

Raglan Primary School and Nursery
Connect Schools Academy Trust



Lettings Agreement 2023-2024

Website version

Raglan Primary School and Nursery
Connect Schools Academy Trust

Proposed Club/Letting Name:

- I confirm that I have read, understood and will adhere to the Agreement Terms and Conditions of the Letting Agreement 2023-2024
- Appendix 1 - Application for use of Premises Out of Normal Hours (if applicable)
- Appendix 2 – Read information relating to Clubs / Activities For Students 4-16 (if applicable)
- Appendix 3 – Signed the Safeguarding Declaration reference Clubs 4- 16 (if applicable)
- Provide the School with a Risk Assessment
- Provide a copy of Public Liability Insurance
- Read the School Letting Policy available on the school website

Contact Name:	
Position:	
Email Address:	
Contact Number:	
Date:	

Raglan Primary School and Nursery
Raglan Road
Bromley
BR2 9NL
020 8460 6558
Admin@raglan.bromley.sch.uk

Summary of Changes

Date	Change
June 2023	Page 4 – Enquiries for the hire of school premises should be made with the Site Manager (changed from Office Manager). Page 6 – No nuts allowed on site.
September 2022	Policy reflects new Head Teacher and emergency contact details for Lettors (website version does not include staff contact information for the public to see)
September 2022	The school governors have agreed a letting fee increase in line with inflation and rising energy costs, see page 11. These fees will come into effect January 2023
September 2022	Page 8, highlighted the sentence - If the club takes place directly after school, the club will provide the office with a list of pupils attending the club with the child's registration class to enable easy distribution of the list to teachers. This list must be sent to the school office weekly in advance, and if there are any additions or changes to pupils.
September 2022	Please ask parents to inform you of their child's registration class to include on the list you provide to the school office.
September 2022	Removed the sentence - Parents will be asked to wait outside the designated exit point just outside the doors in the KS2 playground at the end of the session. Parents / carers need to understand that they will not be allowed to enter the building at the end of the session
September 2022	Replaced the above sentence with - Parents are asked to wait outside the designated exit point just outside the small blue gates on the KS2 playground (entrance via the gym gates on Jaffray Road, where the club leader will take the children and hand them over to the parents. This procedure is to ensure that the site is safe and prevent parents from wondering around as the KS2 playground is used by some clubs.
September 2022	Replaced the word caretaker with Site Manager

TERMS AND CONDITIONS OF LETTINGS

- Enquiries for the hire of the School Premises should be made with the Site Manager at Raglan Primary School. Applicants are advised to visit the School to ascertain the suitability of the premises for the purpose of hire. All applications must be made using the Lettings Agreement. The School reserves the right to refuse an application.
- The cost of hiring the premises will be reviewed annually by the Governing Body.
- All commercial users (a commercial user is regarded as a person/organisation which hires the premises and may make a personal financial gain or business profit from the letting or an organisation which has a separate legal status) **MUST** have their own insurance cover including public liability. The hirer must have insurance and a copy given to Raglan. It is the responsibility of the hirer to send renewed insurance policy documents to School.
- A Risk Assessment must be completed and a copy given to the school.
- The hirer takes all responsibility for the safety of all persons related to the club whilst on the school premises including the playground.
- The hirer must be over 18 years of age.
- The School reserves the right to cancel the hiring of premises, should the School require the premises for **educational or local government** purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give at least one week's notice of such a cancellation. If the notice is less than a week, hire charges will be refunded. The School shall not however, be under any liability for any loss incurred by the hirer.
- In the event that the room that you have let is unavailable we will offer you a suitable alternative.
- The School reserves the right of entry to the premises hired at all times as the School may deem necessary for the proper supervision of the premises.
- Permission to use the premises is personal to the hirer who may NOT therefore assign it or sub-let the use of the premises in any way.
- The School grounds will not be available to hirers who wish to stage any event using pyrotechnics and the construction of any object with the purpose to ignite such an object.
- The hirers shall undertake to see that the premises are used in an orderly way and for the purpose for which they are expressly hired.
- If the booking is for a weekend or after school hours, the hirer agrees that the accommodation rented (Studio, Hall etc) will be left secure (ie windows closed and doors locked).

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- The School does not accept any responsibility for the loss or damage to any goods, cars or personal effects belonging to the hirer or members of their organisation, association, clubs or to any other person present at the time of hiring.
- Health & Safety precautions must be observed at all times when using the premises.
- The person or persons hiring the premises for the use of entertainment for children or any entertainment, to which children will be admitted, shall accept full responsibility for all the arrangements made.
- The School cannot guarantee the presence of a qualified first aider. The group organiser using the School accommodation should ensure they risk assess their particular activity and determine their first aid needs, taking into account their client group. The Hirer is responsible for having their own first aid equipment.
- The hirer should ensure that a member of the group has been designated as First Aider and is competent enough for such a role and its requirements.
- All hiring is subject to the hirer or his/her authorised representative occupying and using the premises at the stated times.
- If the person responsible intends to have children in their club/activity, they must read and agree to uphold the conditions in Appendix 2 (Clubs/ Activities involving student 4-16 years).
- The School does not allow any form of gambling to take place on its premises and all fund raising events must be approved before the letting has been confirmed by the School.
- There will be NO SMOKING within School premises at all times.
- No intoxicants or alcoholic beverages are allowed on the premises without the authority of the Head Teacher and appropriate licences being obtained.
- All hirers are to ensure that the premises are kept in a clean and tidy state while hiring is in progress, and also to ensure that the premises are left in a similar condition after hiring has taken place including the toilet facilities. An admin fee for time spent clearing will be levied if the premises are not left in the condition in which it was found.
- The School does not permit overnight letting at any time.
- In case of long-term lettings, invoices will be issued monthly in advance. Payment is required within thirty days of the date of the invoice.
- On no account shall hirers offer a gratuity payment to the Site Manager on duty for the School. Donations to the School will be accepted through the normal channels, i.e. the School Office.
- Dates of hire to be agreed termly in advance. Once agreed, refunds will only be paid out or credits given if a session is cancelled by the hirer with at least one month's notice in writing. Otherwise, the hiring charges will have to be paid in full.

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- If the School needs to cancel or terminate the letting a minimum of half terms notice will be given. However, if the school is forced to close because of circumstances beyond our control or a force majeure, letting fees will be credited or refunded.
- All accommodation will have the use of toilet facilities. Please note that the facility may not be suitable for certain activities and age groups.
- The school will refuse to let the premise to an organisation which has unlawful/extremist or racist background or shows any form of discrimination.
- The School will not be responsible for the promotion and administration of any hirer's events or regular meetings.
- The School has the right to check and monitor that the terms and conditions are being adhered to.
- Hirer must ensure that no unauthorised persons have access to the building.
- The person responsible for each club/activity must phone the Site Manager if they are concerned that an intruder has entered the building.
- The police must also be called if an intruder has entered or is suspected of entering the building.
- The hirer should ensure that the Site Manager will not encounter verbal or physical abuse from the hirer or his/her staff and or a member of the public involved in the activity.
- Any damage to the property or contents arising out of the letting must be made good at the expense of the hirer to the satisfaction of the School. All damage and breakages to be reported as soon as possible.
- **Please note:** If there is a breach in the terms and conditions it could lead to the immediate termination of the hiring of the premises.
- Ad hoc lettings must be paid in advance of booking.
- Raglan is a nut free school. No nuts are allowed on site.

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APPENDIX 1

APPLICATION FOR USE OF EDUCATION PREMISES OUT OF NORMAL HOURS

Applicants for the use of education premises are requested to submit this form to the Site Manager of Raglan Primary School. If the request is granted, an authority for use of the premises will be issued together with an invoice for payment as appropriate.

Name of Body making application:

If Youth Organisation, are you registered with the Borough? YES/NO

Nature of Letting (*Meeting, Concert etc.*):

Number of persons to use the accommodation: _____

(Please state whether adults or children under 16)

Accommodation required: _____

(Please be specific – Gym, Studio, Hall)

No. of chairs required: _____ Is use of the piano required? YES/NO

No. of tables required: _____ Is use of the servery required YES/NO

Will intoxicating liquor be served? YES/NO Will there be music and dancing? YES/NO
(In no case to be sold on the premises)

Accommodation required on: (Attach separate schedule if necessary)

DAY	DATE	FROM (TIME) TO	

Name and Address of person responsible: Mr/Mrs/Miss

Address: _____

Daytime telephone no: _____

Does the hirer have public liability insurance? YES/NO (If yes please attach a copy of the schedule). It is the responsibility of the hirer to send renewed insurance policy documents to School along with Risk Assessment.

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I hereby make an application for the use of the accommodation and facilities stated above and upon application being granted, I undertake to pay in advance the charges in respect thereof and to accept and comply with the Terms & Conditions of Lettings, a copy of which I have received. I declare that I am over the age of 18. Signature of Applicant: _____ Date: _____

APPENDIX 2

CLUBS / ACTIVITIES INVOLVING STUDENTS 4 – 16 YEARS OLD

Once the club / activity is up and running it is essential that the club leaders should have:

- Weekly register of attendance and the necessary contact numbers of parents.
- Written health forms should be obtained pertaining to any illness/allergy.
- If the club takes place directly after school, the club will provide the office with a list of pupils attending the club with the child's registration class to enable easy distribution of the list. This list must be sent to the school office weekly in advance, and if there are any additions or changes to pupils. Please ask parents to inform you of their child's registration class.
- In the case of clubs that take place directly after school, club registration should take place **straight away** and the office alerted if a pupil fails to turn up for the club.
- Report and complete the appropriate forms in the event of an accident or any serious incidents.
- Understand that the person responsible for running the club cannot rely on the School staff for help or First Aid.
- Children are not allowed to walk home on their own, unless you have a written arrangement with the parent (Years 6 only).
- The care and supervision of the children in their care is paramount and their safety must come first.
- The persons responsible for running the club **MUST** not leave any children in his/her care unattended at any time.
- In the event that a child is not collected they need to have a procedure for alerting the parent using their contact list and not expect the School to intervene to provide numbers.
- There should be sufficient ratio of staff to handle an emergency eg. a child is lost or is poorly during a session.
- The person responsible for the club/activity must take the children from or to the access point at the beginning and end of the session and hand the children over to the 'named' person who has authorisation to collect them. If children attend the After School Club (Safari Club) they must be escorted to the Studio where the club is held and handed to a member of the After School Club.
- Parents are asked to wait outside the designated exit point just outside the small blue gates on the KS2 playground (entrance via the gym gates on Jaffray Road, where the club leader will take the children and hand them over to the parents. This procedure is to ensure that the site is

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safe and prevent parents from wondering around as the KS2 playground is used by some clubs.

- The hirer has reviewed its responsibilities under the Data Protection Act 2018 (incorporating GDPR) and has taken appropriate technical and organisational measures to secure data subjects' rights.
- The club leader must sign in and out using the Inventory sign in system.

Safeguarding Declaration to be signed by the applicant (Clubs 4-16)

- I have carried out all relevant checks (see below) of helpers/staff before they are permitted to be involved in the provision of our activity/service at the School;
- I will keep and maintain records of such checks;
- I will allow a person authorised by the School to inspect such records at any reasonable time; and
- I will provide the School with any DBS disclosable information (or the company has received information in accordance with the Police Act 1997) for consideration by the School. DBS will be recorded on the Inventory sign in system.

Relevant checks

The following checks are required to have been completed before any individual can be involved in activities at the School:

- verification of identity against an official document containing a photograph of the individual, such as a passport or photo card driving licence;
- verification of address against a utility bill from within the last three months;
- an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**)
- a check of the Children's Barred List*
- receipt of two satisfactory written references and confirmation that there are no concerns about the individual working with children;
- verification of their right to work in the United Kingdom;
- where a person has lived outside the United Kingdom, an overseas criminal records check or other appropriate check is required.

Signature of Applicant: _____

Date: _____

I _____ (name of individual)

Of _____ (name of company) confirm that the staff I employ to work in the above School for our club(s) have been subject to the checks outlined above.

Signed _____

Dated _____

RAGLAN PRIMARY SCHOOL
LETTING CHARGES

ROOM	SESSION	CHARGE
Lunch time- Garden Room/Class Room/ Studio/Gym/ Hall	Weekday Per Hour	£22 per hour
Gym, Studio Lower Hall Middle Hall	Clubs 3.30 to 4.30 Weekdays	£22 per hour
Gym, Studio Lower/Middle Hall	Weekday evening from 4.30 pm onwards	£27.50 per hour (minimum 2 hours)
Gym, Studio Lower/Middle Hall	Half Term - Weekday Per Hour from Morning until 4pm	£27.50 per hour (minimum 2 hours)
Gym, Studio Lower/Middle Hall	Saturday Morning up to 6.00p.m.	£33 per hour (minimum 2 hours)
Gym, Studio Lower/Middle Hall	Sunday Morning to 1.00p.m.	£33 per hour (minimum 2 hours)
Gym, Studio Lower/Middle Hall	Sunday Afternoon 1.00 – 6.00p.m	£49.50 per hour (minimum 2 hours)
Gym, Studio Lower/Middle Hall	Saturday evening from 6.00p.m.	£60 per hour (minimum 2 hours)
Gym, Studio Lower/Middle Hall	Sunday evening from 6.00p.m	£66 per hour (minimum 2 hours)
Halls/Rooms for Charitable clubs		Discretion of the Head Teacher

Note: Sessions have to be booked in hourly or half hourly slots.
The school retains the right to waive/reduce charges in exceptional cases.

EMERGENCY OPERATING PROCEDURES

Date issued.....

Persons in charge: Hirer:

 Raglan : Premises Manager – Emma Prescott, Head Teacher –
 Matt De Freitas

Emergency contact numbers: Hirer

Raglan: admin@raglan.bromley.sch.uk

The Gym capacity is 520 standing, 173 seated, Middle Hall- 315 standing, 105 seated, Lower hall -340 standing, 113 seated. The Studio dimensions are 10.2m Long and 6.7m Wide

The hall capacity or maximum permitted persons in a class **must not be exceeded.**

FIRST AID

The school cannot guarantee the presence of a qualified first aider. The group organiser using the school accommodation should ensure they risk assess their particular activity and determine their first aid needs, taking into account their client group.

The instructors of physical exercise activities should be qualified first aiders. They should ensure they have the means to communicate with the emergency services to obtain help if required.

Most emergencies can be resolved on the spot, however, in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, the following formal procedures must be followed:

ALWAYS ENSURE YOUR OWN SAFETY FIRST

Minor Injury e.g. small cut, graze, bumps, bruises

- Take appropriate first aid action if trained.
- Make provision for the injured person to rest or continue as appropriate

Major injury

- DO NOT move them unless to leave them could result in further injury
- Ring for an ambulance.
- Telephone the next of kin

In the case of children, the parent must be informed of any incident as soon as possible.

Record any accidents or injuries and ensure they are reported promptly to the school. The school will then follow the council's incident reporting procedures. In general, most legally reportable accidents will need to be reported to the HSE by the hirer. They will, however, have to be reported by the school if they result from a school work activity, or are due to the state of the premises.

CONTACTING THE EMERGENCY SERVICES

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the "control room" for these services may not be local, do not expect the operator to know where the school is.

Procedure:

- Keep calm, speak clearly
- Give your name – state the service(s) that you require
- Give full name, address (including postcode) and telephone number of the school

Raglan Primary School,
Raglan Rd,
Bromley
BR2 9NL 0208 460 6558

Nearest main road or other landmark – access via Jaffray Rd, off Southlands Rd

- Location, details and time of the accident/incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for the ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible

FIRE

The fire alarm is a loud continual sound, which is easily recognised.

On discovering a fire the fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the hirer to ensure that all staff (both paid and voluntary) involved understand the basic fire precaution arrangements and procedures:

- The location of fire alarm call points and how to use them
- The location of fire exits
- The location of fire assembly points
- The location of fire extinguishers and firefighting equipment
- The location of map
- The location of folder with all necessary details, which is located near the office
- The Fire Evacuation Plan

A fire assembly point should be allocated. If evacuation is necessary it is important to remember the following golden rules:

- Don't panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – people before property
- Assist visitors and people with disabilities on your way out if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point make sure that all participants and staff have been accounted for.
- Report any persons unaccounted for to the Fire Brigade
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and ensure it is reported promptly to the school (and RIDDOR if legally reportable).

Remember it is better to make 100 calls to the emergency services, than everyone assumes that someone else has, and eventually make none!

Any sounding of an alarm (including false alarms) should be reported to the school.

THEFT

All thefts should be recorded, whether from the school or an individual. In the case of an individual, take a record of the name, address and telephone number of the person whom the theft has occurred against. Thefts from the school should be reported to the school at the earliest opportunity. The school or person concerned should be asked if they wish the theft to be reported to the police. While reporting it to the police you should ask for a CAD (incident) number and make a note of the number for future reference.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed of the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will; the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive.

ASSAULT

Should an actual or alleged assault take place, the most senior person available on site should be informed or summoned.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury was sustained, first aid should be provided and if necessary the ambulance and police services should be called. Report promptly to the school.

DRUG/ALCOHOL ABUSE

All persons found to be under the influence of drugs and/or alcohol should be asked to leave the premises and if necessary escorted off the site by the most senior person available. It is important that no one places themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

LOST PERSON

It is not the responsibility of teachers or any members of the school staff

In the event of a child (4 -16 years) being lost the following procedure should be followed:

- The person who has responsibility for the club must make contact with the parent of the child
- The person responsible must alert the Site Manager.
- The person responsible can calmly seek the assistance of other parents.
- If the child is not found after 10 minutes, and the adults who were asked to help have returned to inform you that the child cannot be found, the police need to be informed.
- In an emergency call 999. PCSO – 0208 284 8847.