



**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 Vetting and Barring Scheme Guidance (HM Government 2009). Regulated activity covers anyone working, either paid or unpaid, with children or vulnerable adults.

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 also have a responsibility to prevent people from being drawn into terrorism, we will therefore ensure that our premises and facilities are not used for extremist activities.

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 the recruitment and vetting checks on staff and volunteers (Safeguarding Children and Safer Recruitment in Education, DES 2006).

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 that use our facilities or properties for regulated activity must have the following to become an 'approved hirer' of Mount Kelly:

You will have National Governing Body or club mark accreditation (proving so with a letter or certification) and by sending your safeguarding document/policy. Those who do not have that will have to provide the following:

- a safeguarding policy
- have a designated safeguarding officer (or equivalent)
- the name, position, and copies of any relevant qualifications, including a DBS certificate of all staff/volunteers that will represent the club/group during the booking
- and a letter signed by the chairman/treasurer/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 of abuse against members of staff and volunteers, where children may be involved in a group, including a named person to whom allegations and concerns are reported
- Arrangements to ensure that all staff and volunteers undertake appropriate training to equip them to carry out their responsibilities effectively.

MKEL will not allow groups or individuals with radical or extremist views to use our premises. MKEL has the right to search for authenticity or ask for evidence that this is not happening

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 in the MKEL Office.

5. 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.

If the hiring party is conducting events that involve the sale of alcohol, gambling or public entertainment, 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>

6. Monitoring, Evaluation and Review

This policy will be reviewed by the Commercial Manager biannually with reference to Local Authority and Government 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](#)