



THORNTON PRIMARY SCHOOL

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Lettings Policy

This policy sets out how Thornton Primary School manages the letting and community use of its buildings and grounds. It is based on Lancashire County Council Schools Financial Services Lettings Guidance and has been personalised to reflect Thornton Primary School's context, safeguarding arrangements, values and operational procedures.

Purpose and Principles

Thornton Primary School recognises that its buildings and grounds are a community asset and, where practical, supports appropriate community and commercial use. Any letting must, however, support rather than compromise the school's primary purpose: providing a safe, inclusive and high-quality education for pupils.

Thornton serves a community with a high level of SEND and disadvantaged pupils, including a significant Pupil Premium cohort and specialist SEMH provision through The Orchard. The school therefore gives particular priority to protecting the safety, security, dignity and specialist learning environment required by pupils, including access to calm and therapeutic spaces.

Lettings will not be approved where they interfere with school activities, compromise safeguarding, create unacceptable health and safety risks, undermine accessibility or reasonable adjustments, or place unreasonable demands on school resources.

Scope and Definition of a Letting

A letting is any agreed use of Thornton Primary School buildings or grounds by a community group, voluntary organisation, sports or activity provider, charity, commercial organisation or individual for an activity outside the normal corporate life of the school. This may include use of rooms, halls, outdoor areas or other facilities made available by the school.

Activities such as staff meetings, parents' meetings, Governing Body meetings and pupil activities supervised by school staff are part of the normal corporate life of the school and are not treated as external lettings.



Management and Authority

The Headteacher has overall responsibility for the management of lettings in accordance with this policy and decisions of the Governing Body. The Headteacher may delegate operational tasks to the School Office, finance/bursary staff, site staff or another nominated member of staff, but retains overall oversight.

The school will maintain a clear record of approved lettings, agreements, payments, insurance and safeguarding checks. Long-term lettings will be reviewed at least annually, and the Governing Body will review this policy annually.

Application and Approval Process

- All proposed hirers must complete the school's Lettings Application/Indemnity Form before a booking is confirmed.
- The school will clarify the purpose of the activity, dates and times required, facilities requested, expected numbers, any equipment required and whether children or other vulnerable people will attend.
- The Headteacher or delegated member of staff will consider whether the proposed use is suitable for the premises, consistent with the school's values and compatible with the school's educational, safeguarding and operational requirements.
- Where appropriate, the school may request further information, risk assessments, safeguarding documents, insurance certificates, qualifications or other evidence before approval.
- Once approved, the hirer will receive written confirmation and the applicable terms and conditions.

Safeguarding and Child Protection

Safeguarding is a non-negotiable condition of any letting at Thornton Primary School. The school will comply with its current Safeguarding and Child Protection Policy and will have due regard to Keeping Children Safe in Education 2026 and relevant DfE guidance on out-of-school settings.

KCSIE 2026 specifically requires schools that hire or rent premises to other organisations to have arrangements in place to keep children safe. Where activities are provided by another body, the school should seek assurance that the provider has appropriate safeguarding and child protection arrangements and ensure safeguarding responsibilities are included in the transfer-of-control agreement.

- Hirers providing activities for children must demonstrate that appropriate safeguarding and child protection arrangements are in place, including appropriate safer recruitment and DBS arrangements where applicable.
- The school may request copies of safeguarding and child protection policies, risk assessments, staff/volunteer arrangements, insurance and relevant qualifications.



- Where a provider is delivering activities independently from the school, the provider remains responsible for safeguarding the children in its care. The hire agreement will clearly set out the respective responsibilities of the provider and the school.
- Any safeguarding concern, allegation or incident arising from an external activity must be reported immediately to the school's designated safeguarding arrangements where relevant, and the school will follow its safeguarding procedures, including referral to external agencies where required.
- Any allegation relating to an adult working on the school premises will be managed in accordance with Thornton Primary School's safeguarding procedures and, where appropriate, the Local Authority Designated Officer arrangements.
- Providers should be familiar with current DfE safeguarding guidance for after-school clubs, community activities and tuition; the DfE guidance was updated in February 2026, including changes relating to enhanced DBS checks.

Specific Safeguarding Arrangements at Thornton

Thornton Primary School has a high level of SEND and disadvantaged pupils. External providers must therefore ensure that their activities are inclusive, accessible and safe for pupils with SEND and disabilities. Providers must not discriminate against pupils and should make reasonable adjustments where required.

The school's safeguarding arrangements are led by the Headteacher/Designated Safeguarding Lead, supported by the school's Deputy/Back-Up DSL arrangements. The school uses CPOMs (Child Protection Online Management System) to record and manage safeguarding concerns. Where an incident or concern arising from a letting relates to a Thornton pupil, staff will ensure that the concern is passed to the DSL and recorded on CPOMs in accordance with school procedures.

Where a provider works directly with children, the school will ensure that safeguarding expectations are set out in the hire agreement. Where the provider has control of the activity, the provider must maintain suitable safeguarding records and reporting arrangements and cooperate fully with any school or statutory safeguarding enquiries.

Health, Safety, Premises and Accessibility

- All hirers must comply with relevant health and safety legislation, school site rules and reasonable instructions issued by the school.
- Hirers must undertake and provide risk assessments appropriate to their activity where requested.
- The hirer is responsible for the safe conduct of their participants and for ensuring that the premises are used only for the purpose agreed.
- The hirer must report accidents, damage, hazards or other incidents to the school promptly.
- No permanent alteration to electrical or building installations may be made. Temporary equipment or wiring must only be used with prior approval and must be safe and suitable.



- Activities must not obstruct emergency routes, interfere with fire safety arrangements or compromise access for people with disabilities.
- The school may require a nominated responsible person to be on site or on call during a letting, particularly where the nature of the activity or time of use makes this necessary.

Insurance and Indemnity

All hirers must hold appropriate public liability insurance covering their legal liabilities for injury to persons and/or loss of or damage to property arising from the letting. The minimum level of cover required by Thornton Primary School is £5 million. Evidence of insurance must be provided before the letting is confirmed.

The signed Lettings Application/Indemnity Form and hire agreement will set out the hirer's responsibilities for damage, loss, claims and other liabilities arising from the use of the premises.

Charges, Income and Value for Money

The school's delegated budget is intended to support pupils' education and will not be used to subsidise external lettings. Charges will be set with regard to additional costs incurred by the school, including services, staffing, administration, cleaning, wear and tear and use of equipment. The Governing Body may decide to apply a profit element where appropriate.

Lettings income and expenditure will be monitored so that the school understands the financial impact of its lettings and, overall, recovers the additional costs associated with community use. Lancashire's current financing arrangements allow maintained schools to retain lettings income and permit proportionate cross-subsidy of community and voluntary use where the Governing Body is satisfied that this does not significantly interfere with the school's educational duties.

VAT treatment depends on the nature of the letting. The school will seek current financial/VAT advice where required rather than relying solely on historic examples in older guidance.

Terms and Conditions

- No letting gives the hirer exclusive possession of the premises.
- The school reserves the right to refuse, amend or cancel a letting where this is necessary for educational, safeguarding, health and safety, operational or other legitimate reasons.
- The hirer must nominate a responsible contact person who can deal with issues arising during the letting.
- Bookings may be subject to payment in advance, particularly where this reduces the risk of bad debt.
- Smoking/vaping is not permitted on the school premises.



- Alcohol is not permitted unless specifically authorised and legally licensed. No alcohol may be stored or retained on the premises when pupils are present.
- The hirer must leave the premises in the condition in which they were found and is responsible for the reasonable cost of damage or additional cleaning arising from the letting.
- The school may terminate a letting immediately where there is a serious breach of safeguarding, health and safety, behaviour, insurance or other contractual requirements.
- The school will not knowingly approve activities that conflict with the values of Thornton Primary School or that could reasonably place pupils, staff or the wider school community at risk.

Use of Premises by External Providers Working with Children

Where an external provider runs an after-school, holiday, tuition, sport or community activity for children on the school site, the provider must demonstrate appropriate safeguarding arrangements. The DfE's out-of-school settings guidance covers safeguarding and child protection, safe and suitable people and governance, and was updated in February 2026.

Where relevant, the school will use a transfer-of-control or written hire agreement which makes safeguarding responsibilities clear. Failure to comply with safeguarding requirements may result in suspension or termination of the letting.

Monitoring, Review and Complaints

The Headteacher and Governing Body will review lettings activity annually or more regularly if required. This will include safeguarding incidents, complaints, health and safety issues, financial performance and whether the use of the premises remains compatible with the school's educational aims.

Any concerns or complaints about a letting should be raised with the school office in the first instance. Safeguarding concerns will be dealt with immediately under the school's Safeguarding and Child Protection Policy and will not wait for the normal complaints process.

This policy will be reviewed annually, or sooner where there are significant changes in DfE guidance, local arrangements, school procedures or lessons learned from lettings.

Related Policies and Guidance

- Safeguarding and Child Protection Policy 2026–2027
- Behaviour Policy 2026-2027
- Health and Safety Policy 2026-2027
- SEND Policy 2026-2027
- Online Safety Policy 2026-2027
- Equality Policy 2026-2027



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- Keeping Children Safe in Education 2026
- Current DfE guidance on out-of-school settings and providers
- Current Lancashire County Council safeguarding and lettings guidance

Signed: Mr David Ashcroft, Headteacher

Date: September 2026

Review Date: September 2027

To be agreed by the Staffing, Finance and Resources Committee on 03/11/2026