk\)](#)

5. **Cost Recovery:**

The Governing Body ensures that the school budget does not subsidise non-school activities, with all costs being recovered. Charges will be reviewed annually.

6. **Hirer Contact Person:**

Hirers must nominate a contact person who is responsible for managing any issues that arise.

7. **On-Site Presence:**

The Governing Body will determine whether a school representative is required on-site during lettings, or if a responsible person must be on call.

8. Letting Application:

A Letting Application/Indemnity Form must be completed by all applicants and reviewed annually for long-term lettings.

9. Non-Exclusive Possession:

No lettings will be approved that grant exclusive possession of school premises (this is a legal requirement).

10. Insurance Requirements:

Hirers must provide evidence of adequate insurance (minimum £5m public liability), with documentation attached to the application.

11. Health and Safety Compliance:

Hirers must comply with all relevant health and safety legislation.

12. Safer Recruitment Procedures:

Hirers are responsible for following safer recruitment practices, including DBS checks and any other relevant checks for working with children.

13. Payment Arrangements:

Payment arrangements will be made in advance with the hirer.

14. Smoking and Vaping:

Smoking and vaping are prohibited on school grounds in line with school policy.

15. Alcoholic Drinks:

- a. An occasional licence must be obtained if alcohol is served. The licensee is responsible for bar sales.
- b. No alcohol is to be stored on the premises when pupils are in school.