

Lettings Policy

Version: 3

Next review date: October 2024

Approved by: Board of Trustees Date 18/10/2023

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LETTINGS POLICY

ADOPTION

The Boards of Governors at SLT member academies have adopted the Lettings Policy set out below.

1. Purpose

The Trustees of Sussex Learning Trust (SLT) support and encourage the letting of the premises, facilities and grounds of each academy to individuals and groups who share SLT's values and aims and are happy to conform to SLT's equal opportunities and health, safety and security priorities.

The Governing Bodies seek to:

- Create additional educational, recreational and social opportunities for SLT students, their parents and other members of the community;
- Make the most efficient, cost effective use of the academy's facilities for the benefit of the whole community;
- Secure additional income for the benefit of students who attend SLT academies.

Priority for the use of the academies' premises and their facilities will whenever possible be given to SLT students engaged in educational activities.

Ensuring the quality and safety of any services offered by external organisations or individuals on academy premises.

2. Policy Guidelines

Appropriate Activities

The Headteacher has overall responsibility for all lettings at each academy. They will have delegated responsibility for deciding whether the proposed activity and the credentials of the potential user are appropriate with regard to: SLT's values and policies; the nature of our facilities; health and safety; any special characteristics of the people likely to use the facilities; insurance cover and the likely impact of the activity on each academy's neighbours. Where there is doubt about any of the above, the Headteacher will refer the application to the Operations and Commercial Director for determination.

Charges

The Headteacher and Operations and Commercial Director will produce an annual scale of charges and fixed fees informed by analysis of market factors and appropriate guidance from local sources and the aims underpinning the policy identified above. Charges will also reflect the additional costs of Users' requirements in respect of equipment such as floodlights and heating. This will be reported to Governors/Trustees on an annual basis. A damage retention charge may be made at the discretion of the Operations and Commercial Director and charges levied for late payment, poor

housekeeping, health and safety and security breaches. This refundable charge is to be paid in addition to and at the same time as the letting charge.

This scale of charges is subject to annual approval by the Local Governing Body. The Headteacher has discretion to reduce or waive charges in cases where the proposed activity will bring significant and demonstrable benefits to an academy or wider community. The mechanism for the setting, approval and review of charges will be the presentation of a report to the Governors/Trustees at a Local Governing Body committee meeting. For current charges please see Appendix 1.

Terms And Conditions Review

The Operations and Commercial Director. and his / her colleagues will prepare, review and update the Terms and Conditions according to which lettings will be agreed. The LGB for the Secondary Academy will approve these Terms and Conditions annually.

Administration And Financial Control

Operations staff are responsible for the operational administration of lettings. The Finance department will ensure that invoice and financial information is appropriately recorded on each academy's accounts system. Records of each letting will be retained for a period of two years. Organisations hiring the Trust's facilities will send confirmation of their own public liability insurance and safeguarding procedures.

Monitoring And Evaluation

The Operations and Commercial Director will report annually to the Governors/Trustees as part of the analysis and preparation of the annual Budget Strategy.

Staffing

Subject to the scope of the activity there may be a requirement for additional staff presence on site at certain times. All such activities will be priced accordingly.

Additional Requirements

All additional requirements such as lighting and heating will be priced accordingly.

Appendix 1: Safeguarding and Lettings

Where organisations that work with children let facilities from any of our academies, the Trust's requirement is that these organisations have suitable and sufficient safeguarding measures in place.

Safeguarding children and child protection apply to all children up to the age of 18 and safeguarding is the action taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing impairment of children's mental and physical health or development;
- ensuring children grow up with the provision of safe and effective care
- acting to enable all children and young people to have the best outcomes.

The objectives of any safeguarding policy and processes are to:

- support the child's/young person's development in ways that will foster security, confidence and independence;
- provide an environment in which children and young people feel safe, secure, valued, respected, feel confident;
- provide a systematic means of monitoring children/young people that are known or thought to be at risk of harm, and ensure each academy contributes to assessments of need
- and support packages for those children/young people;
- emphasise the need for good levels of communication
- have and regularly review, a structured procedure which will be followed by all employees and volunteers in cases of suspected abuse;
- develop and promote effective working relationships with other agencies

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering from, or likely to suffer, significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

The trust recognises that all adults, including staff and volunteers have a full and active part to play in protecting children from harm and that the child's welfare is our paramount concern and we expect our lettings customers to share this concern.

Furthermore, we require lettings customers to take a similar stance to the trust in echoing our approach that "It could happen here" and that employees and volunteers feel able to raise concerns either about a child at risk or a member of staff whose behaviour may present a risk to a child.

To verify this any academy may make reasonable requests to ascertain that:

- the organisation is aware of legislation and its resulting statutory obligations
- Have suitable Enhanced DBS checks in place
- Review the organisation's safeguarding policy and procedures
- The organisation is able to name local, regional or national safeguarding leads within their own organisation and to identify local LADO/West Sussex Integrated Front Door (IFD) contacts
- Verify the training in place for staff and volunteers
- Verify that staff and volunteers know the signs of neglect and abuse and know what to do if a child tells them they are being abused or neglected

All schools in the trust will distribute this statement via their hire agreements and undertake checks as directed by the Head/Trust Officers.