Martin Primary School

Lettings Policy

Ratified by the Finance Committee: autumn 2026

Reviewed every year

Statement of intent

Martin Primary School recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to local organisations.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

1. Legal framework

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

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Counter Terrorism and Security Act 2015
- The UK General Data Protection Regulations (GDPR)
- Data Protection Act 2018
- Education Act 1996
- DfE (2015) 'Advice on standards for school premises'
- DfE (2026) 'Keeping children safe in education 2026'
- DfE (2023) 'The Prevent duty: safeguarding learners vulnerable to radicalisation'
- DfE (2023) 'After-school clubs, community activities and tuition: safeguarding guidance for providers'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Premises Management Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Allegations of Abuse Against Staff Policy

2. Links to the UN Convention on the Rights of the Child

Article 29
Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parent/carers, their own and other cultures, and the environment.

Article 31

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

3. Definitions

For the purpose of this policy, a **"letting"** is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.

The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, out of school hours learning support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

No letting will be accepted which may bring the name of the school into disrepute.

4. Roles and responsibilities

The Governing Body will be responsible for:

- Working with the headteacher to ensure all relevant policies and procedures are implemented and made available to hirers.

The headteacher will be responsible for:

- Acting as or appointing a designated Lettings team.
- Liaising with the Lettings team to establish whether or not the proposed activity is suitable for the premises.
- Ensuring that the school has the correct insurance in place for hiring out the premises.
- Working with the premises manager to ensure the premises are fit for use.
- Ensuring the school adheres to its Premises Management Policy.
- Reviewing and, where necessary, amending the school's Letting Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
- Assessing whether the activities the hirer is requesting could result in disrupting any asbestos and taking the relevant safety measures as a result.

The Lettings team will be responsible for:

- Ensuring any safeguarding risks associated with the letting are identified and addressed.
- Ensuring hirers have appropriate child protection and safeguarding policies and procedures in place.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.
- Checking the hirer has the appropriate public liability insurance.
- Ensuring hirers familiarise themselves with the relevant school policies and procedures, e.g. the Fire Safety Policy and the Asbestos Management Policy.

- Ensuring hirers follow the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.
- The overall oversight of the letting, handling any queries from the hirer.
- Communicating any relevant information to the hirer, e.g. fire safety precautions.
- Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.

The Premises team will be responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Organising any repairs and/or replacement of equipment.
- Notifying the hirer of any known asbestos in the school.

The DPO will be responsible for:

- Being the main point of contact for data protection enquiries from current and potential hirers of the school premises.
- Ensuring that the statutory privacy information is provided to the hirer.
- Assisting the hirer with any data breach investigation, where necessary.
- Ensuring that the school's Privacy Notice for Third Parties is kept up-to-date, and that it is published on the school's website.
- Ensuring that the hirer's information is stored in accordance with the Data Protection Policy.

Hirers will be responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the premises team to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £5 million.
- Providing the Lettings team with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the Lettings team.
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the Lettings team of the activities that will be undertaken on the premises.
- Adhering to the school's Lettings Policy.
- Adhering to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.

5. Charges

The Governing Body will be responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including "on-costs" (e.g. additional security or caretaking)
- Costs of administration
- Costs of wear and tear
- Costs of insurance, unless the hirer has obtained their own, in which case a copy of the relevant document must be provided in advance
- Costs of using the school's equipment, if applicable
- Profit element, if applicable

The charge issued for each letting will be reviewed annually by the Governing Body. See Appendix 1 for current charges.

Hirers will provide the school with at least two weeks' notice when cancelling a booking for a full refund. If hirers fail to provide sufficient notice, the school will keep the hirer's deposit. In the case of long-term regular lettings, one month's notice is required to terminate arrangements, however, any abuse on the part of the Hirer will lead to immediate cancellation of the letting.

If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.

In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid. The school also reserves the right to charge the Hirer an additional administrative charge of up to 10% of the invoice value.

There will be a grace period of 30 days for payment to be made, after this period, if a payment hasn't been made, the school will seek additional legal advice for payment to be recovered.

6. Managing lettings

The Governing Body will have overall responsibility for the management of lettings; the headteacher and the Lettings team will be delegated the day-to-day management of the lettings. If the headteacher has any concerns regarding the activities the hirers are conducting, they will consult the Governing Body and reach a decision together.

Organisations wishing to hire the premises will approach the Lettings team, who will identify their requirements and clarify the facilities available. The Lettings team will provide an application form to be completed by the organisation; this should usually be returned at least two weeks before the proposed booking date. The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.

The Lettings team has the right to refuse an application and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing. The school does not usually accept bookings for parties for children who are over the age of 11.

Once the letting has been approved, a letter of confirmation will be sent to the hirer, setting out the full details of the letting and enclosing the terms and conditions of the hire agreement.

The hirer will be invoiced for the cost of the letting as appropriate in accordance with the Governing Body's charges decision.

All lettings fees that are received by the school will be paid into the school's bank account, to offset the costs of services, staffing etc., (which are funded from the school's delegated budget).

Fees should be paid by cheque or bank transfer. The hirer will state how they intend to pay in their application form.

Sub-letting of any kind is strictly prohibited.

A booking may be cancelled without incurring additional liabilities in the following circumstances:

- if at any time prior to the commencement of the function, it appears that the Hirer has made material omissions from or incorrect statements on the Application form
- if any sum payable is not paid by the Hirer by the date upon which it is due
- in the event of the accommodation being required on the date upon which it has been let to the Hirer for school events or for the purposes of Parliamentary or Local Elections. Reasonable notice of cancellation in these circumstances will be given
- if the function has commenced and it appears to the headteacher that the purpose for which the accommodation is being used is not the purpose approved or is undesirable the continuance of the function may be prohibited and the whole of the charges paid by the Hirer shall be forfeited to the School.

Hirers can also apply for one-off bookings of the school premises via Sharesy, a community venue hire website. In those circumstances, Sharesy manages the application and payment process, however, all terms and conditions outlined in sections 7 to 12 of this Policy apply.

7. Safeguarding

The school will ensure that appropriate safeguarding arrangements are in place when letting school premises of facilities that involve work with children. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.

Where the hiring of school premises or facilities for work with children, regardless of whether the children are on the school roll, is directly supervised or managed by school staff, the hirer will abide by the school's safeguarding arrangements.

Where the services are provided separately by another body, the school will seek assurance that the body concerned has the appropriate safeguarding procedures in place. The school will inspect the provider's safeguarding policy prior to the commencement of the letting.

Hirers will be expected to adhere to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.

The school will ensure that safeguarding requirements are communicated with the hirer prior to the letting. This will be included in the school's hire agreement document.

Failure to comply with the school's safeguarding conditions will lead to the termination of the hire agreement.

Where the school receives an allegation relating to an incident that happened when an individual or organisation was using the premises for the purposes of running activities for children, e.g. community groups or sports associations, the school will inform the LADO and ensure appropriate steps are taken to keep pupils safe and ensure that the allegation is subject to a proper investigation.

All hirers will state the purpose of the hire.

Each application will be vetted by the Lettings team and any concerns will be reported to the headteacher prior to approval.

When determining whether to approve an application, the Lettings team will consider the following factors:

- the type of activity
- possible interferences with school activities
- the availability of facilities
- the availability of staff
- health and safety considerations
- the school's duties with regards to the prevention of terrorism and radicalisation
- whether the letting is deemed compatible with the ethos of the school.

An application will not be approved if the hirer's purpose:

- is aimed at promoting extremist views
- involves the dissemination of inappropriate materials
- contravenes the statutory Prevent duty
- is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they will contact the headteacher immediately.

Where an individual group is found to be promoting views in contravention of the school's Prevent duty, this will be managed in line with the school's Prevent Duty Policy.

All hirers will read and review the school's Child Protection and Safeguarding Policy.

8. Asbestos

The school's Asbestos Management Policy will be available to hirers on request.

If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

- the hirers will be informed immediately
- all activities will stop, and everyone will be evacuated from the affected area
- staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
- items, including equipment, books, or personal belongings, will not be moved from the area
- advice will be sought from an asbestos expert regarding remedial action.

Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Hirers should have procedures in place to deal with the unintended or unexpected release of asbestos.

Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

9. Emergencies and health and safety

The premises manager and headteacher will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors.

In case of an emergency, the on-site telephones can be used to call the emergency services.

The Hirer is responsible for ensuring the health, safety and welfare of all participants of the third party let. Where risk assessments are required by law, these will be made available to the Lettings team on request.

It is the hirer's responsibility to make arrangements for first aid facilities and ensure that there is a first aider on site at all times.

Smoking or vaping is not permitted on the premises at any time.

The hirer familiarises themselves with the school's Fire Risk Assessment, other relevant risk assessments and the school's Fire Evacuation Plan before using the premises.

The hirer will be shown the school's fire exits and evacuation points by the premises manager on arrival.

The hirer will be directed to the school's Health and Safety Policy and First Aid Policy (on the school website) and will be expected to act in accordance with it at all times.

10. Using the site

The Hirer is responsible at all times for the maintenance of good order and security during the function and shall ensure that no undesirable person is permitted to enter, remain, or otherwise use the accommodation and that no person shall trespass on parts of the school's premises not hired by the Hirer.

The School and the Governing Body regard the behaviour management of children a very high priority. It is the responsibility of the Hirer to ensure the children within their care behave in an exemplary manner at all times.

The Hirer shall only use the accommodation agreed and only for the purposes stated in the Booking Application form. The Hirer shall have a named designated person in charge who will take responsibility for ensuring that the terms and conditions are met. This person must be present at all times during the booking/letting and shall identify him/herself to the Premises supervisor on their arrival at the premises on the day of the booking/letting.

Functions shall end not later than 10pm unless a later finishing time has been authorised, in which case increased charges may be payable.

Any Hirer who does not vacate the premises at the agreed finishing time of the proposed booking will be charged for the additional letting time at the rate on the current scale of charges.

For any public entertainment, the Hirer shall be responsible for the prevention of overcrowding such as to endanger public safety and for keeping clear all gangways, passages and exits.

If school premises are required for concerts, plays or musicals, the Hirer must ensure compliance with all relevant copyright and licensing laws.

The use of public announcement systems and loudspeakers must be agreed with the headteacher and premises manager, this agreement must include a maximum noise level which is not to be exceeded.

The school's playing field may also be made available for general use out of school hours at the discretion of the Lettings team, provided that the field is in a fit state for use. The exercising of dogs in the school grounds is prohibited, unless with prior agreement of the headteacher.

The school's car park is available to hirers during their time on the premises; however, the Governing Body and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use. Hirers will only use the car parking spaces allocated and must park safely, legally and without inconvenience to residents if they park on the surrounding streets.

Alcohol will not be brought onto, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the headteacher.

The hirer will liaise with the premises supervisor to ensure the school remains secure before, during and after use. Keys and/or security codes will not be passed to any hirer or other person without written permission from the Governing Body.

Hirers will be given an emergency contact number for the premises supervisor in case of any security breach.

11. Equipment

Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the Lettings team to use any additional equipment once the form has been submitted.

The Premises supervisor will conduct an inventory of all the equipment that the hirer requests, noting its condition. The premises supervisor will review this inventory after the hirer uses the equipment to ensure its proper use.

Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by a member of the Premises or Lettings teams. Where permission has been granted, the Premises supervisor will oversee the move.

If a furniture move has been agreed, the hirer and Premises supervisor will negotiate restoring the premises back to its original state.

Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

Any seating provided is limited to the number of chairs on the premises.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.

The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.

The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

Hirers will report any stolen or missing equipment to the premises supervisor immediately.

Food and drink may be prepared on the premises; however, hirers must seek direct permission from the Lettings team. The hirer will prepare food and drink in line with current food and hygiene regulations.

12. Data protection

The Hirer will adhere to the school's Data Protection Policy at all times.

The school will ensure that the hirer's information is processed in accordance with the UK GDPR and Data Protection Act 2018.

Appendix 1

Termly hire costs

Lunchtime clubs	£130 per room
Main hall, Dining hall, servery or classroom	1 hour - £287.50 2 hours - £431.25
Main hall or Dining hall + field	1 hour - £402.50 2 hours - £603.75

Hourly hire costs

Parents/carers, school community organisations	Main hall, Dining hall, servery or classroom Additional room	£40.25 £25
	Field + portacabin	£60
All other bookings	Main hall, Dining hall, servery or classroom Additional room	£57.50 £30
	Field + portacabin	£80

Holiday hire costs

Main hall, Dining hall, servery or classroom + outdoor space Additional classrooms	£130 per day + £75 (8 hours +) £25 per day per classroom
Field + portacabin	£80 per day

Appendix 2

Martin Primary School

Premises Hire Application Form

Details	
Named individual	
Company name	
Address (for invoicing purposes)	
Contact number	
Email address	
Deposit amount	
Payment method	
Requirements	
Date of hiring	
Time of hiring	
Room(s)	
Equipment needed	
Details of any equipment you will be using on the premises	
Purpose	
Details of the event	
Will you be working with children and/or young people? If yes, have you	Yes/No

attached a copy of your safeguarding policy?	Yes/No
Start time	
End time	
Expected attendance	
By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy. **I acknowledge that my signature confirms all the details in this application form are correct.**	
Signed	
Date	

The school will process the data collected in this form in accordance with the UK GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

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Appendix 3

Martin Primary School

Premises Hire Agreement

name of hirer	
address	
email address	
telephone	landline:
	mobile:
area(s) of the school to be used	
specific nature of use	
maximum attendance	
details of any school equipment used	
date(s) of hire	
time(s) of hire	from:
	to:
fee (specify per hour or per session)	£ _____ per hour/per session Total fee £ _____

The Governing Body agrees to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

☐ I confirm that I have read and understood the terms and conditions and will ensure that all conditions are abided by.

Hirer's signature	
Date	

Member of Lettings team signature	
Date	

The school will process the data collected in this form in accordance with the UK GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

Appendix 4

Martin Primary School

Terms and conditions for hiring the premises

1. Terms of letting

The school agrees to hire out the school to the hirer on the following terms. These terms are a formal contract between the school and the hirer which represent an agreement between the school and the hirer to use the premises as the school would expect.

In these terms:

- 'The school' is used throughout to refer to Martin Primary School.
- 'The hirer' is used to represent the individuals who are bound by these terms.
- The 'application form' refers to the school's Premises Application Form which must be completed by the hirer prior to using the premises.

The school requires the hirer to read and abide by these terms and conditions. Please read these terms carefully along with any other documents that are referred to throughout. These terms and conditions should be read alongside the school's Lettings Policy.

2. Application form

All applications for the hire of the school premises shall be made to the school Lettings team on the school's application form. The person signing this form must be over 18 years of age and present on the day of the premises hire.

The headteacher reserves the right to refuse any application or cancel a letting without notice.

Applications must be made at least **two weeks** prior to the date of hire.

All applications will be considered within **one week** – the hirer shall receive written confirmation of the outcome of their application within this timeframe.

No application will be considered for partially completed application forms.

3. Cost of hire

The cost of hire shall be paid by the hirer prior to the use of the school premises. The cost to hire will be outlined to the hirer in the Hire agreement form which must be completed alongside the application form.

The school will issue the hirer with an invoice detailing what payments need to be made, the method of payment and the date by which the payment needs to be paid to the school.

The school may request a deposit to be paid by the hirer depending on the nature of the premises hire which will be returnable once the date of hiring has ceased and the school is satisfied that the premises have been used appropriately. Deductions to any deposits paid may

be necessary to cover the cost of any broken, damaged, lost or stolen items and additional cleaning fees.

4. Cancellations

The headteacher reserves the right to cancel any booking where:

- the premises is required for unforeseen circumstances, e.g. the premises is being used in a parliamentary election as a polling station
- it becomes apparent that the purpose for the letting will be undesirable, inconvenient or likely to cause disturbance
- the original purposes for hiring the premises has changed to the extent that the premises would no longer be suitable for the requirements of the hirer
- the premises become damaged or unfit for use.

In the event that the headteacher does need to make a letting cancellation, the hirer will be issued with a refund covering the cost of the letting; however, no compensation will be considered.

In the event that the hirer makes a cancellation, they must notify the Lettings team in writing.

Following any cancellation by the hirer, the school will consider the refund the hirer is entitled to depending on the notice period served to the school.

The school will retain:

- **100 percent** of the cost of letting for cancellations made less than **24 hours** prior to the beginning of the agreed letting period.
- **50 percent** of the cost of letting for cancellations made between **1 to 5** days prior to the beginning of the agreed letting period.
- **25 percent** of the cost of letting for cancellations made between **5 to 14** days prior to the beginning of the agreed letting period.

A full refund will be provided if the cancellation is made with over **two weeks'** notice.

Where the hirer does not turn up on the agreed time or date, the school will keep **100 percent** of the cost of hiring.

5. First aid and fire safety

The hirer will be directed to the school's Health and Safety Policy which is available on the school's website at www.martinprimary.org.uk. These policies should be read and understood by the hirer.

The hirer will be responsible for providing first aid cover for their cohort and should confirm that they have arrangements in place to cover first aid requirements.

The hirer will communicate fire safety and first aid requirements and procedures to their cohort.

All hirers must adhere to the school's smoke-free and vape-free policy at all times.

No items of a flammable, dangerous or noxious character may be brought onto the Premises, including fireworks, confetti or gas.

Fire doors must be kept clear and remain closed at all times and only opened in emergencies.

The school is a 'nut free' environment therefore no nuts can be brought or consumed on the school premises.

6. Hirer's liability

The hirer will recognise that the school cannot take responsibility for any injury, nor the loss, damage or theft of any items during the hiring period. The premises are used at the risk of the hirer who will remain liable for the property brought on to the school premises and persons under their supervision.

Any damage caused to school property will be reported to the headteacher who may need to inform the hirer that they are required to pay a sum to the school to reinstate, repair or replace property.

The hirer will ensure that any vehicles parked in the school or in the neighbouring streets are parked safely, legally and do not cause inconvenience to local residents. Any vehicles left in and around the school site are left at the owners' risk.

7. Safeguarding

Hirers running regular sessions that involve children must ensure that appropriate safeguarding arrangements are in place and must adhere to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'. This guidance includes the following requirements – all hirers must:

- have a written safeguarding and child protection policy with written procedures in place
- ensure that all staff/volunteers are aware of the specific safeguarding issues that can put children at risk of harm and undertake appropriate training
- have appointed a suitably trained designated safeguarding lead (DSL)
- be aware of the referral route into children's social care
- make staff and volunteers aware of what to do if they have concerns about a child
- make staff and volunteers aware of what they should do if they have concerns about safeguarding practices within the setting
- ensure that all staff and volunteers know the referral route into children's social care.

8. Improper use

The hirer will not use the premises for any reasons other than those noted on the application form.

The hirer will be responsible for ensuring that the hiring period does not cause any nuisance to others on the school site or to local residents.

Hirers will keep noise levels to a reasonable level for the time of day and the purposes of their letting. Any hirers wishing to play music will be required to inform the headteacher to consult on acceptable noise levels and noise management.

9. Animals

The hirer must notify the school if they intend to bring animals on to the premises – the decision on whether animals are permitted will lie with the headteacher.

Guide dogs are allowed; however, the headteacher must be informed.

10. Altering the premises

The hirer will not be permitted to make any alterations to lighting, heating, fittings, fixtures or other items without the prior approval of the headteacher.

11. Leaving the premises in good condition

Hirers will tidy the premises prior to leaving and will ensure that the premises are left as they were found.

Charges may be applied for any mess, spillages, waste or rubbish left by the hirer.

12. Modification to these conditions

The headteacher reserves the right to modify or vary these conditions at any time where the nature of the application deems it necessary.

Appendix 5

Martin Primary School

Safeguarding form for long term lettings that involve working with children

Martin Primary School is committed to ensuring that all organisations that use their premises (schools and other Children's Services premises) comply with the guidelines recommended by the Local Safeguarding Children Board and as set out by the Department for Education (DFE) and Keeping Children Safe in Education (statutory guidance), Section 175 Education Act 2002 (KCSIE 2024) and After-school clubs, community activities, and tuition -Safeguarding guidance for providers (DfE Sept 2024)

https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school_clubs__community_activities_and_tuition_safeguarding_guidance_for_providers.pdf

Contact name	
Organisation	
Organisation address	
Telephone number(s)	
Email address for contact	
Email address for organisation if different from above	

	Please tick
I can confirm that the organisation has appointed a Designated Safeguarding Lead (DSL), who has undertaken the relevant safeguarding and child protection training (including online safety)	
I can confirm that the organisation has appropriate safeguarding policies in place (please attach safeguarding policy)	
I can confirm that all staff/volunteers have received the appropriate safeguarding training within the last year and I can provide the dates(s) of the training for every member of staff/volunteer on request	
I can confirm that the organisation keeps records of all staff/volunteers who have contact with children on this site, days/dates and times attending.	

I can confirm that the organisation carries out an enhanced DBS check for all staff who have contact with children. A list of up to date staff, along with DBS numbers and dates, will be provided to Martin Primary School before any bookings take place. Martin Primary School reserves the right to ask to see all original DBS documents before a booking is confirmed.	
I can confirm that the organisation obtains and keeps on file professional and character references for all staff that have contact with children.	
I can confirm that the organisation keeps a record and registers of all children/vulnerable adults attending the activity.	
I can confirm that the organisation has a trained first aider in attendance at all times and suitable first aid equipment.	
I can confirm that all the staff present during sessions have the appropriate qualifications for the activity.	
I can confirm that the organisation has an up to date risk assessment in place for the activity. Please attach a copy / copies of the relevant risk assessments.	
I can confirm that the organisation has a complaints policy.	
I can confirm that the staff/volunteers are aware of whistleblowing procedures relating to any concerns or malpractice. These should be reported to the school, the local authority and or the NSPCC.	
I can confirm that the organisation has public liability insurance (up to £10m). Please attach a copy of the Insurance Certificate.	

Multi Agency Safeguarding Hub (MASH) Team (Children's) | Barnet Council.
Telephone:
020 8359 4066
Email:
mash@barnet.gov.uk

NSPCC Whistleblowing Advice Line: 0808 800 5000, email help@nspcc.org.uk

I can confirm that the information provided in this document is accurate, correct and complete and that the documents submitted along with this application form are genuine. I will inform (NAME of SCHOOL) of any changes to the information already provided and to update the information on this form whenever requested to do so by the school.

Signed	
Print Name	
Date	

The school will process the data collected in this form in accordance with the UK GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.