

# RAVENSOTE JUNIOR SCHOOL

## LETTINGS POLICY

2025-2026



Date of Approval		Date of Review	
November 2025		November 2026	
Signed	Mrs A Wells Headteacher	Signed	Miss E Gibson Chair of Governors



# Ravenscote Junior School

## Lettings Policy

### Mission Statement

Ravenscote Junior School seeks to create a safe, happy and healthy learning environment. We believe that every member of our community is a lifelong learner. Together we can foster the hopes and dreams of our learning community. We believe that all learners have a right to be challenged and motivated to enable them to achieve their potential academically, personally, socially and emotionally.

As an inclusive learning community, we believe that every child does matter and it is our duty to prepare our children for the challenges of the 21st Century. Providing high quality learning experiences is the foundation of our school.

We believe in excellence for all and strive to deliver a wide range of extra-curricular experiences which enable the children to grow in confidence and strive to become successful members of our community. We believe that Teaching and Learning is a process of co-operative teamwork and welcome and encourage the involvement of parents and others in the community.

### 1. Objectives

In adopting this policy, the Governors recognise that:

The school premises are a valuable community resource to which community access should be promoted;

- (i) The school premises represent a significant capital investment and should be fully utilised;
- (ii) In operating this policy, the needs of the school should be given priority; and
- (iii) A profit margin may be derived from private or commercial usage but is not the objective when facilitating educational activity by designated users.

### 2. Priority Usage

Priority of use shall be given as follows:

- (i) School use;
- (ii) Statutory users;
- (iii) Designated users (Youth Groups);
- (iv) School community users;
- (iv) Private users.

Power to determine designated status is delegated to the Headteacher.

### 3. Conditions of Hire and Charging Policy

The Terms and Conditions of hire of the school premises are attached in Appendix 1 to this policy. The current Scale of Charges is set out in Appendix 2 to this policy.

### 4. Variations and Review

The Terms and Conditions and the Scale of Charges shall be reviewed bi-annually together with this policy.

Variations to either the Terms and Conditions or Scale of Charges may be agreed in respect of individual lettings at the discretion of the Headteacher in agreement with the chair of the Governors' Buildings and Finance committee.



## 5. Administration of Lettings

Authority to accept applications for hire is delegated to the Lettings Officer acting with the agreement of the School Business Manager. The day-to-day administration of all hires is the responsibility of the Lettings Officer.

## 6. Lettings Documentation

All formal hiring of the school premises (including any for which no charge is made) shall be properly documented:

- (i) All hirers **must** complete lettings hire application and receive a copy of the Terms and Conditions of hire and Scale of Charges.
- (ii) Once an application is accepted the hirer must sign a Hire and User Agreement (Appendix 3) and the Safeguarding Declaration (Appendix 5) and be provided with a copy of key safeguarding information (Appendix 6).

## 7. Health & Safety Policy on Lettings – Appendix 4

During the period of the letting, it is the responsibility of the hirer for ensuring the safety of all those making use of the building and the safety of members of the public who may have cause to come onto 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 letting.

For Fire Safety, hirers should note the following points:

- (i) One person must be nominated to take responsibility for the Health & Safety of the entire group. This person must make sure that s/he knows where the fire exits are located.
- (ii) S/he must inform the group BEFORE the commencement of the meeting exactly how to proceed if there is an emergency.
- (iii) A list or register of all those attending the meeting must be made.
- (iv) S/he must be aware of how to contact the emergency services, and it would be useful to note anyone who has a mobile phone.
- (v) A suitable Assembly Point must be pre-arranged so that if there is an evacuation everyone knows where to meet.
- (vi) It is then the responsibility of the appointed Health & Safety Officer to liaise with the emergency services to ensure that all those in that particular group are accounted for.
- (vii) All emergency incidents occurring during these sessions should be reported to the Headteacher within 24 hours.
- (viii) There should be immediate Supporting test certification for any electrical equipment brought to the premises.

## 8. Review of Policy

The Governors will review this policy in the Autumn term and the scale of hire charges for the forthcoming year will also be reviewed and updated.



**Appendix 1****Ravenscote Junior School  
Terms and Conditions of Hire**

The use of school premises for purposes other than those of the school itself is subject in all respects to the Education Committee's regulations for the community use of schools.

The letting is permitted by the school and its governing body on the understanding that the following rules, procedures and any specific school policies provided to you are adhered to at all times. The school & its governing body ('the school') reserve the right to refuse any application to hire facilities without reason to the hirer if they feel such a letting is not in the interest of the school. The person(s) signing the lettings agreement on behalf of the hirer ('hirer') are personally responsible for ensuring these terms and conditions and any other appropriate school policies and procedures are fully complied with.

**1. Application for hire**

Hirers must apply on the lettings hire application form and must sign to confirm that they have read and agreed these Terms and Conditions. A letting will only be confirmed on receipt of the completed booking form and a copy of proof of relevant public liability insurance.

**2. Payment and hire periods**

- 2.1 A deposit may be requested for certain lettings.
- 2.2 Payment of the appropriate charges will be made on demand.
- 2.3 Payment for all ongoing lettings shall be paid termly or as otherwise agreed in writing between the school and the Hirer/User.
- 2.5 All users must be covered by insurance. If the hirer's Public Liability Insurance cover is less than £5,000,000.00, Hirer's will be charged an additional 15% of the entire letting costs.
- 2.6 The School Governors reserve the right to charge an additional amount for use of school equipment or for heating or lighting overheads.
- 2.7 The minimum hire period for all hires will be 1 hour per letting session over a minimum of 5 continuous weeks in the case of ongoing hires.
- 2.8 The School Governors reserve the right to charge where damage to the school property has occurred

**3. Cancellation**

- 3.1 Cancellation of a booking must be made by at least two weeks' notice in writing addressed to the Lettings Officer, Ravenscote Junior School.
- 3.2 Cancellation by the hirer within 2 weeks of the letting may incur charges. All cancellation within 48 hours will incur 25% cancellation fee.

**4. Use of Premises**

- 4.1 Hirers will have access only to the particular parts of the School premises let to them, including where it is practicable, the use of a cloakroom and toilet. In no circumstances is access permitted to any other part of the premises or unauthorised use made of any outside play areas.
- 4.2 Seating in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc. required for the letting, and remove them before the school's re-opens on the following day.
- 4.3 The school reserve the right to terminate the letting agreement without notice if it considers the conditions of booking have been breached in any way.



## 5. Care of School premises

- 5.1 The premises will be left clean and in good order and vacated **not later** than the time booked. The hirer shall reimburse any costs incurred by the School Governors in cleaning the premises after the hiring necessary to ensure the premises are sufficiently clean for normal use by the School.
- 5.2 The hirer shall pay to the school the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the School premises and all the equipment or property thereon. *Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million* (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand.
- 5.3 No preparations are to be applied to the floor.
- 5.4 Hirers are responsible for their own personal security & property and ensuring the security of the school building is not compromised.

## 6. Licences

- 6.1 No intoxicating liquor will be brought on to or consumed on the premises except as a function organised by a body or bodies which the School Governors shall have approved. Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
- 6.2 In the case of lettings for music, singing, dancing or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.

**NOTE TO HIRERS:** All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform to the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose.

- 6.3 There must be no infringement of copyright and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
- 6.4 Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provision of the Cinemas Act 1985 or any statutory modifications thereof.

## 7. Sub-letting

A hirer must not sub-let to another party.

## 8. Smoking

The school operates a NO Smoking Policy throughout its premises.

## 9. Car parking

- 9.1 The School expects all hirers to ensure that all users of the premises are considerate to the school's neighbours in parking on and around the school premises.
- 9.2 The School accepts no responsibility for loss of property, damage to cars or injury incurred by the use of the school car park for the purpose of lettings.



## 10. Disputes and revocation

- 10.1 Any dispute on the use of School facilities or School equipment out of normal hours shall be settled by the School Governors.
- 10.2 The School Governors reserve the right to revoke without notice any contract for the hire of School premises.
- 10.3 The School Governors are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.

## 11. Safeguarding

- 11.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require that for all hiring's involving groups working with children, appropriate level of Disclosure has been obtained from the **Disclosure and Barring Service (DBS)** for the individuals working on school premises.
- 11.2 The hirer must provide a copy of their Safeguarding Policy, sign the Hire and User agreement to confirm they have understood the School's Child Protection & Safeguarding Policy, sign the Safeguarding Declaration and be provided with a copy of key Safeguarding information.
- 11.3 It is the duty of the hirer to ensure that all DBS details held by the school are up to date and the letting officer or head teacher are informed of any changes in the hiring group's staffing and DBS details as soon as possible.
- 11.4 If the hirer is using the school to provide an extra-curricular club after school, as part of our safeguarding and child protection arrangement, absent children's parents are to be called to ensure their safety.

## 12. Insurance

The school does not insure any hirer of its facilities against personal injury, accident or loss or damage to personal property. The hirer shall be responsible for indemnifying the school by obtaining and paying for public liability insurance. The school will require proof insurance is in place before a letting is agreed. The hirer will also be held financially responsible for any damage he/she or his/her agents or guests cause during the letting to school premises or property. This applies to ALL lettings (i.e. single or multiple lettings to individuals or groups).



## Appendix 2

## Ravenscote Junior School Scale of Charges

Hall per day	£110.00
Hall per hour	£22.00
Classroom per hour	£22.00
Field per day	£110.00
Playground per hour	£22.00

**Costs:**

*Caretaker per visit:*

After 6pm Monday to Friday

Opening £14.00

Closing £14.00

Saturday and Sunday

(Opening and Closing) £28.00



Appendix 3

Ravenscote Junior School Hire and User Agreement

Letting Agreement between Ravenscote Junior School  
and ..... (The Hirer) and  
..... (The User, if different to above)  
for the use of Ravenscote Junior School..... (The School  
Premises) For the purpose of.....  
On:.....

**The Hirer/User agrees:**

1. To pay the sum agreed for the above letting within 14 days of invoice date.
2. That the hire is subject to the Terms and Conditions of hire attached to this agreement.
3. To provide a copy of their Public Liability Insurance policy certificate.
4. That they will leave the School Premises in good condition at the end of every hire.
5. That they acknowledge that Ravenscote Junior School is a non-smoking site and that dogs are not allowed on the premises.
6. That any damage caused or noticed will be notified as soon as practicably possible to the School's Lettings Officer.
7. That they have read and understood Ravenscote Junior School Child Protection & Safeguarding Policy.
8. That they have read and agree to abide by the Ravenscote Safeguarding Declaration.
9. Hirer to provide school with a copy of their organisation's safeguarding policy and procedures.
10. Cancellation by the hirer within 2 weeks of the letting may incur charges. All cancellation within 48 hours will incur 25% cancellation fee.

**Signed on behalf of Ravenscote Junior School:** .....

**Signed by the Hirer:** .....

**Signed by the User (if applicable):** .....

**Date:** .....



**Appendix 4**

**Ravenscote Junior School**  
**Health & Safety Policy on Lettings**

During the period of the letting, it is the responsibility of the hirer for ensuring the safety of all those making use of the building and the safety of members of the public who may have cause to come onto 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 letting.

The hirer must carry out their own risk assessment prior to the letting and provide a copy to the lettings officer. By signing this document, the hirer confirms they have carried out a risk assessment.

For Fire Safety, hirers should note the following points:

- One person must be nominated to take responsibility for the Health & Safety of the entire group.
- This person must make sure that s/he knows where the fire exits are located.
- S/he must inform the group BEFORE the commencement of the meeting exactly how to proceed if there is an emergency.
- A list or register of all those attending the meeting must be made.
- S/he must be aware of how to contact the emergency services, and it would be useful to note anyone who has a mobile phone.
- A suitable Assembly Point must be pre-arranged so that if there is an evacuation everyone knows where to meet. It is then the responsibility of the appointed Health & Safety Officer to liaise with the emergency services to ensure that all those in that particular group are accounted for.
- All emergency incidents occurring during these sessions should be reported to the Head teacher within 24 hours.

There should be immediate Supporting test certification for any electrical equipment brought to the premises.

Emergency Contact Number: Caretaker Trevor Sharp – mobile no. 07508 568980 – to be given once paper work finalised.

Sign-----

Date.....



## Appendix 5

Ravenscote Junior School - Safeguarding Agreement for HirersThis must be agreed by all hirers using school premises

As a hirer of Ravenscote Junior School premises, I acknowledge and agree to the following safeguarding requirements:

**1. Commitment to Safeguarding**

I confirm that my organisation is committed to safeguarding and promoting the welfare of children and young people, and that all reasonable steps will be taken to ensure children are protected from harm whilst on school premises.

**2. Safeguarding Policy**

I confirm that my organisation has a current safeguarding policy in place and I will provide a copy to the school before the letting commences. I understand this policy must be reviewed regularly and any updates provided to the school.

**3. Whistleblowing and Low-Level Concerns**

I confirm that:

- My organisation has a whistleblowing policy that enables staff/volunteers to raise concerns about poor or unsafe practice
- My organisation has a low-level concerns policy that enables staff/volunteers to raise such concerns
- All staff and volunteers are aware of these policies and who to raise concerns with
- Concerns raised will be taken seriously and investigated appropriately

**4. Safeguarding Training**

I confirm that:

- All staff and volunteers receive regular safeguarding training (at least annually)
- Staff are kept up to date with any changes to safeguarding requirements

**5. RJS Safeguarding Procedures**

I confirm that I have:

- Read and understood Ravenscote Junior School's Child Protection & Safeguarding Policy
- Ensured that all staff and volunteers involved in the letting are aware of the school's safeguarding procedures
- Understood who the school's Designated Safeguarding Lead is and how to contact them

**6. Reporting Procedures**

I understand that I must report to the school within 24 hours:

- Any safeguarding concerns or allegations relating to a child who attends RJS
- Any allegations made against a member of staff or volunteer
- Any accidents or incidents that occur during the letting
- Any occasions where a child who attend RJS has not been collected by an authorised adult

***I understand that serious safeguarding concerns must be reported immediately to the Designated Safeguarding Lead or, in their absence, to the police or children's social care.***

**7. DBS Checks and Safer Recruitment**

I confirm that:

- All staff and volunteers who will have contact with children have undergone appropriate DBS



- checks at the required level
- I will provide the school with a list of names and DBS certificate numbers for all individuals who will be working on school premises
- I will notify the school immediately of any changes to staffing
- I will inform the school within 24 hours if any member of staff or volunteer is subject to an allegation, investigation, or has their DBS status changed
- No individual will be left unsupervised with children until appropriate checks have been completed

### 8. Prohibited Persons

I confirm that:

- No person who is barred from working with children will be involved in the letting
- I will inform the school immediately if I become aware of any known offenders seeking to join the organisation or attend sessions
- I will work cooperatively with the school and statutory agencies to manage any such situations

### 9. Supervision and Ratios

I confirm that:

- Appropriate adult-to-child ratios will be maintained at all times based on the age and needs of the children
- No child or group of children under 16 will be left unattended on school premises at any time
- A responsible adult (over 18 and DBS checked) will be present throughout the entire letting period

### 10. Registration and Emergency Contacts

I confirm that I will:

- Maintain an accurate register of all children attending each session, including their full name, emergency contact details, and any relevant medical information
- Ensure this register is available for inspection and taken in the event of an emergency evacuation
- Have immediate access to emergency contact details for all children
- Obtain information from parents/carers about any special educational needs, disabilities, medical conditions, or other vulnerabilities, and will make appropriate adjustments to ensure all children can participate safely

### 11. Code of Conduct

I confirm that all staff and volunteers will:

- Behave appropriately towards children at all times
- Follow my organisation's code of conduct
- Not use physical punishment or any form of degrading treatment
- Not be under the influence of alcohol or drugs whilst on school premises

### 12. Photography and Social Media

I confirm that:

- Parental consent will be obtained before any photographs or videos of children are taken
- Images will only be used for the stated purpose and stored securely
- Social media policies will be followed and children's privacy protected
- My organisation has appropriate online safety measures in place, including policies on the use of mobile phones, cameras, and digital devices during sessions with children
- Wi-Fi access (if provided) will be used appropriately and in accordance with acceptable use policies



### 13. First Aid and Medical Provision

I confirm that:

- At least one qualified first aider will be present during all sessions involving children
- A suitable first aid kit will be available throughout the letting
- All injuries will be recorded and reported to parents/carers within 24 hours
- Appropriate procedures are in place for administering any medication, with parental consent obtained in advance
- Staff are aware of any medical conditions or allergies affecting children in attendance

### 14. Risk Assessment

I confirm that:

- I have completed a relevant risk assessment specific to activities being undertaken, considering the age and vulnerability of participants
- This risk assessment includes safeguarding considerations
- I will provide a copy of this risk assessment to the school upon request
- The risk assessment will be reviewed regularly and updated as necessary

### 15. Compliance and Right of Access

I understand that:

- The school reserves the right to request evidence of compliance with these safeguarding requirements at any time
- The school may terminate the letting agreement immediately if safeguarding requirements are not met
- The school or relevant authorities have the right to access the premises during the letting if there are safeguarding concerns

I confirm that all information provided is accurate and complete, and I will notify the school immediately of any changes that may affect compliance with this agreement.



## Appendix 6

### Safeguarding Information for Hirers

#### Our Commitment

Ravenscote Junior School is committed to safeguarding and promoting the welfare of children and young people. We expect all hirers to share this commitment.

#### What is Safeguarding?

Safeguarding means protecting children from abuse and neglect, preventing harm to their health or development, and ensuring they grow up in safe and effective care.

**All adults have a responsibility to safeguard children.**

#### Key Contacts

**Headteacher:** Mrs Amy Wells

**Designated Safeguarding Lead (DSL):** Mrs Natalie Nicholson

**School Office:** 01276 709007

**Out-of-Hours Emergency Contact:** Trevor Sharp (Caretaker) - 07508 568980

#### What to Do If You Have a Safeguarding Concern

##### During School Hours (if DSL available):

1. **Report immediately** to Mrs Nicholson (DSL) or a Deputy DSL
2. **Record** what you have seen or heard using the child's exact words where possible
3. **Do not investigate** - this is the role of professionals
4. **Maintain confidentiality** - only share information on a need-to-know basis

##### Outside School Hours:

1. **If a child is in immediate danger:** Call 999
2. **For urgent concerns:** Contact Surrey Children's Single Point of Access (0300 470 9100) or out-of-hours emergency duty team (01483 517898)
3. **Inform the school** within 24 hours by contacting Mrs Nicholson on [safeguarding@ravenscote.surrey.sch.uk](mailto:safeguarding@ravenscote.surrey.sch.uk) Or Mrs Wells on [info@ravenscote.surrey.sch.uk](mailto:info@ravenscote.surrey.sch.uk)
4. **Record everything** in writing as soon as possible

#### Allegations Against Staff or Volunteers

If an allegation is made against any member of your organisation:

- **Report to the school immediately** (within 24 hours)
- **Contact the Local Authority Designated Officer (LADO):** 0300 123 1650
- **Follow your organisation's procedures** for managing allegations
- **Cooperate fully** with any investigation

#### Reporting Requirements to the School

You **must** report to the school within 24 hours:

- Any safeguarding concerns or allegations relating to a child who attends RJS
- Any allegations against staff or volunteers
- Any accidents or incidents during the letting
- Any occasions where a child who attend RJS was not collected by an authorised adult

**Remember: If in doubt, report it. It is better to be safe than sorry when it comes to protecting children.**



Appendix 7

At Ravenscote we understand that Safeguarding is everyone's responsibility.

The Ravenscote Junior School Designated Safeguarding leads are:

DSL



Mrs Nicholson  
Safeguarding Assistant  
Headteacher

Deputy DSLs



Mrs Wells  
Headteacher



Mrs Brookes  
Deputy Headteacher



Miss Porta-Rios  
Inclusion Assistant Headteacher



Miss Mills  
Assistant Headteacher



Miss Wheeler  
Assistant Headteacher



Mrs Smye-Rumsby  
Assistant Headteacher



Mr Sage  
Assistant Headteacher

