

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL
RUSKINGTON

LETTINGS POLICY

October 2023

Charges for the use of the school premises are usually set in accordance with Lincolnshire County Council's recommended standard charges. Although the standard charges are only recommended for application to specified users, it is the policy of the Governing Body to apply the same scale of charges to other users to foster links with the local community. The charges for lettings during the period of academic year 2023/2024 remain unchanged to maintain good links with the local community.

The standard charge for the use of educational premises comprises of two elements:

1. A fixed amount reflecting the caretaker's extra duty payment.
2. A variable amount per room to cover the other costs associated with the hire.

Most lettings at the school take place on weekdays between 6.00 pm and 10.00 pm approximately. The charges for lettings were originally set as follows: -

	1 hour	2 hours	3 hours	4 hours
Typical	£17.85	£20.00	£22.15	£24.30
Large	£19.85	£24.00	£28.15	£32.30
Sports	£23.65	£31.60	£39.55	£47.50

Exemptions for letting charges are made as follows:

Friends of Winchelsea School

As the FOWS are involved in raising funds to provide supplies and services to the school it is the policy not to charge the variable amount per room to cover other costs associated with the hire for meetings or functions. The fixed amount of the letting fee will only be charged if a payment is required to cover the caretaker's extra duty payment.

Garden Rangers of Winchelsea School

As the G.R.O.W.S are involved in raising funds to provide supplies and services to the school also, it is the policy not to charge the variable amount per room to cover other costs associated with the hire for meetings or functions. The fixed amount of the letting fee will only be charged if a payment is required to cover the caretaker's extra duty payment.

Peripatetic Services & Private Tuition

All peripatetic music services are provided a room free of charge to broaden the learning horizon for the children who take up this provision. Charges made by all the peripatetic teachers and staff providing private tuition are dealt with under a private agreement with the individual parents.

The following sets out the roles and responsibilities for all involved in private tuition.

The school will:

- Ensure that the following paperwork is obtained, checked and recorded on the school's central record: -
 1. DBS certification.
 2. Public liability insurance; and check that
 3. Declaration of Interest forms have been completed by individual members of staff working at the school.

The private tutor will:

- Ensure that all requested paperwork has been produced for the school to check prior to lessons starting.
- Maintain good communications with the school and parents.
- Keep records of all payments received for tuition to resolve any disputes of payment by the parent should the matter arise.

Parents will be able to speak in confidence with the private tutor and/or the school about any concerns regarding safeguarding. Financial concerns are to be dealt with by the tutor and parent independently from the school as this arrangement is private.

Following updates from Lincolnshire County Council additional guidance at Annex A should also be followed before a letting is agreed. In addition to Annex A guidance, a copy of a Public Liability Insurance certificate needs to be recorded on the Single Central Record along with the DBS information.

Please note that the school's Fire Prevention Policy needs to be read in conjunction with this policy – paying notice of Part 7: Lettings and Part 8: Fire procedures.

This policy will be reviewed following updated information from LCC or yearly.

Signed: _____ Dated: _____
Chair of Governors

As of 1st September 2023	AM	During the day- AM	Lunch time	During the day – PM	Evening
Monday			Piano		
Tuesday			Piano		
Wednesday			Piano		
Thursday		Ukulele & guitar			
Friday	Cello		Piano		
Saturday					
Sunday					

ANNEX A

Guidance to manage safeguarding when working with self-employed people hiring school premises to provide regulated activity to children.

This guidance comes as a lessons learned summary following the conclusion of the case of a badminton coach as reported in the media, who sexually abused boys over several years, while working as a coach and renting premises from various schools. One of the main concerns was that the coach was able to continue to rent premises from schools, while under active police investigation, following his original arrest in 2016. The issue arose because following his release under investigation, the police/LADO could contact only the schools that he disclosed to be working with, and there was no other means to learn if he was not truthful in his answer.

It is recognised that when a self-employed person rents school premises to provide regulated activity to children, the risk potentially is increased because parents/carers extend their trust in the school to the person/coach who is using the school premises. The parents/carers do not know the different safeguarding responsibilities depending on whether the respective person is an employee or simply renting the premises.

The proposal is for each school to consider and adopt as a matter of good practice and build into their policy for lending their premises to a self-employed person with the intention to provide a regulated activity to children. This is not requirement by law; only measures that we have found may support each school in their duty to safeguard the children on their premises.

1. DBS with online update service to be applied on behalf of the self-employed person with the person's consent.

Schools can legally apply for an enhanced DBS check for a self-employed person (such as sports coach) who is not their employee as they require this to permit the individual to be involved with the school. This provides a vital safeguarding tool to help ensure they keep children safe and they have an interest, as this activity will take place in their setting. In these circumstances, schools should always require an enhanced DBS check with a check of the Children's Barred List.

Whilst the school will appear as the 'Employer' on the DBS Certificate, this does not require the individual to be working under a contract of employment. If the school requires the check to ascertain the suitability of the individual, to permit the self-employed person to be involved with the school / to rent a space to provide regulated activity to children then a DBS check can be requested. A self-employed person cannot request their own enhanced check so often need a school or other setting to request these checks for them.

2. The DBS Update service to be used every 3-6 months, to ensure that new information is not missed over a significant amount of time.

3. At the point of agreeing to lease premises, it is good practice **to check whether the self-employed person is registered with a regulatory body – and contact the regulatory body to ascertain whether they have any information of concern about the respective person.**

It is hoped that the regulatory bodies will keep on their record that a school rang about hiring their premises, so that if the police contact the LADO following an arrest, the regulatory body may be able to help the LADO to contact the associated schools they may be aware of. (This record keeping matter is still work in progress with each regulatory body).

4. At the point of agreeing to lease premises, the self-employed person could be asked to provide the name of a school (or schools) they have already been working with, for the purposes of reference. As one would act under safe recruitment, **the school then to contact the referenced school to check whether there has been any concern raised about the person. This information then to be kept on file and shared with the LADO if contacted.**

It is recognised that even with the above measure applied, it is not a failsafe situation; however, we need to do our utmost to reduce the risk as much as possible. If you have any proposals to further improve the guidance, you are welcome to contact either the LCC schools' safeguarding team, or feed-back to Lincolnshire LADO.