



# The Learning Trust Lettings Policy

## Contents

<b>Section</b>	<b>Page</b>
Statement of intent	1
Legal Framework	2
Roles and Responsibilities	2
Finance, Insurance and VAT	2
Safeguarding	3
Appendix A - Hirer's Liability Insurance, part of the DfE Risk Protection Arrangement (RPA)	4
Appendix B - Lettings during an infectious disease outbreak	6
Appendix C - Responsibilities	7
Appendix D - Christleton High School – Form i) Application for Hire of Facilities	8
Appendix E - Queen's Park High School	13
Appendix F - Chester International School	14
Appendix G - Belgrave Primary School	14

## **1 Statement of intent**

The Trustees regard the Trust's buildings and grounds as an asset and will make every effort to encourage external use where possible to enable them to be used as much as possible as this supports the stated objective listed in the articles of association:

- to provide educational facilities and services to students of all ages and the wider community for the public benefit.

However, the principal object of the Trust is to facilitate the best possible education for its students in the school, and any lettings of the premises to outside organisations will be considered with this in mind.

The publicly funded budget cannot be used to subsidise any commercial lettings organisations. Charges will therefore be levied to meet the additional costs incurred by the school in respect of any lettings of the premises.

## **2 Legal Framework**

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

- DfE (2015) 'Advice on standards for school premises'
- DfE (2026) 'After-school clubs, community activities and tuition: safeguarding guidance for providers'
- DfE (2023) 'The Prevent duty'
- HMRC (2020) 'Land and property (VAT Notice 742)
- HMRC (2019) 'Education and vocational training' (VAT Notice 701/30)
- DfE (2025) 'Keeping children safe in education 2025'

## **3 Roles and Responsibilities**

- Each Headteacher and Governing Board, in consultation with the Chief Financial Officer, has the discretion to set the scale of charges for lettings and/or the use of facilities. These will be amended as required to reflect the economic cost, each school's wider objectives, and the rates locally.
- If the letting is to proceed, the person(s) listed in Appendix C notifies Finance Team and passes the documentation to the Finance Team will raise an invoice and send this to the applicant.

## **4 Finance, Insurance and VAT**

- If the stated purpose of the hire activity is not covered by the Trust's hirer insurance (see Appendix A (ii)), the hirer must provide evidence of holding relevant insurance cover for the date of the hire

- Free use and charges below economic cost should be unusual and authorised only by the Chief Executive Officer (CEO) or Chief Financial Officer (CFO) on an individual basis to achieve best outcomes for students.
- Standard rated VAT should be charged for letting out facilities, although the letting will be VAT exempt in certain circumstances including: lettings for charitable purposes run by registered or exempt charities; a let for educational purposes; lets for a series of sessions to the same hirer or lettings to local community organisations.
- Income from lettings is to be credited to the Lettings Income account as revenue income for the relevant school.
- A cancellation charge of 20% of the total cost of the hire should be made in the event of inadequate notice (less than 24 hours) being given.
- A damage retention charge may be made for certain events. This refundable charge is to be paid in addition to and at the same time as the letting charge.

## **5 Safeguarding**

- If the hire of premises is to be for an organisation working with children and young people, the hirer must confirm that they comply with the document 'After-school clubs, community activities, and tuition safeguarding guidance for providers'. (Department of Education, 2023); the hirer must provide a copy of their safeguarding and child protection policy.
- During outbreaks of notifiable diseases such as Coronavirus, the additional policies in Appendix B should be applied.

## **Appendix A:**

### **Hirer's Liability Insurance, part of the DfE Risk Protection Arrangement (RPA)**

#### **Definitions:**

**Hirer:** Any person or organisation to whom the Member has hired part of the premises where that person or organisation does not have or would not be expected to have public liability insurance.

**Member:** The Learning Trust, which has elected to opt into the RPA.

**Employee:** Employee of The Learning Trust

#### **Cover included 1 September 2025 to 31 August 2026**

The RPA Administrator will subject to the Definitions, Extensions, Exclusions, and Conditions of the Rules indemnify any Hirer

1. for all sums that the Hirer shall become legally liable to pay for damages or compensation in respect of or arising out of:
  - I. Personal Injury;
  - II. Property damage;
  - III. Nuisance, trespass, or interference with any easement right of air, light, water, or way occurring during the Membership Year in connection and solely and directly arising from the use of the Member's premises or facilities during the period of the hire.
2. against legal liability for claimant's costs and expenses in connection with clause 1 above
3. In respect of:
  - I. Costs of legal representation at: a) any coroner's inquest or inquiry in respect of any death b) proceedings in any court arising out of any alleged breach of statutory duty, which may be the subject of indemnity under this Extension;
  - II. All other costs and expenses in relation to any matter, which may form the subject of a claim for indemnity under clause 1 above, incurred with the prior written consent of the RPA Administrator Section.

#### **Cover NOT included 1 September 2025 to 31 August 2026**

1. Claims arising from or out of the ownership possession or use by or on behalf of the Hirer of any:
  - i) mechanically propelled vehicle or mobile plant other than legal liability arising out of:
    - a) the use of plant as a tool of trade on site;
    - b) the use of plant at the premises of the Member;
    - c) the loading or unloading of any vehicle;

Provided that:

- A. indemnity is not provided by any motor insurance contract, or
- B. compulsory motor insurance is not required by law
  - I. manned aircraft or other manned aero spatial device;

- II. hovercraft or hydrofoil;
  - III. water-borne craft other than:
    - a. hand propelled or sailing craft in inland territorial waters;
    - b. mechanically propelled water borne craft not exceeding 22 feet in length in inland or territorial waters provided that there is no specific Insurance applying.
2. For loss of or damage to any property, which at the time of the Occurrence giving rise to such legal liability is owned by or held in trust by or in the custody or control of the Hirer other than:
    - I. Employees', Governors', guests', pupils' or visitors' personal effects, including
    - II. vehicles and their contents;
    - III. premises including fixtures, fittings and contents not owned by or leased to or
    - IV. rented to a Hirer where the Hirer is undertaking work in connection with the Business;
    - V. premises and their fixtures and fittings, hired, leased, rented or lent to a Member (or Hirer) other than such loss or damage if liability is assumed by the Member under a tenancy or other agreement and would not have attached in the absence of such agreement;
    - VI. any property (other than the actual part) on which the Member (or Hirer) or any Employee or agent of the Member (or Hirer) is or has been working;
    - VII. consequential losses arising from such loss or damage.
  3. For property damage to that part of any property on which the Member (or Hirer) or any Employee or agent of the Member (or Hirer) is or has been working.
  4. In respect of the Bodily Injury to any Employee arising out of and in the course of employment by the Member (or Hirer) in connection with the Business.
  5. In respect of Pollution of buildings or other structures or water or land or the atmosphere unless the Pollution is caused by a sudden identifiable unintended and unexpected incident which takes place in its entirety at a specific moment in time and place during the Year anywhere in the Territorial Limits.
  6. In respect of:
    - I. fines, Penalties or liquidated damages;
    - II. compensation ordered or awarded by a Court of Criminal Jurisdiction;
    - III. aggravated exemplary or punitive damages awarded by any court outside Great Britain, Northern Ireland, the Channel Islands or the Isle of Man.
  7. For any occurrence directly or indirectly caused by or contributed to or arising from: contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel.
    - I. the radioactive, toxic, explosive, or other hazardous properties of any explosive;
    - II. nuclear assembly or nuclear component thereof;
    - III. any consequence of war, invasion, act of foreign enemy hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power.
  8. Arising from or out of an activity of a Subsidiary Company where the activity is not related to the Business of the Member (or Hirer) and has not been approved by the RPA Administrator.

## **Appendix B:**

# **Lettings during an infectious disease outbreak**

## **1. Statement of intent**

At The Learning Trust, we recognise the importance of providing a safe environment for our pupils, staff, and community alike. This appendix outlines the school's approach to letting the premises during an infectious disease outbreak, and the procedures that the school has put in place to mitigate risks. All hirers should have due regard for the procedures outlined within this policy.

## **2. Cancellation**

- 2.1. The trust will amend its cancellation policy to ensure both the trust and any hirers are fairly treated in the case of a cancellation due to an infectious disease outbreak

## **3. Risk management**

During times when social distancing is a legal restriction

- 3.1. The trust will have due regard for the legal gathering limits that apply to the site's local area at all times.
- 3.2. Any individual or group found to be deliberately breaching social distancing rules will be asked to leave the site immediately.

The following measures should be followed at all times to control infections of notifiable diseases

- 3.3. Separate toilet facilities will be provided for hirers and any members of their party, where possible.
- 3.4. All facilities will be thoroughly cleaned between uses by different groups and after use.
- 3.5. The trust will encourage hirers to arrive and leave in the clothing required for the activity, e.g. sports kit, where possible.

## **4. Hirer responsibilities at all times**

- 4.1. The hirer will provide The Learning Trust with a risk assessment for the proposed activities whilst hiring the premises
- 4.2. If required to by law, the hirer will provide their details and details of anyone in their party to the trust prior to using the site, to ensure it complies with NHS Test and Trace.
- 4.3. The hirer will ensure all members of their party have read and understood the relevant policies prior to using the site.

- 4.4. The hirer will have due regard for public health advice when undertaking activities on the site.
- 4.5. The hirer will ensure they contact all members of their party prior to using the site to ensure they are not displaying symptoms of a notifiable infectious disease
- 4.6. Any member of the party, who has returned from a country requiring quarantine upon return to the UK in the last 14 days, or other period to comply with current legal requirements, will not attend the site.
- 4.7. Any individuals displaying symptoms of notifiable infectious disease do not attend the site.
- 4.8. If an individual from any group begins to display notifiable infectious disease symptoms within 14 days or other period to comply with current legal requirements, of attending the site, they notify the trust immediately.
- 4.9. Hirers will clean any equipment or surfaces used after they have finished any activities.
- 4.10. If individuals develop symptoms of a notifiable infectious disease whilst on the site, they leave the site immediately
- 4.11. Any individuals arriving on the site will be asked to declare that they do not have symptoms of a notifiable infectious disease and do not live with anyone displaying notifiable infectious disease symptoms.

## Appendix C:

### Responsibilities

School	Responsible for booking all lettings of the school facilities	Keeps Records of each letting
Christleton High School	Brio Leisure All-Weather Pitch lettings outside of school opening times  Site Manager – all other facilities	Trust Finance
Queen's Park High School	Support Operations Manager	Trust Finance
Belgrave Primary School	Bursar	Trust Finance

## Appendix D:

# Christleton High School

## Introduction

This appendix is to be read in conjunction with The Learning Trust's overarching Lettings policy It sets out the process and documentation to be used by Christleton High School (CHS).

1. Applicants are to be sent an application form (Form i), together with a copy of terms and conditions, and a list of charges (ii - below); Hirer's insurance details (Appendix A) and, if the hire of premises is to be for an organisation working with children and young people, a copy of the Safeguarding and Child Protection Policy. On receipt of both the completed application and a copy of the applicants' relevant insurance documents, the letting may progress at the discretion of the CFO. If the letting is not to take place, the applicant is to be advised in writing.
2. For repeat hirer's forms should be reviewed with the hirer annually to ensure any changes are recorded

## Form i:



## APPLICATION FOR HIRE OF FACILITIES AT CHRISTLETON HIGH SCHOOL

Please complete in BLOCK CAPITALS and return to the Site Manager at the school

Name of Group/Club/Organisation/Person	
--	--

Contact details: Name	
Address:	

Telephone No. (day)	(evening)
---------------------	-----------

Fax No:	Email:
---------	--------

Person responsible for the accounts (if different from above): Name	
Address:	

Telephone No. (day)	(evening)
---------------------	-----------

Fax No:	Email:
Purpose of Hire	

Day(s) and date(s) required	
-----------------------------	--

Block Booking, first date required	
last date required	

Time required. From	To
---------------------	----

Age range of users (please circle).	Under 13	13 - 18	over 18
-------------------------------------	----------	---------	---------

If your group is of 16 years or under has your instructor/coach/supervisor been DBS / Criminal Records Bureau checked  
Yes / No

If "Yes" please provide a photocopy of current certificate.

If "No" we can no longer continue your booking until the appropriate certificate is gained and seen.

### Christleton High School

Facility required (tick boxes or state number)

GYMNASIUM		CLASS ROOM (number of rooms required)	
CHANGING ROOM(S)		ICT SUITE	
HALL		DRAMA STUDIO	
OTHER ROOMS OR EQUIPMENT			

Details of the person who will be responsible for supervision during the whole of the period of the letting.	Name
Name of Organisation if hiring for an organisation	
Address:	
Contact Telephone Numbers:	

### DECLARATION

I hereby apply on behalf of the above-named Group/Club/Organisation/Person for the hire of the accommodation specified. I have read and understood the conditions and regulations for hire of the facilities and agree to abide by the requirements stated therein. I undertake to pay all necessary hire charges no later than 7 days prior to the first day of use.

I/we certify that I/we, will be directly responsible to the Headteacher and the Governors of Christleton High School for the proper use of the school premises and will reimburse the school for all expenses incurred in reinstating any damage to the premises, furniture, equipment, playing fields or any other property caused by the letting or by any person admitted to the premises by me/us.

Any electric equipment to be used in the school will have been PAT tested within 2 years prior to use. Damage caused by uncertified equipment will be paid for by my organisation or me

<b>Insurance: Please select either option A or B</b>	Please tick as applicable
Option A I/we certify that I/we have Public Liability Insurance (indemnity level £10m for any one claim) to cover any claims for injury or damage that arise from my/our members or others as a result of any negligence in the way I/we run our activities, and that I/we shall produce submit a valid certificate along with this application	
Option B I/we need our event to be covered by the School's insurance policy and agree to not undertake any of the activities listed as not covered by the policy	

Signed	Date
Name in Block Capitals	

**Please sign either Safeguarding Declaration A or Safeguarding Declaration B as appropriate**

<b>Safeguarding Declaration A</b> I confirm that I/the group/the organisation hiring Christleton High School does not work with children or young people	Date
Signed	
Name in Block Capitals	

<p><b>Safeguarding Declaration B</b> I confirm that I/the group/the organisation hiring Christleton High School works with children or young people and complies i)The Christleton High School Safeguarding and Child Protection Policy ii) with the document 'After-school clubs, community activities, and tuition safeguarding guidance for providers'. (Department of Education, 2023.); the minimum requirement of which are listed below:</p> <ul style="list-style-type: none"> <li>○ Have an effective <b>safeguarding and child protection policy</b> in place <b>a copy of which must be attached with this agreement</b></li> <li>○ have a <b>staff behaviour policy</b> (sometimes called a code of conduct)</li> <li>○ be aware of and have <b>training</b> on the specific safeguarding issues (including online) that can put children at risk of harm</li> <li>○ have clear <b>procedures on what to do if there are concerns</b> about a staff member, volunteer or another adult who may pose a risk of harm to children</li> <li>○ have an appointed a <b>designated safeguarding lead (DSL)</b></li> <li>○ provide parents or carers with a <b>named individual</b> (such as the DSL or another named member of staff) so they can raise safeguarding concerns</li> <li>○ if you're a lone provider, give parents or carers the <b>contact details of your local authority's children's services</b> or the NSPCC helpline number</li> <li>○ know the <b>local referral route</b> into children's social care</li> <li>○ <b>report any allegations of harm</b> to a child to both your local authority designated officer (LADO)<sup>11</sup> and the police as soon as reasonably practicable</li> <li>○ know if the <b>legal duty to refer</b> to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate</li> </ul>	Date
---	------

Signed	
Name in Block Capitals	
Position in organisation	

## Charges and Terms and Conditions

- Charges are hourly based.
- A cancellation charge of 20% of the total cost will be made in the event of inadequate notice (24 hours) being given.
- Lettings are to finish promptly at the agreed time.
- Over-runs will be charged at double rate and will be due immediately.
- A cleaning cost may be charged, depending upon the nature of the event.
- Any damage retention charge made is payable at the same time as the letting charge; this charge is refundable in full if there is no loss or damage.
- Insurance is provided by the school to the extent that the Risk Protection Arrangement (RPA) covers the activities involved (see Appendix A). For activities that are not included, the hirer must obtain further insurance and provide documentation to evidence this
- Payment of the charges will be invoiced and must be paid by BACS or Faster payment by the earliest of 30 days from of receipt of the invoice or 24 hours before the first hire date, unless other payment terms are agreed in writing

## List of charges (ii)

VAT will be added to the charges below unless the hire is for an exempt purpose demonstrated by the hirer

### Christleton High School

Room	Hourly Rate
Hall	£39.00
Classroom	£28.00
ICT Suite	£39.00
Gymnasium	£39.00
Changing Room	£28.00
Dining Rooms	£39.00
Drama Studio	£39.00
Additional cost for Weekend & Bank Holidays	£18.00
Note: Sports facilities (including the 3G pitch), outside of school hours, are let by the Sports Centre, see <a href="https://www.christletonallweather.co.uk/">https://www.christletonallweather.co.uk/</a>	

### Additional Letting Costs: (per event)

Chargeable item	
Piano	£17.00
Sound Equipment	£33.00
Stage Lighting	£79.00
Audio Visual Equipment	Nil
Operator's Fee	£31.00 / hour

### Discretionary Charges:

Chargeable item	
Damage Retention Charge	£52.00 (minor event) £155.00 (major event)
Cleaning Charge	£27.00 (minor event) £54.00 (major event)

## **Appendix E:**

# **Queen's Park High School**

### **Introduction**

This appendix is to be read in conjunction with The Learning Trust's overarching Lettings policy It sets out the process and documentation to be used by Queen's Park High School (QPHS).

Queen's Park High School has chosen an external lettings agency to manage the site, bookings and marketing of community lettings. This will help to increase the school's income from lettings, as well as offer the community a professionally managed facility that they can get the most from.

### **Purposes**

1. To provide clear guidance on lettings and the hire of the school premises and equipment.
2. To enable community and lifelong learning access to the school site and premises.
3. To promote the use of school facilities by the wider community.
4. To safeguard the interests of Queen's Park High School.
5. To ensure that the out of hours use of the school site is not subsidised by the school budget.
6. Hire charges are reviewed with the external lettings agency annually and current charges are available directly from them.
7. Compliance with safeguarding obligations

### **Guidelines**

All hire must go through the external lettings agency and are bound by their terms and conditions.

The school reserves the right to refuse any lettings it may choose, as well as cancelling lettings for school events taking place on an evening, weekend or school holiday.

The Support Operations Manager is responsible for liaising with the external lettings agency, to ensure that external lettings do not impact on the school day as well as gaining the maximum income possible.

Queen's Park High School are currently in a contract with EDU-Lettings Ltd UK to act as the external lettings agency. This is a 3-year contract which expires on 31st August 2026. Income is shared between EDU-Lettings Ltd UK and Queen's Park High School:

Year 3 60/40 split in favour of Queen's Park High School

External lettings agency website (including price list), full terms and conditions and booking online are available here <https://bookings.edu-lettings.org/chester/edu-queens-park-high-school>

## **Appendix F:**

# **Chester International School**

### **Introduction**

This appendix is to be read in conjunction with The Learning Trust's overarching Lettings policy It sets out the process and documentation to be used by Chester International School (CIS).

Chester International School has opted to use an external lettings agency to manage the site, bookings and marketing of community lettings. This will help to increase the school's income from lettings, as well as offer the community a professionally managed facility that they can get the most from.

### **Purposes**

1. To provide clear guidance on lettings and the hire of the school premises and equipment.
2. To enable community and lifelong learning access to the school site and premises.
3. To promote the use of school facilities by the wider community.
4. To safeguard the interests of Chester International School.
5. To ensure that the out of hours use of the school site is not subsidised by the school budget.
6. Hire charges are reviewed with the external lettings agency annually and current charges are available directly from them.
7. Compliance with safeguarding obligations

### **Guidelines**

All hire must go through the external lettings agency and are bound by their terms and conditions.

The school reserves the right to refuse any lettings it may choose, as well as cancelling lettings for school events taking place on an evening, weekend or school holiday.

The Support Operations Manager is responsible for liaising with the external lettings agency, to ensure that external lettings do not impact on the school day as well as gaining the maximum income possible.

Chester International School are currently entering into a contract with EDU-Lettings Ltd UK to act as the external lettings agency. This is will be an extension of the existing 3 year contract together with Queen's Park High School that expires on 31st August 2026.

Income is shared between EDU-Lettings Ltd UK and Chester International School:  
Year 3 60/40 split in favour of Chester International School

External lettings agency website (including price list), full terms and conditions and booking online will available via <https://bookings.edu-lettings.org>

## Appendix G:

# Belgrave Primary School

This appendix is to be read in conjunction with The Learning Trust's overarching Lettings policy It sets out the process and documentation to be used by Belgrave Primary School (BPS)

1. Applicants are to be sent an application form (Form i), together with a copy of terms and conditions, and a list of charges (ii - below); Hirer's insurance details (Appendix A) and, if the hire of premises is to be for an organisation working with children and young people, a copy of the Safeguarding and Child Protection Policy. On receipt of both the completed application and a copy of the applicants' relevant insurance documents, the letting may progress at the discretion of the CFO. If the letting is not to take place, the applicant is to be advised in writing.
2. For repeat hirer's forms should be reviewed with the hirer annually to ensure any changes are recorded

### Form i:



## **APPLICATION FOR HIRE OF FACILITIES AT BELGRAVE PRIMARY SCHOOL**

Please complete in BLOCK CAPITALS and return to the Bursar at the school

Name of Group/Club/Organisation/Person	
Contact details: Name	
Address:	
Telephone No. (day)	(evening)
Fax No:	Email:
Person responsible for the accounts (if different from above): Name	
Address:	
Telephone No. (day)	(evening)
Fax No:	Email:
Purpose of Hire	

Day(s) and date(s) required	
-----------------------------	--

Block Booking, first date required	
last date required	

Time required. From	To
---------------------	----

Age range of users (please circle).	Under 13	13 - 18	over 18
-------------------------------------	----------	---------	---------

If your group is of 16 years or under has your instructor/coach/supervisor been DBS / Criminal Records Bureau checked  
Yes / No

If "Yes" please provide a photocopy of current certificate.

If "No" we can no longer continue your booking until the appropriate certificate is gained and seen.

**Belgrave Primary School**

Facility required (tick boxes or state number)

HALL		CLASS ROOM (number of rooms required)	
FIELD			

Details of the person who will be responsible for supervision during the whole of the period of the letting.	Name
Name of Organisation if hiring for an organisation	
Address:	
Contact Telephone Numbers:	

**DECLARATION**

I hereby apply on behalf of the above-named Group/Club/Organisation/Person for the hire of the accommodation specified. I have read and understood the conditions and regulations for hire of the facilities and agree to abide by the requirements stated therein. I undertake to pay all necessary hire charges no later than 7 days prior to the first day of use.

I/we certify that I/we, will be directly responsible to the Headteacher and the Governors of Belgrave Primary School for the proper use of the school premises and will reimburse the school for all expenses incurred in reinstating any damage to the premises, furniture, equipment, playing fields or any other property caused by the letting or by any person admitted to the premises by me/us.

Any electric equipment to be used in the school will have been PAT tested within 2 years prior to use. Damage caused by uncertified equipment will be paid for by my organisation or me

<b>Insurance: Please select either option A or B</b>	Please tick as applicable
Option A I/we certify that I/we have Public Liability Insurance (indemnity level £10m for any	

one claim) to cover any claims for injury or damage that arise from my/our members or others as a result of any negligence in the way I/we run our activities, and that I/we shall produce submit a valid certificate along with this application	
Option B I/we need our event to be covered by the School's insurance policy and agree to not undertake any of the activities listed as not covered by the policy	

Signed	Date
Name in Block Capitals	

Please sign either Safeguarding Declaration A or Safeguarding Declaration B as appropriate

<b>Safeguarding Declaration A</b> I confirm that I/the group/the organisation hiring Belgrave Primary School does not work with children or young people	Date
Signed	
Name in Block Capitals	

<p><b>Safeguarding Declaration B</b></p> <p>I confirm that I/the group/the organisation hiring Belgrave Primary School works with children or young people and complies i)The Belgrave Primary School Safeguarding and Child Protection Policy ii) with the document 'After-school clubs, community activities, and tuition safeguarding guidance for providers'. (Department of Education, 2023.); the minimum requirement of which are listed below:</p> <ul style="list-style-type: none"> <li>○ Have an effective <b>safeguarding and child protection policy</b> in place a <b>copy of which must be attached with this agreement</b></li> <li>○ have a <b>staff behaviour policy</b> (sometimes called a code of conduct)</li> <li>○ be aware of and have <b>training</b> on the specific safeguarding issues (including online) that can put children at risk of harm</li> <li>○ have clear <b>procedures on what to do if there are concerns</b> about a staff member, volunteer or another adult who may pose a risk of harm to children</li> <li>○ have an appointed a <b>designated safeguarding lead (DSL)</b></li> <li>○ provide parents or carers with a <b>named individual</b> (such as the DSL or another named member of staff) so they can raise safeguarding concerns</li> <li>○ if you're a lone provider, give parents or carers the <b>contact details of your local authority's children's services</b> or the NSPCC helpline number</li> <li>○ know the <b>local referral route</b> into children's social care</li> <li>○ <b>report any allegations of harm</b> to a child to both your local authority designated officer (LADO)<sup>11</sup> and the police as soon as reasonably practicable</li> <li>○ know if the <b>legal duty to refer</b> to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate</li> </ul>	
Signed	Date:

Name in Block Capitals
Position in organisation

## Charges and Terms and Conditions

- Charges are hourly based.
- A cancellation charge of 20% of the total cost will be made in the event of inadequate notice (24 hours) being given.
- Lettings are to finish promptly at the agreed time.
- Over-runs will be charged at double rate and will be due immediately.
- A cleaning cost may be charged, depending upon the nature of the event.
- Any damage retention charge made is payable at the same time as the letting charge; this charge is refundable in full if there is no loss or damage.
- Insurance is provided by the school to the extent that the Risk Protection Arrangement (RPA) covers the activities involved (see Appendix A). For activities that are not included, the hirer must obtain further insurance and provide documentation to evidence this.
- Payment of the charges will be invoiced and must be paid by BACS or Faster payment by the earliest of 30 days from receipt of the invoice or 24 hours before the first hire date, unless other payment terms are agreed in writing

## List of charges (ii)

VAT will be added to the charges below unless the hire is for an exempt purpose demonstrated by the hirer

Belgrave Primary School

Room	Hourly Rate
Hall	£39.00
Classroom	£29.00
Additional cost for Weekend & Bank Holidays	£18.00

### Additional Letting Costs: (per event)

Chargeable item	
Piano	£18.00
Audio Visual Equipment	Nil
Operator's Fee	£33.00 / hour

### Discretionary Charges:

Chargeable item	
Damage Retention Charge	£53.00 (minor event) £158.00 (major event)
Cleaning Charge	£28.00 (minor event) £55.00 (major event)

Agreed Community Rates	
Community Clubs that provide for Belgrave pupils	£17.00 per session
Drama piano dance	£17.00 per session
Judo	£12.00 per session