



**MOUNT
KELLY**

Boarding and Day School
Boys and Girls, Aged 4-18

Lettings Policy

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Owner	Commercial Manager

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1. Introduction

The Mount Kelly Foundation is committed to safeguarding and promoting the welfare of children, young people, young adults and vulnerable adults. This commitment extends to individuals who are not a part of Mount Kelly but who use the facilities of the Foundation as individuals or as part of a larger group.

This policy sets out how external users of the Foundation facilities and site are managed in order to fulfil this commitment.

2. Scope

This policy applies to regulated activity as defined by the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, and associated Disclosure and Barring Service (DBS) guidance. Regulated activity covers anyone working, either paid or unpaid, with children or adults at risk.

Schools are 'specified places' for regulated activity except at such times when the school's premises and facilities are not in general use by its students – defined in this policy as school holidays and exeat weekends.

Under Section 26 of the Counter-Terrorism and Security Act 2015, we have a responsibility to prevent people from being drawn into terrorism. The Foundation will have due regard to the current Prevent Duty Guidance issued under the Counter-Terrorism and Security Act 2015 when considering applications for use of the premises.

Therefore, this policy is relevant to all staff, governors and volunteers working formally in the school and also to those who let and/or use the school's premises and facilities for regulated activity (or at such times when other regulated activity is happening on site).

3. Aims

The aims of this policy are to safeguard and promote the welfare of children and vulnerable adults who use the school's premises and facilities; and to ensure that other organisations who let and/or use the school's premises and facilities fulfil their obligations to safeguard and promote the welfare of children, as appropriate.

4. Responsibilities

Overall control and administration of the use of the school premises by external groups and individuals is managed on behalf of the Mount Kelly Foundation Governors by Mount Kelly Enterprises Ltd (MKEL).

MKEL should ensure that any other organisation providing activities or services on the school site have appropriate safeguarding and child protection policies and procedures in place. Where a third party is responsible for running services on the school site, there should be clear lines of accountability and written agreements setting out the responsibility for carrying out recruitment, safeguarding and vetting checks on staff and volunteers in accordance with Keeping Children Safe in Education (KCSIE) and any other applicable safeguarding legislation and statutory guidance.

It is the responsibility of the Commercial Manager, in conjunction as necessary with the Senior Designated Member of Staff for Safeguarding, to ensure that organisations wishing to let and/or use the school's facilities provide suitable documentation and written agreements to evidence that they are able to meet their obligations with respect to safeguarding and promoting the welfare of children and vulnerable adults; and therefore, to meet the requirements of the Foundation.

To fulfil the Foundation's commitment to safeguarding and welfare, all organisations using The Foundation facilities for regulated activity must provide, where applicable:

- A safeguarding policy.
- Name and contact details of the Designated Safeguarding Lead (DSL).
- Evidence of appropriate DBS checks having been completed for relevant staff and volunteers (a signed letter of assurance).
- Public Liability Insurance with a minimum level of cover deemed appropriate by the Foundation.
- Employer's Liability Insurance where applicable.
- Relevant risk assessments for activities being undertaken.
- First aid arrangements and emergency contact details.

Where applicable, organisations should provide evidence of National Governing Body accreditation, Clubmark accreditation, recognised quality assurance accreditation, or equivalent sector-recognised standards.

Those who do not have that will have to provide the following:

- a safeguarding policy (if the activity involves children, young people or vulnerable adults)
- Have a Designated Safeguarding Lead (DSL) or equivalent safeguarding / club welfare officer.
- the name, position, and copies of any relevant qualifications, of all staff/volunteers that will represent the club/group during the booking
- the names and positions of staff and volunteers delivering the activity together with confirmation that appropriate DBS and safeguarding checks have been completed in accordance with current legislation and guidance.
- and a letter signed by the chairman/treasurer/president/owner who confirms the organisation has read, understood, and will adopt safeguarding procedures in line with the Mount Kelly policy.

Your safeguarding policy must have:

- Clear priorities for safeguarding and promoting the welfare of children and adults at risk explicitly stated in their Safeguarding and Recruitment Policies which they should produce when asked to do so by the School
- A clear commitment by the organisation's leaders to the importance of safeguarding and promoting children's, adults at risk and adult's welfare, where appropriate.
- 'Safer recruitment' procedures, where appropriate, that take account of the need to safeguard and promote the welfare of children, young people and adults at risk, including arrangements for appropriate recruitment checks on new staff and volunteers as defined by law

- Safe working practice guidance which staff/volunteers have read and understood
- Procedures for dealing with allegations, low-level concerns and safeguarding concerns relating to staff, volunteers and contractors, consistent with current Keeping Children Safe in Education requirements.
- Arrangements to ensure that all staff and volunteers undertake appropriate training to equip them to carry out their responsibilities effectively.

MKEL reserves the right to refuse or terminate any booking where there are reasonable grounds to believe that activities, materials, speakers or participants may promote extremism, radicalisation, hatred, unlawful discrimination, violence or activity inconsistent with the Foundation's values or statutory obligations.

External users wishing to use parts of the Foundation site while Foundation pupils are present will be subject to approval by the Foundation Principle and / or the Senior Designated Member of Staff for Safeguarding in the form of a signed safeguarding risk assessment.

The above stipulations also apply to regulated activity with vulnerable adults.

Details of all external users and, where relevant, copies of their safeguarding policies will be kept on record.

5. Third Party Safeguarding Responsibilities

The acceptance of a booking by the Foundation does not transfer safeguarding responsibility to the Foundation. The hiring organisation remains fully responsible for:

- The supervision, welfare and safeguarding of participants.
- Compliance with safeguarding legislation and statutory guidance.
- Appropriate recruitment and vetting of staff and volunteers.
- Health and safety arrangements associated with the activity.
- Maintaining appropriate insurance cover.

The Foundation reserves the right to request evidence of compliance at any time and to cancel or refuse bookings where safeguarding arrangements are considered inadequate.

6. Administration of External Users

All arrangements for external use of the site will be formally recorded and documented. This documentation will take the form of booking form with terms and conditions, signed by the hiring party, or a letting contract drawn up between Enterprises and the hiring party.

All documentation relating to the use of Foundation Facilities will be kept and maintained in the MKEL Office.

Where the use of the Foundation facilities by a third party is ongoing over long periods of time, the booking form and terms and conditions will be renewed annually.

The Commercial Manager has the discretion to vary the booking terms and conditions if required. Such variations must be agreed in writing.

The Commercial Manager has the discretion to set, vary or waive any charges to be made for use of the facilities by external groups and individuals. The Commercial Manager also has the discretion to determine whether hire charges should be paid in advance of, at the time of, or after the letting has occurred.

The hiring party shall be responsible for obtaining all licences, consents, Temporary Event Notices (TENs) and statutory approvals required for its activities and shall provide evidence of such approvals upon request. All aspects of the event have to be approved, in advance, by the Commercial Manager and if a Temporary Event Notice (TEN) is required it is the responsibility of the hiring party to obtain one. <https://www.gov.uk/temporary-events-notice>

7. SchoolHire

MKEL use SchoolHire to provide an external booking platform for all non-residential hire of the schools facilities. Further information about the booking policy can be found in our terms and conditions. [Facility hire in the UK - SchoolHire](#)

8. Monitoring, Evaluation and Review

This policy will be reviewed annually, or sooner where changes occur in legislation, statutory guidance, safeguarding requirements, operational practice or Foundation governance arrangements. Reviews will take account of applicable government guidance, including Keeping Children Safe in Education and current Prevent Duty Guidance.

More information on Venue Hire including our Safeguarding Statement, Lettings Price List and Terms and Conditions can be found on the Mount Kelly website using this [Link](#)