CLAYTON ST JOHN CofE PRIMARY

LETTINGS POLICY

Ratified by Governors:	9th July 2024	Signed Headteacher: Mrs G Emsley Full Governing Body
Next Review Date:	Summer Term 2026	

Safeguarding Statement of Intent

At Clayton St John CofE Primary we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision Statement

'Growing together in God's Love'

Rooted deeply in God's love, we flourish as individuals and as a community.
Within a nurturing environment, we develop curiosity, creativity and a love of learning.
We learn and grow when things go well and things go wrong. In all we do we hope to be the best we can be.

Ephesians 3 v 16 and Jeremiah 17 v 7 & 8

Statement of Intent

At Clayton St John CofE Primary we strive to ensure that our pupils are safeguarded against any form of harm. We ensure that our staff are trained appropriately, can identify signs of abuse and follow policy and procedures for reporting concerns, disclosures and allegations.

Our Vision

At Clayton St John CofE Primary we pride ourselves on developing a positive ethos built on the foundations of the Christian faith. This ethos is based on the following Values and principles that, as stakeholders, we all aim to uphold:

RESPECT

R: **Resilience** - To take risks and be confident to have a go and not give up when mistakes are made.

E: **Encouragement** - We are motivated by our family, friends and teachers and rejoice in God's love.

S: **Security** - The love, care and responsibility we are given make us feel safe at school.

P: **Pride** - Achieving individual goals and successes to be the best we can be.

E: **Empathy** - The ability to understand and share the feelings of others.

C: **Collaboration** - Working together we respect our differences and listen to each other.

T: **Trust** - With faith in God's love and each other, we can live the life we want to live.

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.
The school will not use its delegated budget to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

Definition of a Letting

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group, or a commercial organisation." A letting will not be provided during term-time school hours and must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils. Lettings are available from the hours of 3.30pm to 5.30pm Monday to Thursday. In exceptional circumstances, and where staff can be arranged, lettings outside these times may be possible.

Charges for a Letting

The Governing body is responsible for setting charges for the letting of the school premises.
Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.
The specific charge levied will be reviewed annually for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed.

Payment

Invoices will be sent half-termly in advance and payment will be made directly to the school bank account. The method of payment will be agreed upon booking. Payment in full will be expected within 14 days of the issue of an invoice. Any delay in payment may result in the letting becoming void.

The Administrative process

Organisations seeking to hire the school premises should approach the Academy Business Leader who will identify the requirements and clarify the facilities available. An initial request letter should be completed. The governing body has the right to refuse an application without reason, and no letting should be regarded as booked until approval has been given in writing.
Once a letting has been approved, a letter of confirmation will be sent setting out full details of the letting and enclosing a copy of the terms and conditions and the signed hire agreement.

The person applying to hire the premises will be invoiced for the cost in accordance with the Governing body's scale of charges. All letting fees received will be set against the cost of services, staffing etc.

Public liability and Accidental Damage Insurance.
The Hirer warrants to the Governing Body that it has the appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £3

million. The Hirer must produce the appropriate certificate of insurance before the letting can be confirmed.

Conduct of Users

Safeguarding

Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required e.g. Safeguarding Policy, first aid procedures, use of Mobile Phone Policy, DBS Checks.

Security

The Headteacher 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.