LETTINGS POLICY

NAMED PERSON:	Jane Young

Last Review Date:	September 2026
Review Cycle:	1 Year
Next Review Date:	September 2027

Mr Andy Crossey **Chairman of Governing Body**
Signed: A.D. Crossey
Date: September 2026

Introduction
The Buckingham School has much to offer the local community in terms of access and use of premises. The School welcomes the letting of premises by the local community and is able to provide a range of additional 'services'/resources to meet specific requirements of the Hirer.

The School is a central part of the local community/neighbourhood and will actively seek to develop and support community partnerships and use.

Monitoring, Evaluation & Review
The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be widely promoted and published through the School's website www.buckinghamschool.org

The aim and scope of the policy
We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, within current legislation and following government guidelines

Venue Tariff/Lettings Charge
The following principles are applied by the Governing Body when setting the Hire Charges for use of premises at the School by bona fide, non profit making community groups, Governing Body, Parent/carers and Staff, Local Authority provision and "directed" use:

- Registered voluntary, non-profit making local community groups will be charged an agreed fee for a range of services in line with the charging policy applicable by the contracted management company.
- The Youth Services and providers of Adult Learning will pay an agreed fee for a range of services throughout the year, in line with the charging policy applicable by the contracted management company.
- Local Authority use of the School as a Polling Station will be charged on the basis of 'all additional costs' incurred by the School
- Lettings to the Governing Body, Parent/carers and Staff are provided free of charge. The management of such lettings will endeavour to ensure that there is concurrent use of premises to offset costs incurred.

Terms and Conditions of Hire of the School Premises

The Governing Body is responsible for the agreement of any terms and conditions relating to the proposed letting of premises. The School has appointed Active in the Community AiTC to manage the day to day administration and operation of lettings on behalf of the school.

Roles and Responsibilities

- The School
  - Sets the strategic direction for lettings, including permitted use, pricing framework, and community access priorities.
  - Ensures that AiTC's policy aligns with statutory obligations, including safeguarding, health and safety, and equality.
  - Provides final approval for the use of facilities by external organisations where necessary.
  - Monitors performance, income, and compliance through regular reporting from the provider.

- Third-Party Lettings Provider:
  - Operates lettings in accordance with the terms of this policy and any service level agreement (SLA) in place.
  - Manages all administrative tasks related to bookings, payments, staffing, and access control.
  - Ensures appropriate safeguarding and insurance checks are completed for all hirers, and alerts the school to any concerns.
  - Provides regular reports to the school detailing usage, incidents, customer feedback, and income

Use of premises for School functions will take priority over all other hire of premises. The School premises will not be available for hire if there is any reason to believe that any individual or organisation involved in the letting may bring the School's name into disrepute. If any member of staff believes a letting should not be permitted s/he must report their concerns to the Governing Body.

Application for hire of facilities/Services at the School must be made to AiTC. For more information about what spaces are available, costs and to book please contact Active in the Community: Email: info@activeinthecommunity.org.uk Website: https://www.activeinthecommunity.org.uk

The School reserves the right to cancel any hire Agreement, operated by AiTC and undertake to fully refund where applicable.

Safeguarding and Compliance

The school requires all hirers to comply with the safeguarding standards set out in this policy. The third-party provider is responsible for initial vetting of applications and escalating any safeguarding or compliance concerns to the designated safeguarding lead (DSL) at the school.

Disclosure and Barring Service (DBS) Checks

It may be necessary for the Hirer to undergo a criminal records check via the Disclosure and Barring Service (DBS) if a particular letting involves contact with children and young people. It is the responsibility of the Hirer, to ensure that they have complied with the DBS Code of Practice and any relevant Buckinghamshire Safeguarding Children Board requirements to establish the requirement for DBS checks.

When there is a requirement for DBS checks to be undertaken, AiTC must keep appropriate records in line with the DBS Code of Practice and report to the school any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that DBS checks have been carried out on request.

Statutory Requirements

The Hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

Public Safety
Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents.

AiTC's Responsibilities
AiTC must inform the school of any fault, damage or other problems with the premises or equipment encountered during the hiring.

No part of the premises is to be used otherwise than for the purpose of the premises requested.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

AiTC and the hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.

AiTC and the hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.

Review and Monitoring
The School will monitor the effectiveness of the lettings arrangements and liaise with the third-party provider as necessary. Formal reviews will take place at least annually.