ST. ANDREW'S C. OF E. PRIMARY SCHOOL

SCHOOL LETTINGS POLICY

Growing and learning together with God

Autumn 2026

POLICY ON THE LETTING / HIRING OF SCHOOL PREMISES

Updated: September 2026

1.1 INTRODUCTION
The Governing Body is committed to making every reasonable effort to ensure the school building and grounds (premises) are available for community use.

1.1.1 Definition of a Hiring
A hiring may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a hiring fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

1.1.2 Charges for a Hiring
The Governing Body is responsible for setting the charges for the hiring of the school premises.

2.1 APPLYING TO USE THE SCHOOL
Application to use the school premises should be made to the School Business Manager or Finance Assistant and the Application Form should be filled in at least 21 days before the event.
The Finance Assistant will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The School Business Manager will require sight of relevant DBS declarations, a copy of the hirer's Child Protection / Safeguarding Policy, and where applicable, mobile phone policy, AI risk assessment, and data protection procedures before a booking can be confirmed.
Enhanced DBS checks with barred list information must be current and appropriate for the role. The holder cannot have had a break in service of more than 3 months.

The School Business Manager is responsible for their areas for management of lettings, in accordance with the school's policy, but the Head Teacher retains overall responsibility.

If the School Business Manager /Head Teacher has any concern about the appropriateness of a particular request for a letting, he/she will consult with the Chair of the Governors, who has the authority to determine the issue on behalf of the Governing Body. The Governing Body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

2.2 HIRE AGREEMENT

Once a hiring has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions and the hire agreement.

The hire agreement needs signing and returning to the school before the hiring can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The hire agreement (with the terms and conditions of hire of the school premises attached thereto) will be signed in duplicate by the hirer and on behalf of the Governing Body.

The named individual applying to hire the premises will be invoiced in advance for the cost of the letting.

All hiring fees will be paid into the school's bank account to offset the costs of services, staffing etc.

For a regular and ongoing hire the agreement will be reviewed on an annual basis to ensure compliance with this policy.

2.2.1 Termination of Hire Agreement

The Head Teacher, or the Chair of the Governing Body, has the immediate power to terminate any hire agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

2.3 COMPLAINTS

Any complaints arising from a hiring agreement will be dealt with using the schools complaints procedure, a copy of which is available from the School Office and displayed on the school website, or the hirer's own complaints policy, depending on the nature of the complaint. It will be at the Head Teacher's discretion which complaints procedure is followed.

3.0 TERMS AND CONDITIONS OF HIRE OF THE SCHOOL PREMISES

These terms and conditions must be complied with.

The "hirer" shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

3.1 STATUS OF THE HIRER

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

3.2 SAFEGUARDING AND CHILD PROTECTION

It is expected that all groups letting any part of the school site will have their own Child Protection / Safeguarding Policy. As part of the booking process the School Business Manager or Finance Assistant will need to see a copy of these policies. The school policy will also accompany any letting request.

All hirers working with children must provide a safeguarding policy that addresses:

- **Making or sharing of nudes or semi-nudes (including AI-generated or digitally altered images)**
- **Modern slavery and financial exploitation**
- **Child-to-parent or caregiver abuse**
- **Harmful sexual behaviour (HSB)**
- **Procedures for responding to safeguarding concerns**

The policy must be reviewed annually and align with current statutory guidance (Keeping Children Safe in Education 2026).

Each adult who will come into contact with young people or vulnerable adults as a coach, teacher or group leader must have a relevant DBS declaration (see below) and relevant coaching certificates/qualifications where appropriate. As part of the lettings process, we will need to see copies of the DBS declarations for each adult connected with your group who will be working with young people or vulnerable adults. We will also need to see copies of any appropriate qualifications. Without these, we are unable to accept any booking from any group working with young people or vulnerable adults.

The Head Teacher is responsible for ensuring that the person(s) running the activity are both technically competent to run the activity and suitable to be responsible for children, including DBS checks as appropriate. A copy will be kept on file of any qualifications, references etc.

3.2.1 DISCLOSURE AND BARRING SERVICE (DBS) CHECKS AND REGULATED ACTIVITY

Under the Crime and Policing Act 2026, any individual who frequently teaches, trains, instructs, or supervises children during a letting is engaged in regulated activity. This applies regardless of whether they are supervised by another adult.

All such individuals must have:

- **An enhanced DBS check with children's barred list information**
- **The check must be current and appropriate for the role**

The hirer must provide evidence of these checks before the booking is confirmed and maintain records in line with the DBS Code of Practice.

If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Head Teacher, to ensure that they have complied with the DBS Code of Practice and any relevant safeguarding requirements.

When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practice and report to the school any safeguarding concerns which may arise.

The hirer will be required to provide evidence that DBS checks have been carried out on request.

3.3 INDEMINITY AND INSURANCE

Lettings are made on the agreement that the school and the Governing Body are indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the school or the Governing Body.

The hirer shall insure with a reputable insurance office approved by the Governing Body, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by the Governing Body, the insurance cover shall provide a limit of indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises.
The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Head Teacher, or Governing Body within seven days of a request.

Neither the school nor the Governing Body shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

3.4 STATUTORY REQUIREMENTS

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

3.5 LICENSES AND PERMISSIONS

The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the school the licences they hold.
Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays.
The borrowing of music scores or plays from a local library does not constitute permission to perform.
Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's Licence authorising entertainment, or by applying for a Temporary Event Notice
The Head Teacher must be given at least four weeks' notice of a stage play production. The hirer must obtain a Temporary Event Notice from the local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority and the Police a minimum of 10 working days before the planned event but not including the day of the delivery of the notice or the day of the event.
For more information on licensing please contact the Local Council:
Email : Licensing@hillingdon.gov.uk
Website: https://www.hillingdon.gov.uk/apply-licence

It is the responsibility of any hirer to ensure that all copyright licences have been obtained to cover planned activities.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.
The hirer shall indemnify the school against all sums of money which they may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

3.6 PUBLIC SAFETY

All conditions attached to the granting of the licence, stage play or other licences and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

1. obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times;
2. the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
3. fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
4. the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Head Teacher;
5. the hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available;
6. performances involving danger to the public shall not be permitted;
7. Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc.) shall be undertaken or erected without the consent of the Governing Body;
8. no unauthorised heating appliances shall be used on the premises;
9. all electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
10. adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

3.7 The Hirer's Responsibilities

The hirer must inform the school of any fault, damage or other problems with the premise or equipment encountered during the hiring.
No part of the premises are to be used otherwise than for the purpose of the premises requested.
No part of the premises requested are to be used for any unlawful purpose or in any unlawful way.

3.7.1 Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

3.7.2 First Aid Facilities
It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

3.7.3 Furniture and Fittings
Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

3.7.4 Food and Drink
No food and drink may be prepared* (see note below) or consumed on the property without the direct permission of the Head Teacher in line with current food hygiene regulations.

3.7.5 Kitchen/Food preparation, Facilities and Equipment
Third parties shall only be permitted to share use of kitchens and/or equipment where this is agreed in advance in the hire application. Hirers should provide evidence of any necessary qualifications such as food hygiene certificates or training.

3.7.6 Intoxicating Liquor
No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Head Teacher/Governing Body, whose written consent must also be obtained prior to seeking any Temporary Event Notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the hiring.

3.7.7 Smoking
The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

3.7.8 Betting, Gaming and Lotteries
Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

3.7.9 Nuisance/Disturbance
Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.
The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

3.7.10 Rules
The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

3.7.11 Charges and Cancellations
The hirer acknowledges that the charges are as set out in the hiring agreement including any review arrangements specified. The letting may be cancelled, provided that in each circumstance at least 30 days' notice either way is given. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance.

The Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Governing Body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply). The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the hirer.

3.7.12 Sub-Letting
The hirer shall not sub-let the premises, underlet or share possession with any other parties.

3.7.13 Storage Ancillary to the Hiring
The permission of the Governing Body/Head Teacher must be obtained before goods or equipment are left or stored on the premises, except that the Head Teacher is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

3.7.14 Loss of Property
The Governing Body cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

3.7.15 Car Parking
Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school**.** In particular the hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.

3.7.16 Toilet Facilities
Access to the designated school's toilet facilities is included as part of the hire arrangements.

3.7.17 Right of Access
The Governing Body reserves the right of access to the premises during the hiring for emergency or monitoring purposes. (The Head Teacher or members of the Governing Body may monitor activities from time to time).

3.7.18 Vacation of Premises

The hirer shall ensure that the premises are vacated promptly at the end of the hiring session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

3.7.19 Use of School IT Equipment and Internet Access

Where the hiring involves use of school IT equipment (tablets, Chromebooks, computers) or internet access:

- All use must comply with the school's filtering and monitoring systems
- The hirer must not attempt to bypass or disable any filtering or monitoring systems
- The hirer must immediately report any filtering or monitoring failures to the School Business Manager
- The hirer must have appropriate supervision ratios to monitor children's online activity
- Any safeguarding concerns arising from online activity must be reported immediately to the school's Designated Safeguarding Lead (DSL)

The school reserves the right to review monitoring logs from any hiring session.

3.8 MOBILE PHONES AND DIGITAL DEVICES

Where hirings involve children during times that would ordinarily be lesson time, breaktimes, or lunchtimes, the hirer must:

- Implement a mobile phone-free environment for participants
- Restrict pupil access to mobile phones during the activity
- Have clear procedures for managing mobile phone use
- Ensure supervising adults maintain appropriate boundaries regarding mobile phone use around children

The hirer must provide details of their mobile phone policy as part of the booking process.

3.9 USE OF GENERATIVE AI

Where hirings involve the use of Generative AI tools or applications with children:

- The hirer must conduct a risk assessment addressing safeguarding, data protection, and ethical considerations
- The hirer must ensure age-appropriate use and supervision
- The hirer must have procedures for managing AI-generated content, particularly images
- The hirer must comply with data protection legislation (Data Protection Act 2018, UK GDPR, and Data (Use and Access) Act 2025)
- A copy of the AI risk assessment must be provided to the school before the booking is confirmed

3.10 DATA PROTECTION

The hirer must comply with all data protection legislation, including:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Data (Use and Access) Act 2025

Where the hiring involves processing personal data of children, the hirer must:

- Have appropriate data protection policies and procedures
- Ensure lawful basis for processing
- Implement appropriate security measures
- Provide privacy notices to parents/carers where required

Annex A

Provision	Weekday (£ per hour)	Weekend (£ per hour)
Main Hall	£45	£55
Playing Field	£30	£40
Parish Kitchen	£5	£5
Piano	£5	£5
Other Equipment	By negotiation	By negotiation
Deposit	£50	£50
Cancellation Fee	£20	£20

Annex B

SCHOOL LETTING - INITIAL REQUEST FORM

Information Required	Details
Name of Applicant	
Address	
Telephone Number	
Email	
Name of Organisation	
Activity of Organisation	
Details of Premises Requested (e.g. Hall, Playground, Football Pitch)	
Day of Week Requested	**First choice:** **Second choice:** **Third choice:**

Information Required	Details
Start Time	
Finish Time	
Dates Required	
Use of School Equipment (Please specify your request)	
Details of Electrical Equipment to be Brought	
Maximum Number of Participants	
Age Range of Participants	
Number of Supervising Adults	
Relevant Qualifications of Supervising Adults	

Please allow sufficient time within your requested booking period for preparation and clearing up.

Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details).
The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information:
I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: …… **Date:** ……

Annex C

BOOKING/HIRE AGREEMENT FORM FOR LETTING OF ST. ANDREWS C OF E PRIMARY SCHOOL

Applicant / Booking Details	Details
Name of Applicant	
Address	
Telephone	
Email	
Name of Organisation	
Activity of Organisation	
Date(s) of Booking	
Start Time	
Finish Time	
Please allow time for preparation & clearing up	
Area of School Needed*e.g. Hall, Room, Hall & Kitchen*	
Equipment Needed*e.g. Piano, Mats, Tables, Chairs*	
Electrical Equipment to be Used*e.g. Laptop, CD Player*	
Will school IT equipment or internet access be used?	☐ Yes ☐ No
Maximum Number of Participants	
Age Range of Participants	
Will participants have access to mobile phones?	☐ Yes ☐ No
Will Generative AI tools be used?	☐ Yes ☐ No