

Lettings Policy

The Board of Trustees, CEO and Strategic team are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

This policy was created and ratified by the Trust Board in:	10 October 2023
The policy owner is:	Lettings Manager
This policy will be reviewed by the Trust Board in: (unless earlier review is recommended by the Trust)	October 2026
Policy Version:	V4
Signed by the Chair of the Board of Trustees:	John Smith

Associated Documentation

- Academies Handbook
- Keeping Children Safe in Education

Related Policies:

- Health & Safety Policy
- Safeguarding Policy
- Complaints Policy
- Data Protection Policy

1. Letting of Trust facilities

- 1.1. The Wensum Trust (“the Trust”) is wholly committed to community use of its facilities and sets out the following framework for all schools to follow when letting Trust facilities.
- 1.2. Whilst each school will clearly be regarded as the principal and major user of their own premises, the needs of the wider community (“the Hirer”) should also be taken into account when determining use.
- 1.3. Use of Trust facilities by Hirers may only be undertaken when Trust facilities are not directly required by students.
- 1.4. The Trust will be responsible for the management and administration of the Lettings Policy.
- 1.5. Schools should share the contact details of the Lettings Manager with Hirers when an enquiry is made directly to the school.
- 1.6. The Lettings Manager should seek written assurance from Hirers that they have the appropriate policies and DBS checks in place to safeguard children and vulnerable adults.
- 1.7. The Lettings Manager will advise the Hirer on the following;
 - making casual bookings
 - conditions of use
 - security arrangements to be followed
 - arrangements if a school has to be temporarily closed
 - how the school will fulfil its health and safety responsibilities

2. Charges for use of Trust facilities

- 2.1. The lettings operation should be a profitable and not loss-making exercise. It is important to remember that certain costs are incurred by the Trust even when facilities are empty.
- 2.2. Normal rates for letting of various Trust facilities are to be reviewed regularly (on an annual basis as a minimum). The rates will be benchmarked against similar facilities available locally and should cover the running costs for the facilities as well as making a profit. Increases are to be approved by the Strategic Leadership Team.
- 2.3. Any profit made from the hire of Trust facilities is reinvested back into frontline education. The Strategic Leadership Team of the Trust will determine how and where funds are used to benefit students within its schools.
- 2.4. The Lettings Manager is authorised to negotiate variations to these charges where appropriate.
- 2.5. Significant variations, such as reductions of greater than 50%, are to be referred to the Operations Manager.

- 2.6. The Trust reserves the right to negotiate their own letting charges and adjust prices as and when it is deemed necessary.
- 2.7. Prices quoted are exclusive of VAT and may be subject to VAT at the current rate.
- 2.8. For an up to date price list, Hirers should contact the Lettings Manager at lettings@wensumtrust.org.uk or visit the School Hire section of the Wensum Trust website: www.wensumtrust.schoolhire.co.uk
- 2.9. Payment for hire of facilities should be made at the time of booking through the School Hire website.

3. Use of facilities by outside bodies during school hours

- 3.1. School hours are generally deemed to be 08:00 to 16:30 unless stated otherwise (term-time only).
- 3.2. There are a number of examples of schools making part of their premises available to outside bodies during the school day. Such arrangements apply to pre-school playgroups, other schools etc. The following principles should apply to this type of use;
 - Bookings should be carefully managed so as not to inhibit the smooth running of the establishment; the fundamental purpose of any school is to ensure the proper education of its students
 - Where the school wishes to arrange a long-term use for part of its premises by a third party, then negotiation and the arrangement for a lease will be made through the Operations Manager.

4. Application for hire of Trust facilities

- 4.1. All bookings should be made through the School Hire website. Hirers should contact the Lettings Manager if they need support with this process.
- 4.2. Hirers must read and agree to the terms and conditions of hire as set out on the School Hire website.
- 4.3. Hirers must read and agree to this policy and any additional policies deemed applicable by the Trust. This may include, but is not limited to, the Safeguarding Policy, the Fire Safety Policy.

5. Health & Safety

- 5.1. Hirers of Trust facilities will need to have sufficient policies and procedures in place to safeguard members of the group and Trust facilities. Where applicable the Lettings Manager may request copies of the following;
 - Public liability insurance
 - Child protection policy if Hirers cater for children or vulnerable adults. This must include details of recruitment and vetting procedures. The Hirer is responsible for ensuring all staff who work with children or vulnerable adults have undertaken a full DBS disclosure.

- Performance licences / TEN licence – if Hirers intend to perform or play any music in Trust facilities.
- Valid rescue award and teaching qualifications for all coaches / instructors (swimming Hirers only)

These documents should be uploaded to the School Hire website at the time of booking.

- 5.2. The Trust strongly recommends that prior to using Trust facilities the Hirer conducts a risk assessment of the activities they will be carrying out. The Lettings Manager does not need to see this document, but it may be required in the event of an accident to demonstrate the Hirer took all necessary precautions to minimise the risk.
- 5.3. Should Hirers need any advice or help producing the above documentation they should contact the Lettings Manager.