



Monkfrith School

Lettings Policy

Statement of intent

Monkfrith recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to local organisations.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Counter Terrorism and Security Act 2015
- The UK General Data Protection Regulations (GDPR)
- Data Protection Act 2018
- Education Act 1996
- The Terrorism (Protection of Premises) Act 2025
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Keeping children safe in education 2025'
- DfE (2023) 'The Prevent duty: safeguarding learners vulnerable to radicalisation'
- DfE (2023) 'After-school clubs, community activities and tuition: safeguarding guidance for providers'

2. Definitions

For the purpose of this policy, a **“letting”** is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.

The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.

Use of the premises for activities such as staff meetings, parents' meetings, governing body meetings, out of school hours learning support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

3. Roles and responsibilities

The governing body will be responsible for:

- Reviewing the details of the proposed letting arrangements or delegating this responsibility to the Headteacher/School Business Manager.
- Ensuring any safeguarding risks associated with the letting are identified and addressed.
- Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.

- Working with the headteacher to ensure all relevant policies and procedures are implemented and made available to hirers.

The headteacher will be responsible for:

- Acting as or appointing a designated premises supervisor.
- Liaising with the governing body to establish whether or not the proposed activity is suitable for the premises.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.

The school business manager will be responsible for:

- Ensuring that the school has the correct insurance in place for hiring out the premises.
- Checking the hirer has the appropriate public liability insurance.
- Working with the site manager to ensure the premises are fit for use.
- Ensuring hirers familiarise themselves with the relevant school policies and procedures, e.g. the Fire Safety Plan

The site manager will be responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Showing the hirers how to properly secure and lock the premises after use.
- Organising any repairs and/or replacement of equipment.
- Notifying the hirer of any known asbestos in the school.

Hirers will be responsible for:

- Ensuring the 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.
- Leaving the premises in a clean and tidy condition.
- Working with the site manager to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £5 million.
- Providing the headteacher/school business manager with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the headteacher.
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.

- Informing the school of the activities that will be undertaken on the premises.
- Adhering to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.

4. Charges

The governing body will be responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including “on-costs” (e.g. cleaning or caretaking)
- Costs of administration
- Costs of wear and tear
- Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
- Costs of using the school's equipment, if applicable
- Profit element, if applicable

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.

The charge issued for each letting will be reviewed annually by the governing body.

The review of charges will take place in the spring term, for implementation in the beginning of the next financial year, taking effect from 1 April that year.

Current charges will be provided to the governing body in advance of any lettings being arranged.

If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.

In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid.

There will be a grace period of 30 days for payment to be made, after this period, if a payment hasn't been made, the school will seek additional legal advice for payment to be recovered.

Discounts will be offered for new clubs if the activity is beneficial to the children and expands their experiences. This will be at the discretion of the head teacher in conjunction with the Governing Body.

5. Managing lettings

The governing body will have overall responsibility for the management of lettings.

The headteacher will be delegated the day-to-day management of the lettings; however, they will not be responsible for the administrative roles, such as setting charges, this role stays with the governing body.

The headteacher may delegate aspects of the management of lettings to other relevant members of staff, such as the business manager or the site manager.

If the headteacher has any concerns regarding the activities the hirers are conducting, they will consult the governing body and reach a decision together.

Organisations wishing to hire the premises will approach the headteacher/school business manager, who will identify their requirements and clarify the facilities available.

The hirer will be invoiced for the cost of the letting as appropriate in accordance with the governing body's charges decision.

The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.

All lettings fees that are received by the school will be paid into the school's bank account, to offset the costs of services, staffing etc., (which are funded from the school's delegated budget). This will be organised and monitored by the school business manager.

Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.

6. Safeguarding

The school will ensure that appropriate safeguarding arrangements are in place when letting school premises or facilities that involve work with children. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.

Where the hiring of school premises or facilities for work with children, regardless of whether the children are on the school roll, is directly supervised or managed by school staff, the hirer will abide by the school's safeguarding arrangements.

Where the services are provided separately by another body, the school will seek assurance that the body concerned has the appropriate safeguarding procedures in place. The school will inspect the provider's safeguarding policy prior to the commencement of the letting.

Hirers will be expected to adhere to the DfE's '[After-school clubs, community activities and tuition: safeguarding guidance for providers](#)'.

Failure to comply with the school's safeguarding conditions will lead to the termination of the hire agreement.

Any safeguarding-related allegations against organisations or individuals who have hired the school premises will be managed in line with the school's Allegations of Abuse Against Staff Policy.

All hirers will state the purpose of the hire.

Each application will be vetted by the DSL and any concerns will be reported to the governing body prior to approval.

When determining whether to approve an application, the governing body will consider the following factors:

- 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 radicalisation
- 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 will contact the headteacher immediately.

The headteacher will seek advice from the Safeguarding Lead at Barnet or LADO if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

All hirers will read and review the school's Child Protection and Safeguarding Policy.

7. Emergencies and health and safety

In case of an emergency, the on-site telephones can be used to call the emergency services.

First aid (and any equipment) is the responsibility of the hirer.

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

The hirer familiarises themselves with the school's Fire Safety Plan and other relevant risk assessments before using the premises.

The hirer will be shown the school's fire exits and evacuation points by the business manager/site manager on arrival.

8. Using the site

Hirers will be given an emergency contact number for the site manager/headteacher in case of any security breach.

The school premises are closed after 8:00pm to avoid any noise complaints from neighbouring residents.

The school uses a 'three strike' rule when handling noise complaints lodged against hirers.

- **Strike one** – hirers will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
- **Strike two** – hirers will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school is issued may be passed on to the hirer if there is sufficient evidence to do so.
- **Strike three** – the hirer will be barred from booking the school premises for any activity. The governing body also expects the hirer to issue an apology to the school and complainant in writing.

The school's car park is available to hirers during their time on the premises; however, the governing body and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.

Alcohol will not be brought onto, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing.

9. Equipment

Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the governing body to use any additional equipment once the form has been submitted.

Equipment from school used without permission will result in a warning to the hirer and a possible review of their contract.

Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the site manager or headteacher.

If a furniture move has been agreed, the hirer will negotiate restoring the premises back to its original state.

Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

Any seating provided is limited to the number of chairs on the premises.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.

The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.

The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

Hirers will report any stolen or missing equipment to the school via email.

The hirer will prepare food and drink in line with current food and hygiene regulations.

10. Monitoring and review

This policy is reviewed every two years by the governing body and the headteacher.

The scheduled review date for this policy is May 2027.

Any changes made to this policy will be communicated to all relevant members of staff and all hirers.

Appendix 1: Charges

Lettings Charge Table

Hall	£30 per hour
Studio	£25 per hour
Studio with playground	£30 per hour
Library	£20 per hour
Whole School	£950 per week

