



Silsden
Primary School

Silsden Primary School

Lettings Policy

Approved By Governors. Jan 25

Review Date. Jan 26

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Statement of intent

Silsden Primary School 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
- DfE (2015) 'Advice on standards for school premises'
- DfE (2024) 'Keeping children safe in education'
- DfE (2023) 'The Prevent duty: safeguarding learners vulnerable to radicalisation'
- DfE (2023) 'After-school clubs, community activities and tuition: safeguarding guidance for providers'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Health and Safety Policy
- Premises Management Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Letting School Premises Risk Assessment
- Surveillance and CCTV Policy
- Manual Handling Policy
- Asbestos Management Policy
- Data Protection Policy

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 board 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.

When letting to commercial businesses, the school will first seek the permission of their LA. Depending on certain conditions, the LA may recommend the school inform the DfE of the letting, e.g. if the letting was during school time. The contact information for the DfE is: schoolsassets.capital@education.gov.uk.

3. Roles and responsibilities

The governing board will be responsible for:

- Reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
- Contacting the LA and the DfE.
- Contacting a legal expert with regards to transactions, for specialised guidance.
- Ensuring any safeguarding risks associated with the letting are identified and addressed.
- The overall oversight of the letting, handling any queries from the hirer.
- Communicating any relevant information to the hirer, e.g. fire safety precautions.
- 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:

- Ensuring compliance with the premises licence.
- Acting as or appointing a designated premises supervisor.
- Liaising with the governing board to establish whether or not the proposed activity is suitable for the premises.
- 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 Policy, health and safety policy etc.
- Ensuring the school adheres to its Premises Management Policy.
- Reviewing and, where necessary, amending the school's Letting Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.

The Estates 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 the premises when in use.
- Organising any repairs and/or replacement of equipment.

- Ensuring the hirer is made aware that CCTV cameras are installed within the school grounds and ensure they have read the Surveillance and CCTV Policy.

The SBL will be responsible for:

- Being the main point of contact for data protection enquiries from current and potential hirers of the school premises.
- Ensuring that the statutory privacy information is provided to the hirer.
- Assisting the hirer with any data breach investigation, where necessary.
- Ensuring that the school's Privacy Notice for Third Parties is kept up-to-date, and that it is published on the school's website.
- Ensuring that the hirer's information is stored in accordance with the Data Protection Policy.

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 Premises manager to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £10 million.
- Providing the headteacher 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 governing board of the activities that will be undertaken on the premises.
- Adhering to the school's Letting School Premises Risk Assessment.
- Providing a qualified first aider on site to manage any accidents / incidents

4. Charges

The governing board 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. additional security 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 board.

The review of charges will take place in the Spring Term 2025, for implementation in the beginning of the next academic year, taking effect from 1 September 2025 .

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

A charging tariff may be established to ensure that access is affordable for particular individuals and groups.

The school requires a 50% deposit of the overall fee to be paid to the school to secure a booking.

The remaining amount will be paid to the school on or before the requested booking date.

Hirers will provide the school with at least ten days' notice before cancelling a booking for a full refund.

If hirers fail to provide sufficient notice, the school will keep the hirers deposit.

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.

5. Managing lettings

The governing board 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 board.

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

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

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

The governing board will review the application; they have the right to refuse an application and interested parties should be advised that no letting should be regarded as “booked” until approval has been given in writing.

Once the letting has been approved by the governing board, a letter of confirmation will be sent to the hirer, setting out the full details of the letting and enclosing the terms and conditions of the hire agreement.

The hirer will be invoiced for the cost of the letting as appropriate in accordance with the governing board’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).

Fees can be paid by cheque or bank transfer. The hirer will state how they intend to pay in their application form.

The Finance Officer will provide the hirer with the relevant bank details.

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. Insurance

The public liability insurance provided by the Council already insures schools against claims for injury or damage to members of the public that may arise due to negligence.

All organisations wishing to use school premises should have their own public liability insurance to cover them for any services and activities they provide, and must have their own employers’ liability insurance if employing staff or volunteers. The original insurance document should be seen and a copy taken by the school and kept on file.

7. 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.

The school will ensure that safeguarding requirements are communicated with the hirer prior to the letting. This will be included [in the school's hire agreement document](#).

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

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 board prior to approval.

The Hirer shall ensure that a sufficient number of staff are engaged during the hiring (either paid or voluntary) and such staff shall include appropriate leadership. All staff shall have been appropriately trained and, where required, satisfactorily passed child protection checks. DfE ratios must be adhered to when supervising children.

When determining whether to approve an application, the governing board 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 file an incident report form 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.

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.

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

8. Emergencies and health and safety

The Premises manager and headteacher 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.

Hirers are to bring their own stocked first aid provision.

The site 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.

Smoking is not permitted on the premises at any time.

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

The Estates Manager will make copies of the school's Fire Evacuation Plan available to the hirer on arrival at the school.

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

The hirer will be provided with a copy of the school's Health and Safety Policy and First Aid Policy and will be expected to act in accordance with it at all times.

The hirer must not admit to any of the rooms a greater number of persons than the number specified on the booking form.

9. Using the site

The hirer will liaise with the Premises manager to ensure the school remains secure before, during and after use.

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

A member of the premises team will remain on site until 6:45pm during term time and 4pm during school holidays. Hiring of the building can only be done when a member of the premises team are on site.

The use of public announcement systems and loudspeakers must be agreed with the headteacher and site manager, this agreement must include a maximum noise level which is not to be exceeded.

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

Hirers will only use the car parking spaces allocated and, should any additional spaces be required, the Estates Manager will find suitable spaces on the school grounds.

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 with the headteacher.

10. 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 board to use any additional equipment once the form has been submitted.

The Estates Manager will conduct an inventory of all the equipment that the hirer requests, noting its condition. The Premises manager will review this inventory after the hirer uses the equipment to ensure its proper use.

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

If a furniture move has been agreed, the hirer and Premises manager 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.

CCTV systems will be used to monitor events and identify incidents taking place while the premises are in use, in accordance with the school's Surveillance and CCTV Policy.

Hirers will report any stolen or missing equipment to the site manager immediately.

Food and drink may be prepared on the premises; however, hirers must seek direct permission from the head teacher.

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

Security

The Head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

Hirers are responsible for ensuring external doors are secured when not in use and monitored when there is a need for them to be left open.

Hirers are responsible for ensuring any attendees at their event are supervised sufficiently to ensure they stay within the areas that have been hired and are clear on a map. Prior to the event the Premises manager will draft a floor plan that highlights the hired areas, toilets to use and access/egress points.

11. Data protection

The school will adhere to the Data Protection Policy at all times.

The SBL will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.

The SBL will provide hirers with the statutory privacy information in the form of the Privacy Notice for Third Parties.

The SBL will ensure that the hirer's information is processed in accordance with the UK GDPR and Data Protection Act 2018.

12. Monitoring and review

This policy is reviewed **annually** by the governing board and the headteacher.

The scheduled review date for this policy is January 2026.

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

Silsden Primary School Premises Application Form

The school will process the data collected in this form in accordance with the UK GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed [on the school website](#).

Details	
Named individual	
Company name	
Address (for invoicing purposes)	
Contact number	
Email address	
Deposit amount	
Payment method	
Requirements	
Date of hiring	
Time of hiring	
Room(s) and outdoor spaces	
Equipment needed (inc tables/ chairs/ additional resources)	
Details of any equipment you will be using on the premises	
Purpose	
Details of the event	

<p>Will you be working with children and/or young people?</p> <p>If yes, have you attached a copy of your safeguarding policy?</p>	
Start time	
End time	
Expected attendance (Number)	
Health and Safety and Safeguarding	
Named First Aider (to be on site from start to end time)	
PLI provider, certificate number and expiry date.	
<p>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</p> <p>I acknowledge that my signature confirms all the details in this application form are correct.</p>	
Signed	
Date	

Documents to be included:

Copy of public liability insurance (min £10mil)

Safeguarding policy / arrangements (when working with children)

DBS Certificate (when working with children)

Hire Agreement

The school will process the data collected in this agreement in accordance with the UK GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed [on the school website](#).

Name of school	Silsden Primary School
Name of the hirer	
Hirer's address	Line 1:
	Line 2:
	Town:
	County:
	Postcode:
Hirer's Telephone	Landline:
	Mobile:
Areas of the school to be used	
Specific nature of use	
Maximum attendance	
Details of any school equipment used	
Date(s) of hire	Date 1:
	Date 2:
	Date 3:
Period(s) of hire	Period 1:

	Period 2:
	Period 3:
Fee (specify per hour or per session)	£ _____ per hour/per session

The governing board agrees to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Hirer's signature	
Date	

Chair of the governing board's signature	
Date	

Model terms and conditions for hiring the premises

1. Terms of letting

The school agrees to hire out the school to the hirer on the following terms. These terms are a formal contract between the school and the hirer which represent an agreement between the school and the hirer to use the premises as the school would expect.

In these terms:

- 'The school' is used throughout to refer to Silsden Primary School.
- 'The hirer' is used to represent the individuals who are bound by these terms.
- The 'application form' refers to the school's Premises Application Form which must be completed by the hirer prior to using the premises.

2. Application form

All applications for the hire of the school premises shall be made to the headteacher via the school's application form. The person signing this form must be over 18 years of age and present on the day of the premises hire.

The headteacher reserves the right to refuse any application or cancel a letting without notice.

Applications must be made at least 20 days prior to the date of hire.

All applications will be considered within 10 working days – the hirer shall receive written confirmation of the outcome of their application within this timeframe.

No application will be considered for partially completed application forms.

3. Cost of hire

The cost of hire shall be paid by the hirer prior to the use of the school premises. The cost to hire will be outlined to the hirer in the Hire agreement form which must be completed alongside the application form.

The school will issue the hirer with an invoice detailing what payments need to be made, the method of payment and the date by which the payment needs to be paid to the school.

The school may request a deposit to be paid by the hirer depending on the nature of the premises hire which will be returnable once the date of hiring has ceased and the school is satisfied that the premises have been used appropriately. Deductions to any deposits paid may be necessary to cover the cost of any broken, damaged, lost or stolen items and additional cleaning fees.

4. Cancellations

The headteacher reserves the right to cancel any booking where:

- The premises is required for unforeseen circumstances, e.g. the premises is being used in a parliamentary election as a polling station.
- It becomes apparent that the purpose for the letting will be undesirable, inconvenient or likely to cause disturbance.
- The original purposes for hiring the premises has changed to the extent that the premises would no longer be suitable for the requirements of the hirer.
- The premises become damaged or unfit for use.

In the event that the headteacher does need to make a letting cancellation, the hirer will be issued with a refund covering the cost of the letting; however, no compensation will be considered.

In the event that the hirer makes a cancellation, they must notify the headteacher in writing.

Following any cancellation by the hirer, the school will consider the refund the hirer is entitled to depending on the notice period served to the school.

The school will retain:

- 100 percent of the cost of letting for cancellations made less than 24 hours prior to the beginning of the agreed letting period.
- 50 percent of the cost of letting for cancellations made between 1 to 5 days prior to the beginning of the agreed letting period.
- 25 percent of the cost of letting for cancellations made between 5 to 10 days prior to the beginning of the agreed letting period.

A full refund will be provided if the cancellation is made with over 10 days' notice.

Where the hirer does not turn up on the agreed time or date, the school will keep 100 percent of the cost of hiring.

5. First aid and fire safety

The hirer will be provided with the school's Health and Safety Policy and First Aid Policy – these policies should be read and understood by the hirer.

The hirer will be responsible for providing first aid cover for their cohort and should confirm that they have arrangements in place to cover first aid requirements.

The hirer will communicate fire safety and first aid requirements and procedures to their cohort.

All hirers must adhere to the school's Smoke/ Vape-free Policy at all times.

Fire doors must be kept clear and remain closed at all times and only opened in emergencies.

6. Hirer's liability

The hirer will recognise that the school cannot take responsibility for any injury, nor the loss, damage or theft of any items during the hiring period. The premises are used at the risk of the hirer who will remain liable for the property brought on to the school premises and persons under their supervision.

Any damage caused to school property will be reported to the headteacher who may need to inform the hirer that they are required to pay a sum to the school to reinstate, repair or replace property.

Any vehicles left in and around the school site are left at the owners' risk.

7. Improper use

The hirer will not use the premises for any reasons other than those noted on the application form.

The hirer will be responsible for ensuring that the hiring period does not cause any nuisance to others on the school site or to local residents.

Hirers will keep noise levels to a reasonable level for the time of day and the purposes of their letting. Any hirers wishing to play music will be required to inform the headteacher to consult on acceptable noise levels and noise management.

8. Animals

The hirer must notify the school if they intend to bring animals on to the premises – the decision on whether animals are permitted will lie with the headteacher.

Guide dogs are allowed; however, the headteacher must be informed.

9. Altering the premises

The hirer will not be permitted to make any alterations to lighting, heating, fittings, fixtures or other items without the prior approval of the headteacher.

10. Leaving the premises in good condition

Hirers will tidy the premises prior to leaving and will ensure that the premises are left as they were found.

An additional charge of £20.00 per hour will be incurred to cover the cost of caretaking and cleaning should the premises not be left in a satisfactory manner. The Premises Manager will be asked to submit a detailed report to reflect these charges.

11. Modification to these conditions

The headteacher reserves the right to modify or vary these conditions at any time where the nature of the application deems it necessary.

12. Hirer declaration

I confirm that I have read and understood the above terms and conditions and will ensure that all conditions are abided by.

Name	
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Signed	
Date	



Appendix 2

Silsden Primary School

SUMMARY OF LETTINGS CHARGES – 1/9/25 to 31/8/2026

FACILITIES Available for Use ↓	Type of Organisation ↓		
	Community Group benefiting children, parents or community (nominal charge to reflect the benefit to the community)	Individual or group of individuals	Commercial organisation
Classroom (Max 30) Additional Facilities: Toilets	£15.00 PER HOUR / CLASSROOM	£20.00 PER HOUR / CLASSROOM	£25 PER HOUR £40 FOR 2 HOURS
Large School Hall (exc. equipment)	£40.00 PER HOUR	£ 45 PER HOUR	£50 PER HOUR
Small Hall (exc. equipment)	£25 PER HOUR	£30/HOUR	£35/HOUR
Outdoor playground/MUGA (exc. play equipment)	£20 PER HOUR	£25/HOUR	£30/HOUR
Grassed Playing Field	£20 PER HOUR	£25/HOUR	£30/HOUR