

## Shireland Collegiate Academy Trust Policy

# Lettings Policy

<b>Committee and Date Approved</b>	Trust Board – Autumn 2025
<b>Category</b>	Statutory - DfE
<b>Next Full Review Date</b>	Annually unless change in legislation – Autumn 2026
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	CEO

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

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## Record of Amendments & Notable Changes to Legislation

[illegible]

## Introduction

Shireland Collegiate Academy Trust (S-CAT) is a multi-academy sponsor responsible for a network of primary and secondary schools across the West Midlands.

The Shireland Collegiate Academy Trust's Trustees have direct responsibility for the use of all Academy premises; subject to the conditions of the Funding Agreement dated September 2007 stating; "the premises should be made available wherever possible to provide for the wider educational and recreational needs of children, young people and adults".

By virtue of this direction, Trustees must have regard to the desirability of the premises being made available for community use outside Academy hours.

This policy and guidance is also relevant for any trading subsidiary of the Shireland Collegiate Academy Trust. Therefore, as a trading subsidiary, Shireland Learning Limited will adhere and comply with these regulations in full.

The Trustees have delegated responsibility to the Resources Committee of the Shireland Collegiate Academy Trust to decide and set the Lettings Policy for the Trust. Charges for each individual site will be set centrally in conjunction with the Principal of the school and shared with appropriate stakeholders including the Academy SPC.

This policy will be reviewed annually or if there are changes.

## Terms

**'Booking'** refers to a confirmed booking between the Hirer and the Venue, of which this Hire Agreement forms part of and which the booking is subject to.

**'Booking Form'** refers to the booking process the Hirer goes through on the SchoolHire platform which culminates in a booking request being made by the Hirer to the Venue.

**'Hirer'** refers to the group/person who makes the booking on the SchoolHire platform.

**'Hire Period'** refers only to those days, dates and times confirmed in the booking.

**'Premises'** refers to the part or parts of the Venue hired, as per the booking on the SchoolHire platform.

**'Venue'** means the Academy where the booking will take place.

## Application Process for the Hire of Academy Premises

All bookings must be made through School Hire: [Facility hire in the UK - SchoolHire](#)

Hirers must ensure:

- **The Lettings Policy is read and acknowledged.**
- **A booking is completed in full on our SchoolHire site with the declaration signed**
- **Payment is made up front and receipted prior to the letting taking place (a payment plan can be setup through the system)**
- **A copy of the Terms & Conditions is read and accepted**
- **The general Risk Assessments for the hired facilities is read and acknowledged**

Please note, the individual completing the declaration and signing the form will be seen by the Trust as having the legal rights to enter into a contract and as such when the application form is received will become a binding contract, on acceptance by the Academy.

Please do not assume a booking is accepted until you have an e-mail confirmation from the Academy through School Hire. We aim to respond within 5 working days.

If you are making additional applications for different facilities, a separate booking is required.

Concessions will be deducted as and where applicable.

## S-CAT Responsibilities

- a) Ensuring all required rooms are available, along with all necessary equipment and furniture on the agreed date(s)
- b) Ensuring staff are available for the duration of the letting and the site is opened and closed.
- c) Ensuring staff have emergency contact details and fully understand the emergency plan processes.
- d) Ensuring Health and Safety of staff/visitors/site is maintained at all times
- e) Ensuring the security of the site at all times and if necessary arrange security guards
- f) A generic risk assessment for the facilities are available and must be acknowledged as read on SchoolHire.
- g) To ensure that activities or rentals involving individuals under 18 or vulnerable adults are safe, the Hirer must have appropriate safeguarding policies and procedures in place. Bookings will not be accepted without this documentation.

As part of our Safeguarding Responsibilities, we require every organisation that supplies a service working with children in our premises to confirm that any staff or volunteers supplied have been recruited with thorough pre-employment checks.

These should include the following:

- Two satisfactory references one of which must be from their last employer
- An ID and Asylum and Immigration check
- Professional Qualifications
- Enhanced DBS check showing that for regulated activity they are not barred from working with children and have no other adverse relevant convictions, cautions or warnings.

Please let us have your written confirmation on your company/organisation letter head and signed by an authorised signatory to these requirements. Please also provide a list of the names of any staff/volunteers who may provide this service with the disclosure number and date for each.

## Hirer Responsibilities

- a) Ensuring compliance with conditions of hire outlined in Appendix A.
- b) Ensuring room is appropriate for need.
- c) Ensuring that a Designated Safeguarding Lead is identified, along with their contact details. Confirming that a safeguarding policy and procedures are in place, detailing the steps to be taken in the event of an urgent safeguarding concern involving a young person or vulnerable adult.
- d) Ensuring if the activity involves teaching/coaching all relevant insurance, DBS checks and coaching certificates are in place
- e) To report any incidents or damage to the staff on duty as soon as possible.
- f) To understand the emergency procedures and the evacuation plan and ensure all attendees are fully aware
- g) Comply at all times with the Health and Safety requirements of the Academy
- h) Where necessary maintain a register of attendees
- i) Ensuring appropriate arrangements are in place to welcome all attendees as an integral, rather than as a stand-alone system.
- j) The hirer is responsible for ensuring that all participants in their booking have vacated the premises prior to the leader's departure.

## Payment Procedures

Payment **must** be made in full before the facility can be hired. Where the booking is for more than one occasion, payment must be made in advance of each occasion Payment can only be made through School Hire.

## Charging – Value Added Tax

It is imperative that VAT is accounted for properly. Failure to do so could result in the Academy incurring financial penalties or even an individual if deliberate.

VAT will be charged on all bookings except where there is an exemption. These are currently:

**Classrooms and halls**, even if they include incidental items for which a charge is not identified, i.e. tea coffee. The exception to this rule, is if the room is specifically designed, adapted or contains specialist equipment, such as the dance studio, then VAT needs to be applied at the standard rate.

**Sport and Physical Recreation Facilities**, where

- There are ten or more bookings for the same activity
- The interval between each booking is more than one day, but less than fourteen days.
- It is booked in writing and paid for in advance.
- The hirer has exclusive use of the area
- The booking is for more than 24 hours

If the above are met, the letting is exempt.

**The Academy's VAT Registration Number is 922145354**

## Appendix A - Conditions of Hiring of Academy Premises

### 1 Fees

- 1.1 The Hirer agrees to pay to the Venue the fee stated in the Booking Form.
- 1.2 All charges are required to be paid at the time of booking.
- 1.3 The fee may be varied by the Venue at any time. The Venue will give 28 days' notice in writing of a variation to the fee. If the Hirer does not wish to accept the fee variation, then it may give 28 days' notice in writing (before the Venue notice runs out) to end the Hire Agreement and in the intervening period the then current fee will continue to apply.
- 1.4 The Hirer shall be liable for and must make arrangements for the payment of, any tax or royalties chargeable in respect of the purposes for which the Premises hired are used by the Hirer

### 2 Use

- 2.1 The Hirer shall not use the Premises for any purpose other than as specified in the Booking Form.

- 2.2 The number of persons using the Premises hired shall not exceed the number authorised by the Venue in writing.
- 2.3 Unless otherwise agreed with the venue, the hirer must ensure that all members of the group are offsite within 10 minutes of the end time of the booking.
- 2.4 The booked timeslot specifies both the start and end time of your reservation. Hirers are permitted to access the facility up to 10 minutes before their scheduled timeslot for setup, and must vacate and pack up within 10 minutes after the booking ends. Accessing the facilities outside these designated times is not permitted. This policy ensures fairness for all users. Any additional time used beyond the reserved period will be charged at the standard hourly rate for the facility.
- 2.5 The Hirer shall not cause or permit any animals to be brought into or onto the Premises except with the specific prior consent in writing of the Venue and subject to such conditions as may be required.
- 2.6 It will be the responsibility of the Hirer to check whether the Venue's copyright and other licences are sufficient to cover the proposed activity and to apply for and obtain any additional licences which may be necessary.
- 2.7 The consumption or possession of alcohol is strictly prohibited on the premises during hire.

### **3 Safeguarding and Child Protection**

- 3.1 If the activity includes participation or officiating by anyone under the age of 18, including activities where spectators are under the age of 18, then the Hirer specifically undertakes to ensure that all of its staff and volunteers, providing or offering a service on behalf of the Hirer, are subject to a valid enhanced disclosure check. This must be undertaken through the Disclosure and Barring Service including a check against the adults' barred list or the children's barred list, as appropriate.
- 3.2 All Hirer staff and volunteers have undertaken appropriate safeguarding training.
- 3.3 Provide written confirmation (letter of assurance) on company/organisation letterhead and signed by an authorised signatory to these requirements. Please also provide a list of the names of any staff/volunteers who may provide this service with the disclosure number and date for each to the Venue management through SchoolHire booking questions prior to the first booking taking place.
- 3.4 The Hirer is required to have appropriate safeguarding policies and procedures, which must include a designated Safeguarding Lead (with contact details) who has undertaken appropriate training and a clear process for handling disclosures made by a young person or vulnerable adult, outlining the steps to be taken in case of an emergency.
- 3.5 Hirers must have and must provide copies of first aid training, public liability insurance and any other insurance that the Venue reasonably considers necessary.
- 3.6 CCTV is in operation 24/7 across all of our schools, our CCTV policy can be found here; [Trust Policies – Shireland Trust \(shirelandcat.org.uk\)](https://www.shirelandcat.org.uk/Trust-Policies)



- 3.7 In the event of an allegation is received regarding a child protection incident, the Academy DSL will be informed, and standard Child Protection procedures will be followed, and the Local Authority Designated Officer (LADO) will be notified.

#### Guidance Documents

- [Out-of-school settings: safeguarding guidance for providers - GOV.UK](#)
- [After-school clubs, community activities, and tuition – Safeguarding guidance for providers](#)
- [Keeping children safe during clubs, tuition and activities – Summary leaflet](#)
- [Safer settings for children - Posters](#)

## 4 Health and Safety

- 4.1 For the duration of the period of hire the Hirer must ensure the following:

- Normal emergency procedures are followed.
- A first aid kit is provided.
- No equipment on the Premises is used without prior written consent from the Venue.
- Familiarity with emergency equipment, such as fire extinguishers, alarms, mobile telephone and first aid facilities.
- An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration must be given to the needs of disabled participants. Evacuation practice must be undertaken on a half-termly basis.
- Facilities and equipment (if made available) are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the Hirer and/or their clients, the Venue or the equipment.
- Alcohol is not consumed or sold on the Premises.
- All of our sites are smoke- and vape-free in accordance with our policy. Our venues are equipped with advanced technology to detect smoking and vaping. Any violation of this policy will result in the immediate termination of your booking, the cancellation of all future bookings at our venues, and a permanent ban on future reservations.
- Emergency exits, fire extinguishers, alarm points are not obstructed.
- Adequate walkways are available to allow free and easy access and egress.
- No gas cylinders or canisters are used inside the Premises.
- Combustible materials are not placed adjacent to heat sources.
- Equipment is used for the purpose for which it was designed.
- Any electrical equipment brought on site must PAT tested and comply with the British standards then applicable.
- Flammable or hazardous substances are not to be used.
- No open fires, candles or unauthorised electrical equipment will be used on the Premises.
- Noise levels must be contained to a reasonable level at all times.
- Furniture, instruments or equipment belonging to the Hirer may only be left or stored on the Premises if this has been agreed with the Venue in advance and can be stored safely.

- The Premises must be vacated on time at the end of the Hire Period and left in a clean and tidy condition.
- 4.2 The hirer is responsible for the behaviour of all participants involved in the session. Any antisocial, threatening or violent behaviour by participants may result in the booking being cancelled with immediate effect at the discretion of the centre management.

## **5 Insurance, Liability and Indemnity**

- 5.1 For political, commercial, or business hirers, the Venue requires the hirer to take out its own Public Liability insurance to cover any activities which are physically demanding or at a higher risk of possible injury. Copies of such insurance documents must be provided to the Venue via SchoolHire. In the event of a loss or damage involving these groups, claims should be made against their own policies.
- 5.2 If the Hirer does not obtain or is unable to provide their own insurance, a refundable deposit of £100 will be required. This deposit will be returned following a satisfactory inspection of the facility.
- 5.3 The Hirer agrees and undertakes to indemnify the Venue and keep the Venue indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from this Hire Agreement.
- 5.4 The Venue gives no warranty that the Premises possesses the necessary consents for the use specified in the Booking Form.
- 5.5 The Venue gives no warranty that the Premises are physically fit for the use specified in the Booking Form.
- 5.6 The Venue is not liable for:
- 5.7 The death of, or injury to the Hirer, its employees, customers or invitees to the Premises.
- 5.8 Damage to any property of the Hirer or that of the Hirer's employees, customers or other invitees to the Premises.
- 5.9 Any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Hirer or the Hirer's employees, customers or other invitees to the Premises.
- 5.10 Nothing in this clause shall limit or exclude the Venue's liability for:
- 5.11 Death or personal injury or damage to the Premises caused by negligence on the part of the Venue or its employees or agents.
- 5.12 Any matter in respect of which it would be unlawful for the Venue to exclude or restrict liability.

## **6 Damage to Property**

- 6.1 The Hirer undertakes either to make good or to reimburse the Venue for the cost of making good (as the Venue directs) any damage to the Premises caused by the Hirer, their staff, visitors or clients and the Hirer indemnifies the Venue for all damage and loss suffered as a result of the hiring.

- 6.2 If the Premises hired are left in a state which requires additional cleaning above that normally expected, then the Hirer will be subject to additional charge.

## **7 Security**

- 7.1 The Venue agrees to make arrangements for the Premises to be opened and locked after each Hire Period and the Hirer agrees to notify the Venue or their authorised representative where any session is to start late or end early.

## **8 Temporary Unavailability of Premises by the Venue**

- 8.1 The Venue may give as much notice as possible to the Hirer that the Premises are temporarily unavailable in the following instances:
- 8.2 Where the Venue requires use of the facilities for other activities e.g. Exams
- 8.3 Where the Premises are closed for any reason.
- 8.4 Where the Premises are in the Venue's opinion unsafe to be used by the Hirer.
- 8.5 Where there are emergency circumstances which require the use by the Venue of the Premises.
- 8.6 in consequence or any outbreak or prevalence of infectious disease.
- 8.7 for any other cause outside its control.

## **9 Access and Car Parking**

- 9.1 Parking is available onsite in the relevant car park.
- 9.2 Access to car parking spaces cannot be guaranteed and will be available on a first come, first served basis.
- 9.3 Hirers must only park in the marked bays.
- 9.4 Charges may apply and will be agreed at the time of hire.

## **10 Nuisance**

- 10.1 The Hirer must not (and must ensure that any person entering the Premises during the Hire Period does not) cause any nuisance or disturbance to the Venue or neighbours.

## **11 Additions and Alterations**

- 11.1 The Hirer will make no alterations or additions to the Premises.
- 11.2 The Hirer shall not treat or apply any substance whatsoever to the floor or any part of the floor of the Premises.

## **12 Assignment and Sub-hiring**

- 12.1 This Hire Agreement is personal to the Hirer and the Hirer must not assign or sub-hire the whole or any part of the Premises or allow any third party to occupy them.

### **13 Change of Contact Person**

- 13.1 The Hirer agrees to notify the Venue in advance if the contact person is to change and to provide the name and contact details of the new hirer.

### **14 Termination**

- 14.1 The Venue reserves the right to cancel a Booking at any time without notice and without assigning any reason but would endeavor to give as much notice as possible.
- 14.2 In such circumstances, the Venue will accept no liability for loss incurred as a result of the cancellation, but undertakes to refund any payment made, or re-arrange the Booking.
- 14.3 In the event of the Hirer wishing to cancel a one-off Booking, then a minimum of 7 days' notice must be given. If less than 7 days' notice, the Venue reserves the right to keep up to 50% of the cost of the Booking or 100% if less than 24 hours' notice is given.
- 14.4 In the event of the hirer wishing to cancel a block-booking (being a Booking with 10+ sessions), then the same terms apply, however if more than 3 cancellations of sessions within a block-booking are made within any 3-month period, the Venue reserves the right to refuse any further changes to the Hirer's Booking(s), actioning no further refunds for cancelled sessions.

### **15 Notices**

- 15.1 Any notices given under this Hire Agreement shall be made via the SchoolHire platform, this will include where applicable short notice closures due to inclement weather.

### **16 3G Pitches**

- 16.1 All users of the pitch, including coaches, must follow the correct Boot Guidelines. These rules will be enforced by our lettings team on the evening. Anyone not wearing appropriate footwear will not be permitted on the 3G pitch. Suitable footwear and clothing must be worn at all times.
- 3G Pitch: Only moulded stud boots, plastic studs, screw in (less than 15mm) boots are allowed. Blades, boots with metal studs, Astro Turf trainers, Trainers or flat-soled shoes are not permitted.
  - Sports Hall: Only indoor sports shoes are allowed.
- Our team may inspect footwear prior to use. Anyone found wearing inappropriate footwear will be refused access to the facilities, and any applicable fees will still be charged.
- 16.2 Goals on the 3G pitch are not moved by users, unless agreed with the lettings management.
- 16.3 Chewing Gum is banned on 3G pitches.

- 16.4 All users are required to use the designated litter bins for the disposal of any rubbish.
- 16.5 Spectators, parents or visitors are not permitted on the 3G Pitch. Anyone not participating without the correct footwear are to be outside the fenced area.

## 17 Discounts

- 17.1 The following discount's structure is in place;

<b>Title</b>	<b>Description</b>	<b>Discount %</b>
10+ Block Booking Discount	On all bookings of 10 or more	10%
Staff Discount	Only open to staff with Shireland email addresses.	20%
Staff Discount Block Booking Discount	Only available for Staff with Shireland email addresses on block bookings of 10 or more.	25% (In total)
Charities / Faith Groups Discounts	Only open to registered charities and faith groups	10%
Charities / Faith Groups Block Booking Discount	Only open to registered charities and faith groups on block bookings of 10 or more.	20% (In total)

## 18 Other

- 18.1 The Venue may vary the Terms and Conditions of this Hire Agreement by giving the Hirer 28 days' notice in writing of the variation. If the Hirer does not wish to accept the variation then it may give 28 days' notice in writing (before the Venue notice runs out) to end the Hire Agreement and in the intervening period the then current terms will continue to apply.
- 18.2 The venue will have clearly displayed protocol for emergency contact and procedures. It is the hirer's responsibility to ensure they read and understood this process.
- 18.3 The Hirer must comply with any regulations and rules that the Venue makes and notifies to the Hirer from time to time governing the Hirer's use of the Premises.
- 18.4 No illegal, indecent or immoral activity is permitted and no betting, gambling or gaming is permitted on the Premises.
- 18.5 The licence granted under this Hire Agreement is not intended to and will not create the relationship of landlord and tenant. The Venue retains control, possession and management of the Premises and the Hirer has no right to exclude the Venue from the Premises.
- 18.6 A person who is not a party to this Hire Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Hire Agreement.
- 18.7 The Hirer shall ensure that caterers, contractors and others supplying or serving refreshments, or providing decorations etc. comply with all current legislation relating to food hygiene, health, welfare and safety matters and remove from the school premises all their articles and property by midnight on the day of hire if the

school is to be used next day, or in any other case by noon on the day following the day of hire, and shall observe and carry out any instructions which may be given to him/her in this connection.

- 18.8 The Hirer is responsible for the behaviour of all participants and spectators attending the facilities for their session. Any disruptive behaviour that could be caused to the College, local businesses or residents will not be tolerated and may result in your booking being cancelled.
- 18.9 Freedom of Information. We are a public authority for the purposes of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (together the "FOI Legislation") and may receive requests to disclose information relating to the Event. If we receive a request under the FOI
- 18.10 Legislation to disclose any information which may be confidential to you, we will notify and consult with you.
- 18.11 Data Protection. You must (and must ensure that all relevant Attendees) comply with applicable data protection law (including the Data Protection Act 2018 and General Data Protection Regulation) in relation to any personal data processed or provided by you in connection with the hire. We will likewise comply with applicable law in relation to personal data processed by us. Any information you give us will be stored via the SchoolHire. We will not pass any such personal data to any other persons except with your consent or where otherwise permitted by law. Both S-CAT and Schoolhire have appropriate data protection policies in place which can be found at the appropriate websites.

**Duty staff are expressly instructed by the Academy to ensure that hirers observe the regulations set out above at all times.**

## Appendix B - Hirer Questions

Question	Options (required)
Please describe the nature and purpose of the letting?	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
Please upload a copy of your up to date Public Liability insurance.	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
Will your booking involve under 18s or vulnerable adults?	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
State the name and contact details of the designated safeguarding lead.	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
Please confirm and upload a copy of your safeguarding policy.	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
Please confirm that all staff / volunteers have undergone appropriate DBS checks and provide a letter of assurance.  Letter of assurance must include names, (DBS) disclosure number and date on certificate	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
Please confirm that you have procedures in place to report and refer safeguarding concerns, including any disclosure that are made by young people.	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
Please confirm you have assessed the activity risks and send us a copy of your Risk Assessment for use of these facilities	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
What is your anticipated number of attendees to the booking?	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
All of our sites are smoke- and vape-free in accordance with our policy. Our venues are equipped with advanced technology to detect smoking and vaping. Any violation of this policy will result in the immediate termination of your booking, the cancellation of all future bookings at our venues, and a permanent ban on future reservations.	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
Please confirm that you have a trained first aider with first aid kit and provide first aid certificate.	Allow users to select answer from Yes/No/Not applicable options Allow users to select answer from Yes/No options Allow users to upload documents Allow users to leave additional comments Allow users to select from dropdown list
To claim the charity / faith group discount, please provide us with your registration number.	Allow users to leave additional comments



## Appendix C - Letter of Assurance Example / Template

### Provided on Company / Organisation letter headed paper

#### **Letter of Reassurance / Safer Recruitment in Education**

This letter is to confirm that [COMPANY NAME] completes the following checks on all its staff, records the outcome of the checks and will inform the facility if there are any concerns with those checks.

Additionally, this letter also confirms that [COMPANY NAME] fully complies with DFE Guidance, 'Keeping Children Safe in Education, and recommended practices and that as a result all of our employees working with or amongst your learners are subject to rigorous personal checks including:

- An enhanced DBS certificate result which includes clearance to work in an educational environment Barred List, Prohibition, Section 128 and EEA sanctions.
- Satisfactory Certificate(s) of Good Conduct (overseas) received where applicable Immigration and eligibility to work in the UK checks
- Two good references relating to previous employment / training
- Three verifications of identity including Identity check and proof of address

Additionally, the company holds CHAS Accreditation and has a Safeguarding Policy that is contained within our risk assessment portfolio already supplied. All employees carry their DBS at all times along with photo id.

Upon commencing a placement, such personnel are required to bring photographic identification and a copy of their enhanced DBS certificate as evidence for the Single Central Register held by the placement organisation.

If you have any additional queries, please do not hesitate to contact me.

We follow the guidance that if we are registered on the Data Barring Service we will then conduct DBS's within 5 years or sooner.

Yours sincerely,

Kind regards,



## **KEY LEADER & COMPANY DIRECTOR**

Lead:

Contact Number:

Email Address:

Deputy:

Contact Number:

Email Address:

In the event of emergency the Key Leader(s) will be the main point of contact and will be responsible for cascading communication to the below team members.

### **[COMPANY NAME] TEAM LIST**

[COMPANY NAME] subscribe to the government Data Barring Service Ongoing Register which can be checked at any time and is fully up to date. [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

We follow the guidance that if we are registered on the Data Barring Service we will then conduct DBS's checks within 5 years or sooner.

Team Member Name	Date of birth	Date Issued	Enhanced DBS Number

I can confirm that as Team Lead, I will be responsible for ensuring all our regulated employees supplied have completed the following checks (\* ISA Barred List Check, \* DBS Disclosure Check, \* Disqualification Declaration Form\* Satisfactory references and interviews) prior to work commencing. I can confirm that all disclosures show no concern for suitability to work within a school environment.

Team Lead Signature

Position in Company:

Date of approval:

## Appendix 2 – Lettings Administration Checklist

This checklist forms part of S-CAT “due diligence” when an external organisation or individual requests to hire academics premises.

Check / Requirement	Y / N	Signed off by
Insurance - Public liability, employer's liability, professional indemnity (if applicable)		
Safeguarding / child protection policy - Up to date, includes <ul style="list-style-type: none"> <li>• Named DSL and contact details</li> <li>• reporting procedures</li> <li>• How the provider will handle allegations or concerns about staff, escalation lines, reporting to LADO etc.</li> <li>• Clear steps for reporting and referring safeguarding concerns, including disclosures made by young people or vulnerable adults.</li> </ul>		
Designated Safeguarding Lead (DSL) / contact - Who in the booking organisation is responsible, contact details		
Training & refresher / safeguarding awareness - Evidence that staff have undergone safeguarding training (and regular updates)		
Staff / volunteers suitability checks - DBS checks, identity verification, references, right to work, checks for those who have worked abroad <ul style="list-style-type: none"> <li>• Letter of assurance provided with their DBS disclosure numbers, and date on company/organisation letterhead, signed by an authorised signatory.</li> </ul>		
Code of Conduct / staff behaviour policy - Clear expectations, boundaries, whistleblowing, use of mobile phones / photography		
risk assessment - risk assessment of your premises in relation to the proposed activity, identifying hazards and mitigating measures  each planned activity (especially higher risk ones) identify and mitigate risks		