



Faith, Aspiration & Unity

SCHOOL LETTINGS POLICY

School Lettings Policy in School Policies- Document Status			
Date of Policy Creation	March 2017	Named Responsibility	The Business Manager
Date of review completion	September 2026	Named Responsibility	Finance & Personnel Committee
Inception of new Policy	March 2017	Named Responsibility	Finance & Personnel Committee
Date of Policy Adoption by Governing Body		Review Date	September 2028

HOLY TRINITY ACADEMY – CONDITIONS OF LETTING

Application Process

The lettings process is managed on behalf of the school by Actihire Venues Ltd.

The applicant and any other named person (if applicable) are jointly liable for ensuring all invoices issued by Actihire Venues Ltd are paid promptly and by the due date as specified.

All hirers must complete a letting agreement via the Actihire website [Actihire - Holy Trinity Academy](#)

All lettings are to be non-exclusive and the school may enter or remain on the part of the premises that is subject to the letting at the time.

The organisation stated on the application form must have relevant insurance cover for any personal injury or death and any damage to the building or contents caused as a direct result of the hire.

Conditions of Letting

All activities must cease and the School must be vacated no later than 10.00pm, unless arranged by prior agreement with the School.

A deposit will be required for certain functions and may be forfeited if cancelled by the hirer, at the discretion of the School.

If any account falls into arrears the School has the right to terminate the letting and seek payment of arrears by legal means if necessary.

Sub-letting is forbidden.

The School shall not be responsible for any property left on the premises by the hirer or any other person and the hirer hereby indemnifies the School in that respect.

The hirer accepts full responsibility for and indemnifies the School against all costs, charges and claims in respect of injury to or death of any person from the organisation/club using the premises, except when caused by the negligence of the School, its staff or agents.

The consumption of alcohol on the School premises is forbidden unless by prior agreement with the Headteacher. The School does not hold an alcohol licence.

The School operates a strict 'No Smoking or Vaping' policy across the whole of the premises and grounds.

Gambling is not permitted on the premises.

No production shall be performed or film shown which is in any way offensive to public feeling, or detrimental to the public interest.

No payments may be made directly to the site staff present during the hire.

The area used must be left in a clean and tidy condition and any damage to academy property, however caused, must be reported to the site staff at the time or before leaving the premises.

Parking on the School grounds is entirely at the owner's risk.

No dogs are allowed onto the school site.

The hirer shall familiarise him/herself with all fire and public safety regulations (given at the point of a booking)

The hirer must have their own mobile phone whilst on the premises in order to make emergency calls if required.

The hirer shall comply with all reasonable requests from the school in respect of the premises and the use thereof during the period of hiring.

Termination Process

The termination process is in accordance with the terms and conditions of booking with Actihire.

Child Protection

The hirer is responsible for following up any concerns over child protection and is to inform the school of any incidents that could subsequently impact the school.

All organisations that involve children under the age of 18 years must have a child protection policy in place. A copy of this policy should be made available to the school.

The policy must contain:

- Confirmation that DBS checks are carried out on all staff and volunteers.
- Process for training/informing staff of relevant child protection issues and updates.
- Process/procedure for reporting suspicions and disclosures.
- Process/procedures for allegations made against a member of staff or volunteers.
- Confirmation that the policy is reviewed every 3 years.

Extremism and radicalisation

Volunteers should be vigilant of children vulnerable to radicalisation.

Children can become exposed to extremist material and views associated with terrorist groups online. There is a risk that they will share this harmful content with their peers.

You should also be vigilant to the risk of other staff members being vulnerable to radicalisation or staff members promoting extremist views to the children in your setting. This exposure may be through the sight of criminal acts that encourage or justify violence. It could also be through the distribution of inflammatory materials or information that:

- glorifies or incites terrorism
- calls for the deaths of members of the British armed forces
- actively promote hatred towards other people or groups based on their belief, opinion or background

If you have extremism-related concerns, contact your local authority's Prevent lead or designated officer. 48 You can find more information on Prevent training at Educate Against Hate. Although Educate Against Hate ([Home Office Prevent Training and Wrap for Schools](#)) resources are tailored towards school audiences, you may still find the content useful in helping you to understand how to keep children that attend your settings safe from extremism and radicalisation. You may also wish to signpost parents and carers to Netmums' Action Counters Terrorism (ACT) early resources ([Act Early - Netmums - Netmums](#))