



Medina College

Lettings Policy

Author	Anna Mursell
Approved by	IEB
Approval date	26th February 2026
Review frequency	Annually
Next review	February 2027

Medina College Lettings Policy

Introduction

The Interim Executive Board (IEB) regards Medina College's buildings and grounds as community assets and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the IEB is to support the College in providing the best possible education for all students and the delivery of activities as part of the formal provisions. Any lettings to outside organisations will be considered with this in mind.

The College's delegated budgets are provided for the education of students and will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred. The exception to this is where a letting is deemed by the Executive Headteacher to have a direct educational benefit to Medina College students. As a minimum, the actual cost to the College must be reimbursed.

1. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Counter Terrorism and Security Act 2015
- The UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025
- Education Act 1996
- Terrorism (Protection of Premises) Act 2025

This policy has due regard to the following guidance:

- DfE (2015) 'Advice on standards for school premises'
- DfE (2025) 'Keeping children safe in education'
- DfE (2015) 'The Prevent duty'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Fire Safety Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Letting School Premises Risk Assessment

- CCTV Policy
- Manual Handling Policy
- Asbestos Management

2. Definition of a Letting

A letting is defined as "any use of the school premises (buildings and grounds) by either a community group or a commercial organisation." A letting must not interfere with the overriding aims of the IEB. Internal activities (staff meetings, parents' evenings, IEB meetings, and staff-supervised extra-curricular clubs) fall within the corporate life of the College and are not considered lettings.

3. Charges for a Letting

The Interim Executive Board is responsible for setting charges. These are reviewed annually to cover:

- Cost of services (heating and lighting).
- Cost of staffing (additional security, caretaking, and cleaning) – including on-costs.
- Cost of administration and "wear and tear."
- Cost of use of College equipment.
- Profit element (where appropriate).

The IEB reserves the right to review and amend these charges with 30 days' notice in response to statutory changes in the National Minimum Wage or employer's national insurance contributions.

Lettings Categories:

- **Category A:** College-led activities for students/parents providing educational benefit (subsidised at Executive Headteacher discretion).
- **Category B:** Community Lettings (full cost recovery).
- **Category C:** Commercial Lettings (cost plus income margin).

4. Management and Administration

The Executive Headteacher is responsible for the management of lettings in accordance with this policy. Responsibility for administration is delegated to the Co-Head of School and Administrative staff.

If the Co-Head of School has concerns regarding the appropriateness of a request, they will consult the Executive Headteacher. The Executive Headteacher and/or IEB reserves the right to refuse any letting that conflicts with the ethos of Medina College.

If you would like to enquire about hiring, please contact info@medina.iow.sch.uk

No letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting should not take place until the signed agreement has been returned to the College. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the IEB’s current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address where applicable. This avoids any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure. All lettings fees which are received by the College will be paid into the College’s individual bank account, in order to offset the costs of services, staffing etc (which are funded from the College’s delegated budget).

5. Safeguarding and Vetting (Updated 2025)

In accordance with KCSIE 2025, the IEB requires:

1. **DBS Compliance:** Any organisation involving children or vulnerable adults must provide written assurance that all staff/volunteers have had appropriate Enhanced DBS checks and barred list checks.
2. **Safeguarding Policy:** Hirers must have their own safeguarding policy in place, which must be shared with the College upon request.
3. **Awareness:** Hirers must be aware of the College’s safeguarding procedures and their duty to report concerns to the College’s Designated Safeguarding Lead (DSL).
4. **Digital Safety:** Hirers using school IT or Wi-Fi must comply with the school’s Filtering and Monitoring policy. The school reserves the right to monitor any traffic on its network to ensure the safety of the school community.

Please complete the **Safeguarding Declaration** at the end of the policy - without this, the hire can not go ahead.

6. Public Liability and Insurance

Minimum indemnity of £10 million is required for commercial/high-risk use; £5 million may be accepted for low-risk community groups at the IEB’s discretion.

Neither Medina College nor HISP MAT will be responsible for any injury to persons or damage to property arising out of a private letting.

Proof of this must be provided - without this the hire can not go ahead.

Risk assessments for activities must also be provided - without these the hire can not go ahead.

Indemnity: You agree to "indemnify" the school, meaning if one of your participants breaks a window or damages a specialised floor, you (the Hirer) pay for the full repair cost, not just the loss of your deposit.

7. Conditions of Letting

1. **Damage:** The hirer will pay the full cost of repair/replacement for any damage caused.
2. **Behaviour:** The hirer is responsible for the conduct of all attendees.
3. **Alcohol:** Strictly prohibited unless a specific license is applied for and express permission is granted by the IEB.
4. **Smoking/Vaping:** Smoking and vaping are strictly prohibited across the entire College site at all times.
5. **Safety:** Hirers must ensure safe evacuation. No equipment may be used unless it is PAT tested.
6. **Condition of Premises:** Premises must be left in the condition they were found.

8. Cancellations

The school requires 7 days' notice in writing if any event is cancelled. Failure to cancel incurs the full hire charge. Please note the school reserves the right to cancel bookings at any time. Where this is necessary as much notice as possible will be given to the hirer; in these circumstances a full refund of any booking fee paid will be due.

9. Prevent Agenda and Martyn's Law

The School will not hire out any part of its premises to any individual or organisation where it reasonably believes that the intended use of the premises may promote extremist views, radicalisation, unlawful activity, or conduct contrary to the School's statutory duties, including the Prevent Duty.

Where the School has concerns regarding the suitability of a potential or existing Hirer, it will consult HISP MAT and/or the Police as appropriate. The School reserves the right, at its absolute discretion, to refuse or terminate any hiring arrangement.

The Hirer agrees to cooperate with the School's Preparedness Plan in accordance with Martyn's Law (Protection of Premises legislation), including ensuring that participants are made aware of emergency procedures such as 'Lockdown' and 'Run, Hide, Tell'.

10. The Hirer's Responsibility

- The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.
- No part of the premises is to be used otherwise than for the purpose of the premises requested.

- The hirer shall not sub-let the premises, underlet or share possession with any other parties.
- The Hirer is responsible for ensuring that suitably qualified first aiders are present during the period of hire.

11. Site Visit

It is the group's responsibility (or a member of your user group) to visit the premises prior to your first session or with sufficient time before the hire starts, to establish a basic risk assessment (fire exits, facility layout etc).

Should any participants have any accessibility needs please make the school aware of any support measures that need providing. During this visit we will familiarise you with the following:

- Fire alarm points. (Use these to sound the alarm if necessary – this will automatically start a continuous fire alarm – you should also make a phone call to the emergency services in case the automatic system fails).
- Fire evacuation procedures, routes, refuge point and assembly point.
- Location of a telephone (please note in the event of a power cut – you will need to contact the emergency services from your own mobile phone).
- How to contact the onsite duty officer (if during business hours)
- Location of First Aid Kit. Toilet access. Drinking water access. Entrance and Exit access and security systems.

Please be aware that there is a strict ban on charging e-scooters and all external Lithium-ion batteries on-site due to the high fire risk. The Hirer accepts full financial liability for any fire damage, smoke damage, or evacuation costs resulting from a breach of this clause by any member of their group.

Appendix A: Medina College Charges

Effective until 31st August 2026

Facility	Category A	Category B	Category C
The Hub Conference Room (includes use of the kitchen area and toilet) - with possible other hire for the other spaces. 10 persons Conference style facing screen 12 persons Conference style facing middle 20 persons Theatre style facing screen	<i>As agreed by Executive Headteacher</i>	£25 per hour £170 per day	£35 per hour £230 per day
The Hub Meeting Room (includes use of toilet) - with possible other hire for the other spaces. 6 persons	<i>As agreed by Executive Headteacher</i>	£18 per hour £110 per day	£28 per hour £140 per day
Exclusive Use of The Hub (Conference Room, Meeting Room, Office space and toilet)	<i>As agreed by Executive Headteacher</i>	£55 per hour £320 per day	£70 per hour £400 per day

Sunday/Bank Holiday Supplement: A 50% surcharge applies to the standard hourly/daily rate for all categories.

IW Festival Period: The site is unavailable for hire for four weeks surrounding the Isle of Wight Festival.

Appendix B: Emergency Evacuation Procedure

- **Alarm:** Fire alarm siren
- **Assembly Area:** The far car park (**Area B**).
- **Action:** Leave by the nearest exit. Close (but do not lock) doors. The responsible adult must take a register and report missing persons to Emergency Services.
- **Testing:** Alarms are tested weekly (Fridays at 7:30 AM). If the alarm lasts longer than 10 seconds, treat it as a genuine emergency.

Safeguarding Declaration for Medina College Lettings 2025/26 and 2026/27

Section 1: Hirer Information

Organisation/Hirer Name: _____

Activity Description: _____

Designated Safeguarding Lead (DSL) for Hirer: _____

Section 2: Statutory Compliance Statements

Please initial each box to confirm agreement:

1. [] **Policy Alignment:** I confirm that our organisation has a written Safeguarding and Child Protection Policy. I have reviewed the School's Safeguarding Policy and confirm our procedures are consistent with its principles.
2. [] **Safer Recruitment:** I certify that all staff, coaches, or volunteers involved in the delivery of activities on school premises have undergone the necessary recruitment checks. This includes an Enhanced DBS check with barred list information (where regulated activity takes place).
3. [] **Single Central Record (SCR):** I confirm that our organisation maintains a record of these checks and that these records can be made available for inspection by the School or Ofsted upon request.
4. [] **Training:** I confirm that all staff/volunteers have received safeguarding training appropriate to their role, updated at least annually, in line with KCSIE 2025 standards.
5. [] **Reporting Procedures:** I agree to notify the School's DSL within 24 hours of any safeguarding incident or "low-level concern" that occurs on the school site. If a child is at immediate risk, I will contact the Police/Social Care first and then the School.
6. [] **Prevent Duty:** I confirm that our organisation does not and will not promote extremist views or materials. We acknowledge the school's duty under the Counter-Terrorism and Security Act 2015.

Section 3: Operational Safety

- **Supervision:** We guarantee that children will be supervised at all times and will not be allowed to roam parts of the school site not included in the hire agreement.
- **First Aid:** We confirm we have our own designated First Aider and a fully stocked First Aid kit present during all sessions.
- **IT Usage:** If using school Wi-Fi, we agree to abide by the School's Acceptable Use Policy and Filtering/Monitoring standards.

Section 4: Declaration

I, the undersigned, confirm that the information provided above is accurate. I understand that any failure to comply with the safeguarding requirements outlined in this declaration or the Lettings Policy will result in the immediate termination of the hire agreement without refund.

Signed: _____

Print Name: _____

Position: _____

Date: _____