




Lettings Policy

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Non-Maintained School | DfE No. 936/7063

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Meath School

Lettings Policy

Purpose and scope

Meath's premises are an important resource for the local community. This policy sets out how the school manages lettings ensuring safe, compliant, fair and sustainable community use, while protecting pupils, staff, visitors and assets.

1. Priority of usage

In operating this policy, priority use shall be given as follows:

- a) School use
- b) Statutory users (polling)
- c) School community users (Community includes, parents, staff, volunteers, governors, local community)
- d) Private users

2. Facilities

The various facilities that may attract outside interest are:

1. Swimming Pool
2. School hall for meetings or exercise classes
3. Gym – for OT or exercise groups
4. Woodland playground

3. Administration of Lettings

Authority to accept applications for hire is delegated to the School Business Manager and Premises Manager.

The day-to-day administration for hires and associated invoices is the responsibility of the Premises Manager, supported by the Assistant School Business Manager.

4. Lettings Documentation

All formal hiring of the school premises shall be properly documented:

1. All hirers must complete a "lettings hire application". For the swimming pool the school's Normal Operating Policy, Emergency Action Plan and risk assessment will also be shared at this stage.

2. Once the school has accepted the letting, the hirer must sign a Hire and User Agreement, set out in Appendix 2.
3. A deposit of 10% is taken at this stage to secure the booking.

A letting will not be able to commence until all items listed in section 5. have been provided to the Principal, DSL and Premises Manager.

Care must be taken that the facility offered does not allow outside hirers to encounter the residential children (unless they are supervised by a member of school staff). If a hirer is on main school premises while residential children are on site, then the risk assessment provided by the hirer must include this scenario.

5. Conditions of Hire and Charging Policy

Terms and conditions of hire for the swimming pool are set out in the User Hire Agreement in **Appendix 1**.

Please note that this document is the basis for all our hire agreements

Variations to these terms may be agreed in respect of the hire of the other facilities and/or individual lettings at the discretion of the Principal and School Business Manager and will be supplied as and when required

Hirers are responsible for:

- Ensuring proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire, or that a register of attendees is taken.
- Leaving the premises in a clean and tidy condition.
- Working with the Premises team to ensure that the premises are secure after use.

Documents that must be shared with the Principal, DSL and Premises Manager prior to the commencement of a hire are as follows:

- Proof of an adequate **public liability insurance** policy to a minimum of £5 million.
- Proof of all necessary safeguarding checks for all activities involving children, e.g. Enhanced DBS checks.

- A copy of the Hirer's Safeguarding Policy for all activities involving children.
- A copy of the Hirer's risk assessment for use of the school premises.
- Copies of any relevant training certificates demonstrating the Hirer or it's employees are qualified to carry out the activity for which they are hiring the premises, e.g. STA swimming teacher certification.

All Hirers must also confirm that they have read the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.

For use of the Swimming Pool, the hirer must read and confirm in writing that they will comply with the School Pool's **Normal Operating Procedures** and **Emergency Evacuation Plan**.

6. Safeguarding

To ensure children on Meath's grounds are kept safe, whether they are children on roll at Meath or not, the following safeguarding measures are in place.

Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.

All hirers must state the purpose of the hire. Each application will be vetted by the DSL and any concerns will be reported to the Management Committee prior to approval. When determining whether to approve an application, the following factors will be considered:

- The type of activity
- Possible interferences with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalization
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.

- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they should contact the principal immediately.

The principal will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorized, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the school will contact the police or school security who will remove the person or group from the school premises.

7. Health & Safety Policy on Lettings

During the period of the let, it is the responsibility of the hirer to ensure the safety of all those making use of the premises. The hirer or their representative will be responsible for compliance with the Health and Safety Act in force at the time of the hire.

The school's Asbestos Management Policy will be available to hirers.

The Premises Manager will inform all hirers of any asbestos-containing materials (ACMs) if relevant to their hire.

The Principal and Premises Manager will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors. In case of an emergency, the on-site telephones can be used to call the emergency services.

The Premises Manager will show hirers where first aid kits are should they be required. A first aider (provided by the hirer) will be on site at all times.

8. For Fire Safety, hirers should note the following points:

- Smoking or vaping is not permitted on the premises at any time.

- The hirer must familiarize themselves with the school's Fire Risk Assessment and other relevant risk assessments before using the premises.
- The hirer will be shown the school's fire exits and evacuation points by the Premises Manager on arrival. The hirer will be provided with a copy of the school's Health and Safety Policy and will be expected to act in accordance with it at all times.
- The hirer must set out its emergency evacuation procedures in the risk assessment submitted prior to hire. This should include details of:
 - Who is responsible for health and safety during the period of hire
 - How to safely leave the building
 - Where to assemble in the case of evacuation
 - Who is taking a register for attendees
 - Who will liaise with the emergency services
 - Who will notify the school Principal and Premises Manager that there has been an emergency – this must be done within 24 hours of the event.
- There should be immediate supporting test certification for any electrical equipment brought to the premises.

9. Review of Policy

The School Business Manager will review this policy every 2 years in the Autumn term and the scale of hire charges for the forthcoming financial year (from April) will also be reviewed and updated.

Appendix 1 Hire and User agreement

[Link to view to template](#)

All Swim Clubs hiring the pool will have received and signed this Agreement

Appendix 2 Schedule of Charges

From September 2025 the following charges will be in place:

Area to be let	Charge per hour £
School hall	£16
Gymnasium (inc. equipment)	£20
Swimming pool	£48
Woodland playground	£60 per hour (minimum 2 hours)
Classroom	£12

