



Dereham Church Infant and Nursery School

Lettings Policy



To be read in conjunction with the TOCA agreement

On 21 September 1988 the LA Education Committee agreed a policy for the shared use of school and colleges in the community. The commitment to shared use was founded on a two-fold aim:

- To draw schools, colleges, Adult Education and the Youth and community Service and other educational providers into a closer partnership with the local community
- To optimise the use of educational facilities

The following policy has been set as a framework within which schools must work:

- Schools, Adult Education and the Youth and Community Service are complimentary elements of the LA's provision. Whilst schools will clearly be regarded as the principle and major users of their own premises, the needs of Adult Education and the Youth and Community Service must also be taken into account when determining such use;
- Shared use of premises may only be undertaken when facilities are not directly required by the LA users on behalf of their students;
- For the purposes of shared use, Dereham Church Infant School premises may normally be considered to be available:

from 7.30am-9.00am and 3:15pm – 9:00pm Monday to Friday (school hall only)

from 9:00am – 4:00pm (Saturday)

for 45 weeks in the year

Maximum number of children/adults in the hall

For an activity i.e. disco: 150 children and 20 adults

(X reference Health & Safety Policy)

Areas that may be hired:

- 1) **The school hall and toilets;** please note that as Norfolk County Services are responsible for the kitchen, the equipment in the kitchen must not be used by hirers nor the surface areas for the preparation of food. If required food may be prepared on a table in the school hall. The sink in the kitchen may be used but must be left in a clean state.
- 2) **The school playing field and toilets;** please ensure that outdoor football boots are not brought into the school building in order to prevent mud on the carpet.

The governing body, Headteacher and school administrator are responsible for the management and administration of the school's shared use policy.

Regular hirers:

A TOCA agreement will be completed between the school and hirer.

A new booking form, a copy of the lettings policy and the bad debt policy will be sent to each regular hirer in the summer term of each year, to be completed and returned to the school by the end of term. The booking period will run from 1 September to 31 July. When returned to the school, the bottom half of the form will be completed by the administrator as far as possible. A copy of the completed form will



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be need to be signed by the Headteacher, the hirer, the Diocese and Norfolk County Council. It will then need to be;

- a) filed in the school office
- b) sent back to the hirer
- c) passed to the caretaker

The TOCA (Transfer of Control Arrangements) will include written assurance that the group has appropriate policies and DBS checks in place to safeguard children, if necessary.

Other bookings:

One-off special bookings will be granted at the discretion of the governing body only. The hirer will be asked to complete and sign the top half of the booking form. The administrator will complete the bottom half of the form as far as possible. A copy of the form will be:

- a) filed in the school office
- b) given to the hirer, with a copy of the lettings policy, bad debt policy and fire escape plan.
- c) passed to the caretaker

Charges:

See appendix 1

Payment:

1. Lettings will be charged in complete hours and will include setting up/clearing up time. A minimum of two weeks' notice is required for any amendments to booking times.
2. Invoices will be issued by the end of the first half of each term, with a deadline for payment of 21 days. If payment is not received within 21 days, the bad debt policy will be invoked.

Informing staff:

3. Staff will be notified of bookings in advance, at the weekly staff meetings.

Opening/closing arrangements:

4. The school caretaker is responsible for unlocking and locking up the school at the beginning and the end of the booking period. Hirers are required to arrive at and vacate the building at the time stated on the booking form. No persons are to be admitted to the premises until a responsible adult in the hire party is present.
5. In the absence of the caretaker, Mrs Kerry Hurrell will be responsible.

Temporary school closure:

6. In the event of the school being temporarily closed, the emergency cascade system will be implemented.
7. The Headteacher will be consulted when decisions are being made about possible closure of the school. In the absence of the Headteacher, the senior leadership team will be consulted.



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In the event of an emergency – Please see details included in TOCA

8. Hirers are responsible for familiarising themselves with emergency equipment such as fire extinguishers, alarms and telephones. Hirers are also responsible for ensuring they are aware of the position of the fire exits and for conveying this information to all persons in their hire party. On hearing the fire alarm, all users of the school premises should leave through the exits marked on the escape plan and assemble at one of the designated assembly points.
9. The school does not provide first aid facilities for hirers. There is access to a telephone in the school kitchen.
10. The meters for the gas and electricity supply are located in meter cupboards in the end PPA room.
11. A charge may be incurred if the site manager has to clean up after use by other persons.

Health & Safety:

12. The hirer is responsible for providing plastic bags for collection of rubbish and for ensuring it is placed into any of the outside school dustbins at the end of the booking.
13. The governing body expects the rooms/kitchen to be left in a clean and tidy condition in readiness for the next occasion of use.
14. The governing body does not accept responsibility for any property left on the premises.
15. The governing body does not accept responsibility for any damage to individuals' property within the school grounds. Outside letting periods, the school gates will be locked.
16. No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the site manager.
17. Nails, tacks, screws or bluetac shall not be driven into or fixed to walls, floors, ceilings, furniture or fittings and no decorations of any kind shall be put up without prior approval.
18. Any damage to school property sustained during the hire period will be paid for by the hirer.
19. The hirer will be responsible for ensuring that all activities take place in a safe manner.
20. The hirer must ensure that all emergency exits are clear and accessible throughout the period of hire and that the front entrance remains accessible by key at all times.
21. A suitably qualified person must be present during all sessions, as appropriate to the use of the building/grounds. It is the responsibility of the hirer to check the qualifications of supervising persons.
22. The hirer shall be responsible for first aid and accident cover by ensuring that a suitable qualified first-aider is available throughout the period of hire, depending on the nature of the activity, and that they are in possession of a comprehensive first-aid kit.
23. Hirers are responsible for reporting all accidents or near-misses that occur to themselves or persons in their hire party, however minor, within the building or in the grounds, to the appointed person (the headteacher) at the earliest available opportunity. All such incidents are to be recorded in the accident book by the injured person or, if this is not practical, someone else who was present at the time.
24. No gas cylinders or canisters are used inside the premises.
25. The hirer must ensure that no unauthorised persons are allowed to enter the areas of the building or the grounds under his/her control.
26. Parking must be in designated areas, leaving access for emergency vehicles.
27. Smoking is not permitted in any part of the building or grounds.

Appendix



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TOCA (Transfer of Control Arrangements)

Notes regarding Transfer of Control Agreement (TOCA)

A TOCA is required for all regular lettings. If you hire as a one off then there is no need for a Transfer of Control Agreement.

The document will need completing and a site plan attaching shading the areas of permitted use.

It is recommended that a copy of the hirers insurance is obtained so that we know they have satisfactory cover.

The TOCA will need approval from Chair of Governors, Sam @ Diocese, the hirers and then emailed to julia.feaviour@norfolk.gov.uk to be signed off.

During covid times it is acceptable for signatures to be electronic.

CHARGES

LETTING CHARGES FROM SEPTEMBER 2021

ONE OFF HIRE

Hall £15.00 per hour

(includes toilets and Main School Outdoor Area)

Kitchen Please note this area may no longer be fully hired as it is the responsibility of Norfolk County Services. The equipment in the kitchen may not be used but the surface areas for the preparation of food and the sink in the kitchen can be used but must be left in a clean state.

Please contact the School to discuss long term lettings.

*****IMPORTANT*****

Please note that all lettings are subject to the hirer reading our Safeguarding Policy, which can be found on our website, and the Terms and Conditions.

Failure to comply with any part of this will result in immediate cancellation of the hire.