

**THE USE OF SCHOOL
ACCOMMODATION BY EXTERNAL
GROUPS AND ORGANISATIONS:
POLICY**

Hounslow 

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1. Legislative background

- 1.1 Section 42 of the Education (no 2) Act 1986 provides for the use of school premises outside school hours to be under the control of the School's Governing Body, subject to any directions issued by a Local Authority (LA). The directions given by the LA must not be such as to effectively remove the Governing Body's control over the use of the premises. In exercising their responsibilities under Section 42 Governing Bodies are obliged to have regard to the desirability of school premises being available for community use when the premises are not required by the school. They are, however, obliged to recover the costs of opening their buildings.
- 1.2 The Education Act 2002 gives Governing Bodies of all maintained schools the enabling power to provide, or enter into contracts to provide, facilities and services that 'further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is located'. The DfES's expectation, based on the Education Act 2002, is that, where appropriate, schools will provide 'community access', 'a varied menu of after-school/lunchtime activities', and 'childcare' (sometimes called 'wrap-around') between 8.00 am and the start of the teaching day, and after the teaching day until 6pm. This applies to every weekday during school term-time, except on public holidays. This is part of the expectation for gaining Extended School status.
- 1.3 This policy statement sets out the Authority's directions regarding community access, rental by childcare organisations, and hire of accommodation to organisations offering activities to schools during and beyond the school day. This policy supersedes, and significantly simplifies, the policy last updated in September 2006.

2. Times of Opening

- 2.1 Schools are funded for providing education to their pupils during the school teaching day through their delegated budget that covers the related opening costs. The Local Authority then subsidises a number of schools to open at certain other times for use by community groups. The list of these schools is available as Appendix 3 and updated annually in the summer term. The subsidy given by the Local Authority to some schools for evening and weekend opening does not, however, cover the full costs of the 'core services' provided by the school: energy costs (heating, lighting), utilities, caretaking and cleaning. As a result a service charge is made to hirers. See Appendix 4.
- 2.2 Accommodation in a number of schools is let to the Adult Education Service (AE) for courses in evenings and on Saturday mornings (see Appendix 3), and schools may extend lettings to other groups during these times. Groups may wish to check availability with these schools.
- 2.3 Schools are obliged to recover costs of opening their buildings and are likely to charge accordingly to community groups renting school accommodation outside the subsidised or AE times. This will apply to community groups renting a 'dedicated' space on an annual basis, but wishing to extend the letting on an occasional basis. Renting accommodation in a school during a subsidised time is clearly cheaper for community groups than outside that time, and groups are advised first to check availability in the schools to which the subsidy applies. Schools can of course refuse to open outside of the subsidised times.
- 2.4 Outside the school day and subsidised times, schools can let accommodation to organisations where the activity benefits the public, and must at least cover their costs of opening. If a commercial organisation offering such an activity wishes to use school accommodation, a school can charge a market rate.
- 2.5 Schools can make their own decisions about community access when they are closed for staff development and training, but are advised to give good notice to groups and organisations that would be affected by the decision. In the same spirit, community groups are asked to inform schools of any changes in use of accommodation.
- 2.6 School Holidays

Holiday periods are outside the subsidised or AE time. A standard charge for community run holiday clubs is made across the borough. This policy proposes that this is the charge throughout the year, regardless of the season. However, if a school can show that their core costs are not covered by this, then individual arrangements will be made.

3. Categories of Hirers

- 3.1 The categories of hirers are considered as one of the following:
1. Local Authority services
 2. Local community/voluntary groups and organisations.
 3. Commercial
- 3.2 A community group is defined as a non-profit making organisation operating for the benefit of members of the community. They may make an attendance charge to their customers/members, but typically reinvest in the group.
- 3.3 To qualify for category 2, groups have to register with the Local Authority on the form in Appendix 1, and show proof of this registration to the school when making the booking. Schools and the Local Authority are in regular communication about groups and organisations that are subsequently barred from schools after registration.
- 3.4 Some group leaders may be asked for appropriate evidence to demonstrate that they are not benefiting from the profits, in order to be considered within category 2. Schools may charge groups that are not registered a full commercial charge.
- 3.6 CIP is considered a commercial rather than a council service for the purpose of school lettings, unless a school has commissioned CIP to run a group or activities. In this case, the school should make a reasonable charge.
- 3.7 All bookings by political groups are considered commercial.
- 3.8 Applications received by community groups can be refused when the purpose of the booking is a political rally or the holding of a meeting would cause public disorder and/or damage to school property. The Local Authority can take the advice of the Police if in any doubt as to a group's purpose.

4. Charging Principles

- 4.1 Category 1 - A standard fee applies to hirers in category 1 during the school day and in subsidised times and is based on an existing formula in use for Adult Education (please contact Herprit Rana on 0208 583 6007).
- 4.2 Category 2 - A standard fee applies to hirers in category 2 during the school day and in subsidised/AE times. Please see Appendix 4 for current schedule. The service charge is made per room, regardless of size, and per 'session'

THE USE OF SCHOOL ACCOMMODATION BY EXTERNAL GROUPS AND ORGANISATIONS: POLICY

(defined as 'up to three consecutive hours') of a day. This charge covers the cleaning costs for a room, and makes a contribution for wear and tear. Please note that the three hours includes caretaking time for opening and closing accommodation. If a caretaker is required beyond the subsidised three hours, an appropriate overtime charge is made.

4.3 For the annual hire of a 'dedicated' or sole use room (i.e. one that is then not available to the school) an annual flat-fee charge is made to groups in Category 2. The service charge is added per day of occupancy.

4.4 Category 3 - Charges are set by each school for its commercial lettings. The schedule of these charges are approved by the governing body. In preparing this schedule, it is recommended that schools consider:

- the benefits to their pupils and/or families of the activities on offer when setting the rate
- the charges being made by the organisation to its customers.

4.5 Exceptions –

- Most schools do not make any hire charges to breakfast clubs or other groups that start before 9am.
- Many schools, in the spirit of community access, opt not to make a charge for one-off or short-term hire of rooms during the teaching day, to those community or voluntary groups that do not ask their members or customers for a financial contribution, Eg a parent and toddler group run by the school, or by extended school co-ordinators, would typically not be charged.

5. Procedures for Registration

5.1 Groups are required to complete a central registration with the Local Authority before a school will consider a letting. Groups are invited to complete the registration form (Appendix 1) and return this to the Adult and Community Education Service with two documents:

- A copy of the group's Child Protection Policy (see 7 below)
- The CRB checks form

5.2 Reference requests

Two references are required for registration. A referee should be a professional person, or a person of standing in the community who has known you for the two years. They must not be a relative or a member of the group. They must be resident in the UK. Examples of suitable referees include Bank or Building Society Officials, Police Officers, established Civil Servants,

THE USE OF SCHOOL ACCOMMODATION BY EXTERNAL GROUPS AND ORGANISATIONS: POLICY

Religious Leaders and persons with professional qualifications (such as teachers, accountants, engineers and solicitor).

- 5.3 After the references are received, a signed letter is sent to the group approving its registration. The group can then approach a school to arrange a letting.
- 5.4 The school will ask to photocopy the letter to keep on file, and will ask the Group annually for:
- A copy of the group's insurance cover (see 6 below)
 - copy of its Ofsted registration if appropriate (see 8 below).

A lettings agreement is then signed and copies kept by the school and the group. The school will arrange for an appropriate member of the group to meet the caretaker/site manager before the letting starts.

6. Insurance

- 6.1 Every group or organisation, community or commercial, is required to have insurance cover in terms of its own activities. Public Liability Insurance should cover the event of their being held liable for damage to school property and/or injuries/loss to individuals. This insurance should have a minimum level of cover of £5million.
- 6.2 Groups are required to give a copy of their insurance certificate to the school/s from which they are hiring accommodation (in advance of the letting and then annually if the letting continues) to confirm that valid and up to date cover is in place.

7. Safeguarding children

- 7.1 A school's governing body has a legal requirement for child protection. The DfES guidance on 'Safeguarding Children in Education' states "where services or activities are provided separately by another body, the Governing Body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate."
- 7.2 It is a requirement of this policy that all those working with children, staff as well as volunteers who have 'significant contact' with children, have been subject to a criminal record bureau (CRB) check. When accepting a registration, the Local Authority will ask group leaders for a copy of their child protection policy and assurance that all staff working with children have CRB

THE USE OF SCHOOL ACCOMMODATION BY EXTERNAL GROUPS AND ORGANISATIONS: POLICY

checks. When accepting a commercial let, schools will ask for the same. Please see Appendix 2 for proforma to be sent with copy of child protection policy.

- 7.3 A “safeguarding” or child protection policy is another requirement for each group using any school site. A template to customise is available on request from Manjit Brah on manjit.brah@hounslow.gov.uk .
- 7.4 Child protection/safeguarding training for staff is strongly recommended and can be arranged, free of charge, by contacting Lyn Wilson, the lead officer in child protection in education, on 0208 583 2785.

8. Ofsted Registration

- 8.1 Groups working with children who are 7 years old or under, for two hours or more in any day, should be registered with Ofsted and subject to its inspection. Schools will ask groups for a copy of the registration if this applies.
- 8.2 Schools recognise that Ofsted registration is accommodation-specific and will aim to ensure that childcare groups remain in the rooms in the letting arrangement.
- 8.3 If you are not sure whether you need to register, ring the Ofsted Helpline on 08456 404040 or phone Hounslow’s Extended Day Care Team on 0208 583 4187.

9. Review

- 9.1 This policy is reviewed each summer by the Children’s Services and Lifelong Learning Accommodation working party with a view to updating its content. The Senior Admin and Finance Manager of the Adult and Community Education Service is asked to arrange this. Changes to the fees beyond inflation are made in consultation with head teachers.
- 9.2 Every three years groups are asked to re-register in order to update details of personnel. The AE Service will contact groups in the summer of the relevant year.

**LONDON BOROUGH OF HOUNSLOW
CHILDREN'S SERVICES AND LIFELONG LEARNING**

Appendix 1 REGISTRATION FOR COMMUNITY USE OF SCHOOLS

In order to hire school accommodation, all community groups must register with the Children's Services and Lifelong Learning Department. Please complete this form and return it to the address below. If you have any queries please telephone the Adult and Community Education Section on 020 8583 6003.

Name of Organisation _____

Name and Address of Secretary or
Organiser _____

Email address _____

Telephone Number: Day _____
Evening _____

Purpose of organisation and activities _____

Do your activities fall into one of the following categories? Please circle those that apply.

Education	Youth Work	Affiliated Tenants Group
Pre-School/ Childcare	Religious	Affiliated Residents Assoc.
Cultural or Language Group	Environmental	Charitable
Sports	Other _____	

Insurance Cover Please state here the name of the Insurance company you are using for these activities and provide a photocopy of your policy to the school at time of booking.
This registration certifies that the insurance cover in respect on any one event up to £5m.

Name of Insurer _____

Name of first aider _____

References

Please provide the names of **TWO** people from whom we can take **references** (see point 5.2 of Policy) to confirm the nature of your group

Name _____	Name _____
Position _____	Position _____
Address _____	Address _____
_____	_____
_____	_____

Membership

How many members/students do you have? _____

How many of your members/students are under 16? _____

How many of your members/students are over 60? _____

What is the gender ratio of the group (females : males)? F: _____ M: _____

How many of your members/students are registered disabled? _____

How many of your members/students live in the London Borough of Hounslow? _____

Please state your group's geographical area of interest, e.g. Heston, Hounslow, West London, whole of UK. _____

How much do you charge members/students? _____

Please indicate whether per session or annual rate. _____

Please read the following statement and then sign on behalf of the group you represent.

I confirm that I have read THE USE OF SCHOOL ACCOMMODATION BY EXTERNAL GROUPS AND ORGANISATIONS: policy and guidelines.

I represent a group that is non-profit making and the information on this form is correct. I undertake to advise the Children's Services and Lifelong Learning Department immediately if the details change.

Signed _____ Date _____

Email address _____

Please return to:

**Adult and Community Education
Children's Services & Lifelong Learning
The Civic Centre
Lampton Road, Hounslow TW3 4DN**

I enclose:

- Child Protection Policy
- CRB checks form (Appendix 2)

London Borough of Hounslow

THE USE OF SCHOOL ACCOMMODATION BY EXTERNAL GROUPS AND
ORGANISATIONS POLICY

Compliance with Criminal Record Bureau (CRB) Checks

To London Borough of Hounslow

From Group Leader of

I

hereby certify that I have a current disclosure, that all
current and future staff and volunteers working with
children have been subject to CRB checks, and that all
these checks are current.

Signature:

Date:

List of schools receiving LA subsidy for evening/weekend opening:

Beavers Community
Crane Park Primary
Cranford Infant and Nursery
William Hogarth Primary
Hounslow Heath Infant and Nursery
Hounslow Town Primary
Ivybridge Primary
Marjory Kinnon
Sparrow Farm Infant
Sparrow Farm Junior
Springwell Junior

**Secondary Schools where accommodation is rented by Adult and
Community Education for courses, i.e. open for other lettings on some
evenings/weekend sessions:**

Brentford School for Girls
Chiswick Community
Cranford Community
Feltham Community
The Green School
Heston Community
Hounslow Manor

Lettings

Category 2 – Community and Voluntary Groups

Schedule of charges Academic Year 2007 - 2008

During school day and subsidised times unless stated

Service charge per room for 1 session (3 hours to include caretaking time) per day	£5.50
Dedicated room 5 days per week: charge per room for 1 session	Single payment of £1000 pa , plus £5.50 service charge per day of occupancy
Dedicated office (2 work stations)	£1000 pa
School holiday use: per room, at any time of year	£40 per day

Notes:

A **room** can be of any size, but an office is considered the space for two workstations.

A **session** lasts three hours, and includes the time needed by a caretaker to open and/or close.