

## Sebert Wood Community School School Private Lettings Policy



Reviewed – Autumn 2025

Due for review – Autumn 2026

Approval by Finance & Premises Committee

Signature of Chair of Governors:

### Safety/Safeguarding Children Checklist

For private organisations running after school clubs for children and young people. All adults involved must be handed a copy of the information.

- It is the hirer's responsibility to ensure that suitable arrangements are in place regarding safeguarding children and child protection. The hirer also undertakes to ensure that all staff/volunteers that have contact with children have a current enhanced DBS and undertakes recruitment in line with safer recruitment principles.
- Fire evacuation procedures – it is the hirer's responsibility to familiarise themselves and their group with the fire exit routes displayed in the **building** in case of emergency exit. The group organiser should carry out a fire drill yearly and let the school office know the time it took to evacuate from the letting area to the playground or car park and a full role call to be carried out. In the event of the fire alarm sounding, **electronic fire exit doors release automatically.**
- Ensure the application for use of school premises form, deposit, risk assessment and signed lettings policy, has been returned to the school two weeks prior to the letting. Ensure the school has received your signed Safeguarding children and DBS disclosure, a copy of your Child Protection policy and any insurance certificate before the first session.
- If you have any safeguarding concerns about a child, please talk to our Designated Safeguarding Lead: Mr James Tottie, (Headteacher) or his Alternatives Mr Jamie Winch (Deputy Head), Mr Nick Wells (Assistant Head) and Mrs Sharon Dade (SENDCo). Outside of school hours phone Customer First on 0808 800 4005
- It is the hirers responsibility to ensure they or a member of their team is first aid trained in the event of an incident.
- Always arrive before the children and be prepared to wait if a child is late being collected.
- Children should get changed independently. If they need help, they can be asked to help each other.
- If a child does not return from the toilet, send a trustworthy child to help / investigate.
- Avoid physical contact with children.
- For your own protection always ensure that you are not alone with a child during a letting. Always have another child or adult with you.
- In the event of an accident, follow basic first aid guidance. Assess the situation – if you need assistance send a trustworthy child to find a member of staff in school.
- Children must not go outside to meet parents; parents collect children from prearranged areas. If a child is attending After School club at the end of your session, the lettings organiser shall ensure pupils are taken them to the ASC.
- Always have outside doors shut.
- Always shut the main school gates on arrival and departure.

- Do not take school information into your outside life that could be detrimental to a child, family, parent, teacher or indeed anyone involved with the school community—**Remember Confidentiality**.
- When an agreement is made to allow non-school groups or organisations to use the school premises, the hirer is responsible for ensuring all behaviour is in line with the maintenance of British Values and prevents radicalisation and extremist behaviours. Should there be concerns, the school will contact the police and terminate the arrangement.

**Establish clear rules** – **For example** : children to stay out of the storage area, safe use of equipment.

**Children should know where they must be** – if the hall is in use they must stay in the hall / use the child’s unisex toilet adjoining the hall in the corridor. Children must never leave these areas or walk to their classrooms / atrium.

These guidelines are to protect you and the children and avoid misunderstandings.

The Headteacher, or their representative, will from time-to-time visit lettings involving children to satisfy themselves that all safety and child protection procedures are operating.

We welcome after school clubs and outside organisations to the school – these provide valuable activities and wider opportunities for our pupils and the community. We have developed the conditions of use below for the benefit of all users of the school. A copy of this document should be always presented to the person responsible for the hire.

### Basic Information

- All club leaders are to keep an attendance register and list of telephone contact numbers.
- The following telephone numbers are for emergency use only (e.g., for a major building problem or alarm sounding):

Caretaker	Mr Carl Asker	07786 984793
Relief Caretaker - to be advised on the night.		
School Office Manager	Mrs Tracy Stobbart	07766 206767

- During evening or weekend lettings, a member of the letting organisation must remain on the premises until the caretaker or other person locking up returns to the building.
- If the club has to be cancelled due to unforeseen circumstances / severe weather conditions, please contact the school office as soon as possible so that alternative arrangements can be made.
- Smoking is not permitted anywhere within the building or school grounds.
- Lettings are for the areas specified on the letting form only.
- All lettings are subject to availability; the school may cancel or alter a letting after booking if it subsequently needs the area in use. In such an instance a refund will be arranged. No refunds will be given if the hirer cancels after signing the lettings agreement, except in exceptional circumstances.
- We keep charges low for voluntary organisations that run activities for children. Please ensure the rooms used are clean and tidy at the end of the session.

### Types of Letting

- The school hall and studio are let for regular children’s and adults' clubs and society meetings. Facilities are also available for one off events by bona fide organisations at the discretion of the Headteacher.
- Lettings are subject to availability of staff to unlock and lock up.

- The hall is not let for children's or adults' parties or for any events involving the consumption of alcohol.
- Candles may not be lit in any circumstances. Activities involving a naked flame are **not** permitted.
- Animals are not permitted on the premises except by prior arrangement.

### **Fees**

- Fees vary according to the time of day and are also higher at weekends and in school holidays. Concessionary fees are charged for non-profit organisations running events for children. The type of use and number attending is also a factor in the charges made as this relates directly to wear and tear and maintenance requirements. **The table of charges shown is indicative only.**
- VAT may be charged. Under current rules we understand that this does not apply if 10 or more sessions are booked in advance.
- The completed booking form and fees for the hire of the school premises must be paid to the hirer at least two weeks before the commencement of the letting.

### **Telephones**

- Please ensure that you have a mobile telephone with you, school telephones are not available when members of the school staff are not present.

### **Evacuation and fire**

- If the fire alarm sounds evacuate immediately to the car park or the playground via the nearest exit (in daylight hours). A designated adult **must check** the toilets. Take a register of all children and adults present. Consider whether you need to proceed to a place of safety (this may be necessary in the event of a fire/severe weather). The nearest place of refuge is the church (tel 725391 or 769956) or the community centre (tel 763402 or 763405). Staff are usually in school when clubs are operating straight after school and will help if there is a major problem.
- Keys to unlock outside gates are placed on hooks adjacent to both **hall** doors.
- The keys allow access to the playground and can unlock the gate onto Raedwald Drive.
- The register is to be taken outside and called – search for any child who appears to be missing.
- The hirer is responsible for drawing up evacuation plans for any user of the premises with special needs or disabilities.
- It is the hirer's responsibility to organise with the Caretaker an annual evacuation, take the register and email the time it took for all attendees and organisers to evacuate the premises to the school office.

### **Power**

- Electricity supply – RCDs ('trip switches') for the hall can be found in the PE store on the right-hand side. In the event of a temporary fault power can sometimes be restored at this location. Torches located in the PE cupboard.
- Arrange for heating with the caretaker on arrival at the building.

### **Supervision of Children**

- Please arrive punctually – children must not be left unsupervised.
- Lettings are for the area specified only; children should not be allowed to use the playground or go on the field without supervision.
- PE and climbing equipment in the hall, as well as outdoor play equipment, is never available for use by lettings, use of this equipment without training / proper clothing can lead to serious accidents.
- You are responsible for the good conduct and safety of all using the building throughout the letting including those collecting children and other children accompanying them. Please be aware of safety in the car park at arrival and collection.

- Please shut the gate behind you after arriving and leaving the letting. No parking on the paving slabs is permitted. Damage to these by vehicles may be chargeable.
- Parents/carers should not be encouraged to park in the school car park in order to safeguard children.

### **Equipment**

- Use of school equipment is not permitted except by prior agreement.
- Any electrical equipment brought in to use in the school must be safe and evidence should be available that it has a valid test and inspection certificate. The school can arrange for equipment to be annually PAT tested in the autumn term at a cost to the hirer.
- If you have permission to use furniture and tables, they must be cleaned, put away at the end of each session.
- Exterior play equipment is not to be used during a letting.
- Furniture must never block fire exits or be placed in corridors.
- Photocopying is available at the school office until 3:30 p.m. each day at a reduced rate for clubs.
- The cost of any damage to the school or its furniture or fittings will be borne by the hirer.

### **Accidents/Safety**

- You are required to have a first aid kit available. It is the hirer's responsibility to ensure they or a member of their team holds a current first aid certificate.
- You are required to obtain medical information regarding the children/adults attending your club. Should medication be required, it is your responsibility to obtain all relevant medication prior to your session commencing.
- The school hall must never be overcrowded for events involving table and chairs the maximum number is 120. The school office will advise on maximum numbers.
- All minor accidents should be recorded, and the record retained.
- If a more serious accident, near miss fire or other incident occurs, please fill in a SCC (Suffolk County Council) Incident Report Form, copies are available from the caretaker.
- Please report any building defects promptly to a member of school staff.
- School staff can give advice on good practice regarding dealing with accidents, ask at the office. The hirer is responsible for providing risk assessments for activities undertaken to be agreed by the Headteacher and signed by all adults involved in the letting before commencement of the activity.

### **Insurance**

- All hirers should have appropriate insurance cover, including Public Liability Insurance (a copy of which should be forwarded to the school each year), as a general rule cover of up to £5 million is required; if you are unable to provide evidence of this insurance it will be arranged by the school and charged as an additional cost to the letting. Details of this insurance can be obtained from the school office.

The Headteacher, or their representative, may visit any letting taking place and reserves the right to put a stop to any event that is not properly conducted.

Please sign and return the enclosed copy to confirm receipt and acceptance of the above terms of hire. Thank you for your co-operation and for running a club at the school.

I have read and accept the terms of hire detailed above.

Signed \_\_\_\_\_

On behalf of: \_\_\_\_\_

Date \_\_\_\_\_

*(Please sign and return one copy and retain one copy for your records)*

**Fees charged per hour for term time only, weekday evenings up until 7.30pm. Exact fees depend on a calculation of costs incurred / length of session.**

	Private organisation running club for Sebert Wood pupils only	Private organisation running club for people other than Sebert Wood age pupils, including adult clubs
Hall	£12	£20
Studio	£9	£15
Field	£6	£10

- Charges for non- term time bookings may incur an additional charge of £50 per session.
- A charge of £10 will be levied if the secure pass is lost by a hirer.