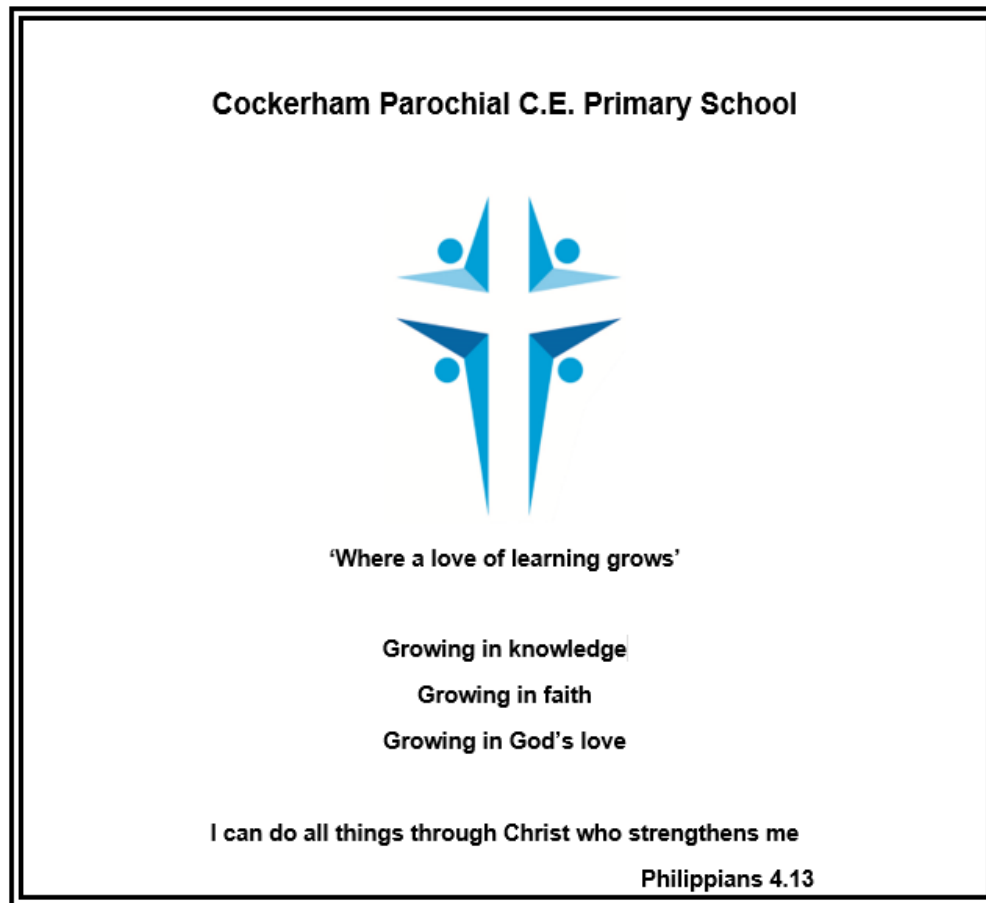


SCHOOL LETTINGS POLICY



"Where a love of learning grows"

*"I can do all things through Christ who strengthens me."
Philippians 4:13*

Policy	School Lettings Policy
Reviewed	Autumn 2026
Approved by	Governing Body
Next review	Autumn 2027

School Lettings Policy

This policy has been reviewed using Lancashire County Council Schools Financial Services Lettings Guidance, reviewed August 2026, and reflects the arrangements at Cockerham Parochial C.E. Primary School.

1. Community use

The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.

2. Safeguarding

Where the Governing Body hires or rents out school facilities or premises to organisations or individuals, including community groups, sports associations and providers of community or extra-curricular activities, appropriate arrangements must be in place to keep children safe.

Where activities are provided directly by the school and supervised or managed by school staff, the school's own child protection arrangements will apply.

Where activities are provided separately by another organisation, the Governing Body will seek assurance that the provider has appropriate safeguarding and child protection policies and procedures in place. These may be inspected by the school where necessary.

There must also be arrangements for the provider to liaise with the school on safeguarding matters where appropriate. Safeguarding requirements will form part of any hire or transfer of control agreement, and failure to comply with these requirements may result in the agreement being terminated.

These arrangements apply whether or not the children attending the activity are pupils at Cockerham Parochial C.E. Primary School.

3. Safeguarding concerns and allegations

The school's safeguarding procedures apply to concerns relating to individuals or organisations using the school premises.

Where an allegation relates to an incident which has taken place while an individual or organisation is using the premises to provide activities for children, the school's safeguarding procedures will be followed, including referral to the Local Authority Designated Officer (LADO) where appropriate.

4. Hirers

The hirer must be willing to meet with school staff and provide details of their aims, objectives and proposed activities.

Hirers providing activities for children must follow the appropriate safeguarding guidance for out-of-school settings.

5. Charges

The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.

Charges should take account of the cost of services such as heating and lighting; staffing, including additional security, caretaking and cleaning; administration; wear and tear; use of school equipment where applicable; and a profit element where appropriate.

6. Responsible person

The hirer will be required to nominate a contact person. This person will be regarded as being in charge of the letting and responsible for dealing with any difficulties which may arise.

7. School representative

The Governing Body will determine whether a nominated person from school is required to be on site while the premises are being used.

Where this is not required, a responsible person must be available on call.

8. Application and approval

A Letting Application/Indemnity Form must be completed by all applicants.

Where an application is approved, a signed copy will be returned to the hirer.

For long-term lettings, application forms will be reviewed annually.

9. Exclusive possession

No letting will be approved which gives the user exclusive possession of the premises. This is not to be confused with a sole letting.

10. Insurance

Any hirer using the school must have appropriate public liability insurance with a minimum level of cover of £10 million.

Evidence of insurance must be provided before the letting can be confirmed.

Where a hirer does not have their own appropriate insurance, the school must purchase Hirers Liability insurance separately.

11. Health and Safety

All hirers must comply with relevant health and safety legislation and with any health and safety requirements relating to the use of the school premises.

12. Safer Recruitment and DBS

The hirer is responsible for following appropriate safer recruitment procedures, including ensuring that DBS checks and any other relevant checks have been undertaken where required for those working with children.

13. Payment

Arrangements for payment for each letting will be made in advance with the hirer concerned.

14. Smoking

Smoking is not permitted on the school premises in line with school policy.

15. Alcohol

Where alcohol is to be sold, an occasional licence must be obtained where appropriate. The licensee is responsible for the conduct of bar sales and compliance with the relevant requirements.

No alcohol is to be stored or retained on the premises while pupils are in school.