



# CITY OF LONDON SCHOOL FOR GIRLS

## LETTINGS POLICY

CLSG are committed to making the facilities of the school available to the wider community when they are not being used for education purposes. Furthermore, there is a budgetary imperative to supplement school income through letting the facilities.

Day to day management of the lettings are managed by the school's Facilities Manager with the final arbitrator of disputes over lettings being decided by the Headmistress. In deciding whether or not to agree a letting the following principles will be followed:

- The school is considered a Safeguarded zone on weekdays and term time until 6.00pm
- Lettings will only be considered for times when the school does not need the facilities
- In consideration of the Barbican Residents and good neighbourliness, no noisy lettings will be permitted beyond 10.45pm
- The Gymnasium is not hired out at the weekend to minimise noise disruption to the residents
- External sports facilities will not be hired out commercially in order to minimise noise disruption
- Weekend lettings will normally only be allowed between 8.00am and 9.45pm
- Holiday lettings will normally only be allowed between 8.00am and 9.45pm
- Private parties will not be permitted and alcohol cannot be sold at events
- No betting, gambling or gaming will be permitted on the premises
- The premises will only be hired to registered charities or businesses, not to individuals
- The school will endeavour to minimise disruption to the local community by ensuring external doors and windows are kept closed where possible and by highlighting to hirers that we are in a residential area and post notices to remind those leaving the premises to do so quietly
- When considering whether to permit the school facilities to be let to an organisation, due regard will be given to the synergy with CLSG's ethos and whether there is any potential reputational risk to either CLSG or the City of London
- Due regard will be given to Prevent and Safeguarding legislation and no lettings will be permitted where extremist views with a view to radicalising audience members could be expressed
- City of London School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We expect all our hirers to similarly commit to this approach to protect children and young people.

- All information regarding safeguarding, including key contacts, is located in our Safeguarding and Child Protection Policy which can be found on the school website. Any concerns can be raised using the channels outlined in this document
- Where the school premises are let to other organisations we will seek assurance that the hirer has appropriate safeguarding and child protection policies and procedures in place and that there are arrangements for the hirer to liaise with the school on these matters, when required. The hirers will need to provide their contact information and details of dealing with allegations.
- Due diligence checks will be conducted by the Head of Facilities & Operations and the Lettings Administrator to ensure the schools is not brought into disrepute and this will be documented on the Hire Agreement.