



# Esher Church of England High School Lettings Policy

Approved by	Headteacher	Date Approved	Spring 2026
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Review cycle	Annual	Date of next review	Spring 2027
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Version	Author	Date	Changes
1.0	G Martin, Head of Estates and Health and Safety	16.09.25	Updated in line with KCSIE 2025.
1.1	J Fudge, Operations Lead	10.03.26	Introduction of Lettings Management Provider and associated change in roles and responsibilities
1.2	A King, Headteacher	18.03.26	Section 1 final bullet point under letting management provider, final paragraph for letting management provider. Section 2 addition of school safeguarding takes precedence if conflicting with any 3 <sup>rd</sup> party Section 3 further detail on LADO procedure and a final defining statement on safeguarding

## Contents

1. Rationale.....	2
2. Roles and Responsibilities .....	3
3. Compliance .....	4
4. Additional notes for lettings .....	5

### 1. Rationale

We regard the school buildings and grounds as a community asset and aim to make every reasonable effort to enable access for the local community whilst ensuring priority use for educational purposes of the school to support the school in providing the best education for our students.

This policy must be read in conjunction our safeguarding policy available on the school website.

This is a non-statutory policy. It has been adopted by the school to support the effective management of lettings and to demonstrate how the school meets its statutory duties relating to safeguarding, health and safety, Prevent, and the safe use of the school premises by external organisations.

## 2. Roles and Responsibilities

### **The Headteacher**

The Headteacher has overall responsibility for all lettings that take place on the school site. This responsibility may be delegated to a member of the school's leadership team. The Headteacher should be satisfied with the purpose and planning for each letting and is required to give approval for any letting that takes place during the school day. Where issues of ethics, values or morals arise regarding a proposed letting the Headteacher will liaise with the Governing Body prior to a confirmed booking being taken for the letting.

### **The Lettings Coordinator**

The Lettings Coordinator manages the day-to-day operations and acts as the on-site liaison for facility hires within the school, acting as the primary point of contact between the school, the external lettings management provider and site staff to ensure bookings are delivered safely, the premises are prepared and accessible, and that all lettings operate in line with school policies, safeguarding requirements and operational procedures.

### **The Lettings Management Provider**

The external Lettings Management Provider oversees the commercial management of the lettings service, including marketing, bookings, payments, hirer agreements, hirer safeguarding and overall programme delivery on behalf of the school.

The Lettings Management Provider will:

- Identify the purpose and requirements for each letting and agree operational arrangements with the school's Lettings Coordinator (e.g. licences, risk assessments, access requirements).
- Ensure that appropriate Disclosure and Barring Service (DBS) checks are in place for relevant provider staff/hirers and supply letters of assurance to the school where required.
- Designate a safeguarding lead within the provider organisation to oversee lettings activity and support compliance with the school's safeguarding expectations.
- Provide the school with booking and income information required to enable the Lettings Coordinator or school finance team to raise invoices.
- Provide hirers with relevant safeguarding information, guidance or briefings in line with the school's policies.
- Ensure hirers are informed of the school's fire safety, prevention and emergency procedures prior to the letting.
- Ensure appropriate arrangements for the security of the premises and buildings before, during and after lettings outside normal school hours.
- Arrange for a suitably trained Community Host or site representative to be present during lettings where required to support access, supervision and emergency response.
- Maintain records and report accidents, incidents and 'near misses' to the school in line with the school's reporting procedures.
- Ensure that staff involved in the delivery or supervision of lettings involving children have received appropriate safeguarding training, including Prevent awareness where relevant, and can provide evidence of this to the school on request.

Where there is any conflict between the safeguarding policies or procedures of the school and those of the Lettings Management Provider or hirer, the school's Safeguarding and Child Protection Policy will take precedence.

### The Hirer

- The hirer must ensure that all terms and conditions set out in “Terms and Conditions of Hire” are fully complied with throughout the duration of the letting.
- The hirer retains overall responsibility for the supervision, control and leadership of their activities, participants and attendees for the entire letting period.
- The hirer is responsible for completing and implementing appropriate risk assessments for all activities taking place on the premises, including arrangements for emergency evacuation and any lettings involving children or vulnerable groups.
- The hirer must familiarise themselves with and follow all relevant guidance, policies and procedures provided by the school and/or the lettings management provider to ensure good practice and compliance with applicable regulations.

### **3. Compliance**

The table below sets out the roles and responsibilities of the school, the external lettings management provider and hirers in relation to compliance for school lettings. It is intended to clarify the respective duties of each party to ensure that all lettings are managed safely, legally and in accordance with the school’s policies and procedures.

The table identifies responsibility across key compliance areas and is regularly reviewed. This approach supports effective governance and helps ensure that all activities taking place on the school premises outside normal school hours are properly managed and compliant with relevant legislation, statutory guidance and school requirements.

<b>Compliance area</b>	<b>Evidence source</b>	<b>Responsible person</b>
Health & safety and suitability of the facilities	EHS Sports Hall and courts risk assessment EHS Fire procedures for lettings Vivify Health & Safety Policy Licence to Occupy	EHS Lettings Coordinator  EHS Lettings Coordinator Vivify Account Manager Vivify Account Manager
Health & safety and suitability of the hire	Vivify Terms and Conditions of Hire of Vivify Venues Vivify Risk assessments	Hirer  Vivify Account Manager
Fire safety and evacuation procedures	EHS Fire procedures for lettings	EHS Lettings Coordinator
Safeguarding and Child Protection	EHS Safeguarding Policy Vivify Safeguarding Policy Vivify Terms and Conditions of Hire of Vivify Venues	EHS DSL EHS Lettings Coordinator Vivify DSL Vivify Account Manager Hirer
Safer Recruitment	Vivify Assurance Letter	Vivify Head of People Vivify DSL
Hirer management	Vivify Terms and Conditions of Hire of Vivify Venues	Vivify Account Manager
First aid	Vivify Terms and Conditions of Hire of Vivify Venues	Hirer
Venue usage according to approved terms	Vivify Terms and Conditions of Hire of Vivify Venues	Hirer Vivify Community Host

Site security during a hire	Licence to Occupy	Vivify Community Host Vivify Account Manager
Insurance	Public & Employer Liability insurance	Enlighten Learning Trust Vivify Hirer
Venue booking and processing of hirer payments	Licence to Occupy	Vivify Account Manager
Incident/accident reporting	Licence to Occupy Vivify Terms and Conditions of Hire of Vivify Venues	Vivify Community Host Vivify Account Manager Hirer

#### 4. Additional notes for lettings

##### Planning for Lettings

The Lettings Coordinator and relevant school staff should be involved in planning lettings at an early stage where appropriate. Regular lettings will be approved based on booking information provided by the Lettings Management Provider and reviewed on a termly basis.

##### Charges and Payments

Charges for lettings will be calculated in line with the agreed charging structure with the Lettings Management Provider. The Headteacher may, at their discretion, waive or vary charges where appropriate, for example for Diocese activities or parent/carer organisations raising funds for the school, provided this does not negatively impact the school's budget or operations.

##### Risk Assessments

Risk assessments may be required depending on the nature of the letting. Hirers must complete appropriate risk assessments for their activities and provide them on request. The Lettings Management Provider is responsible for requesting and reviewing hirer risk assessments. The Lettings Coordinator may undertake additional assessments where a letting could have a significant impact on the school, particularly where pupils remain on site.

##### Alcohol

Alcohol may only be brought onto the premises with prior written approval from the Headteacher. Where a licence for the sale of alcohol is required, it is the responsibility of the hirer to obtain and provide this in advance.

##### Timing of Lettings

Lettings will not normally extend beyond 10:00pm, or outside applicable planning restrictions, without the Headteacher's approval. Weekend lettings outside 8:00am–6:00pm (Saturday) and 9:00am–5:00pm (Sunday) require approval. Use of the site is subject to the school being able to provide appropriate secure opening and closing arrangements.

##### Safeguarding

Where activities involve children being left in the care of the hirer, the hirer must have appropriate safeguarding policies and procedures in place. The Lettings Management Provider will request evidence of safeguarding arrangements, including DBS checks where relevant. Failure to meet safeguarding requirements will result in termination of the hire agreement. Published guidance ['Keeping children safe in out-of-school settings'](#) details the safeguarding arrangements that our schools expect hirers to have in place.



Where safeguarding allegations arise in relation to activities on the school premises, the school will follow its safeguarding procedures, including referral to the Local Authority Designated Officer (LADO) where appropriate.

Any safeguarding concern or allegation relating to a person working with, supervising, or in contact with children on the school premises, including employees or volunteers of a hirer or Lettings Management Provider, will be managed in accordance with Part 4 of *Keeping Children Safe in Education*, including referral to the Local Authority Designated Officer (LADO) where the statutory threshold is met

The school retains overall responsibility for safeguarding on its premises at all times. Lettings arrangements do not transfer or diminish the school's statutory safeguarding duties.

### **Radicalisation and Extremism (Prevent Duty)**

The Prevent Duty for England and Wales (2015), under Section 26 of the Counter-Terrorism and Security Act 2015, places a duty on schools and other children's services to have due regard to the need to prevent individuals from being drawn into terrorism.

Extremism is defined as "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs". We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. As part of the risk assessment process for lettings, the school and/or the Lettings Management Provider may undertake appropriate due diligence checks for private hires and consider any risks specific to the school's profile, community and philosophy.