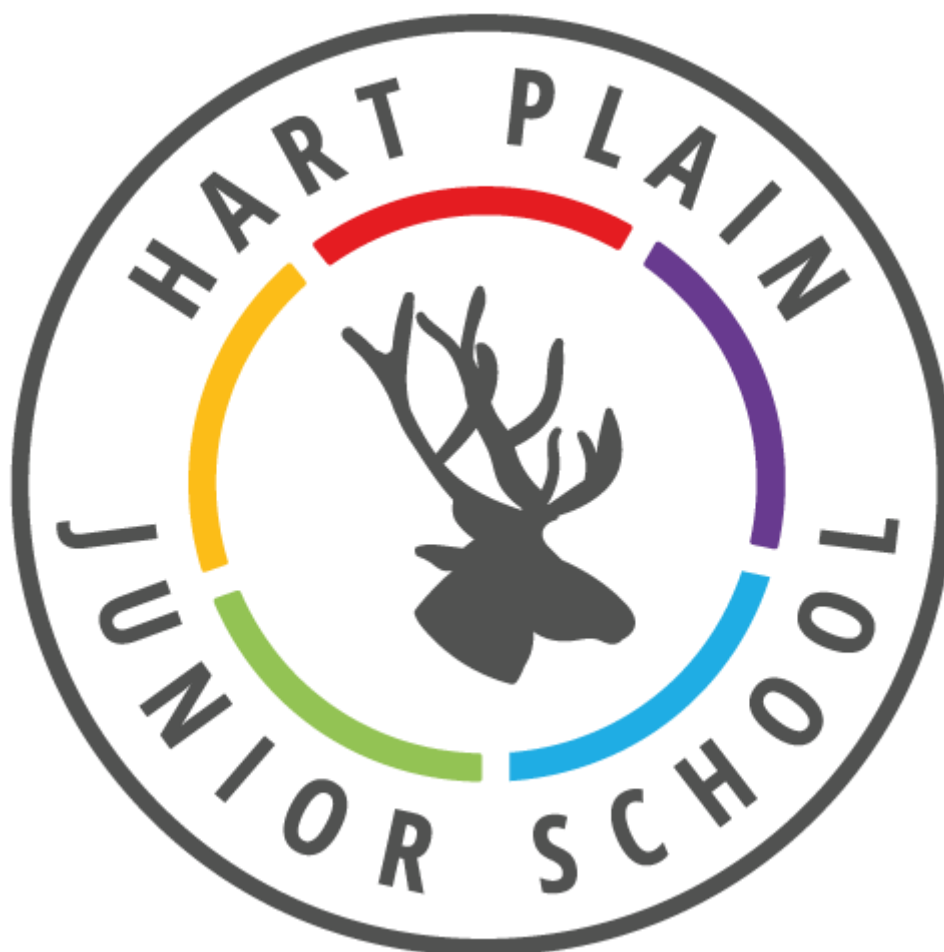




Lettings Policy

Written by:	Senior Admin Officer	Reviewed by:	FGB
Review Date:	July 2026	Next Review Date:	July 2029
Review Cycle:	Every 3 Years	Ratified by FGB:	09.7.2026

Policy Framework

This policy is based on Hampshire County Council (HCC) "Hire of Hampshire County Council premises guidance" (22 Aug 2024). It provides a formal framework for the management, administration, and financial control of school premises hire, ensuring compliance with Local Authority standards.

Rationale

The Governing Body of Hart Plain Junior School recognises its role within the local community and supports the use of school premises for community, educational, and recreational activities where this does not interfere with the primary purpose of the school, which is the education of its pupils.

Use of the premises must:

- Support or complement the school's aims
- Not prejudice pupil welfare or safety
- Be compatible with the efficient operation of the school

Aims

The policy aims to:

- Support high-quality learning and enrichment opportunities
- Provide appropriate facilities for community use
- Enable access to activities for children, young people, and adults
- Generate income to support school resources (on a cost-recovery basis)

Roles and Responsibilities

- Headteacher: Retains overall responsibility for the management and approval of lettings.
- Senior Admin Officer: Acts as the delegated administrator for enquiries, facility identification, and financial processing.

Booking Process

The booking process consists of the following mandatory steps:

- All hirers must complete the "Application for Hire of School Premises" (Appendix A).
- The school will review the application against school requirements and capacity.
- No booking is "confirmed" until approval is granted in writing. Hirers must not make public announcements or distribute flyers regarding their activity until formal written confirmation is received.
- The school reserves the right to refuse any booking without explanation.

Statutory Use

The school adheres to legal duties regarding electoral and local government use:

- Polling Stations: The school has a statutory duty to provide a room free of charge for use as a polling station.
- Election Meetings: Candidates for EU, parliamentary, and local government elections may use premises for meetings during the statutory election period. The Headteacher must agree the costs in writing with the Local Authority at least one week before the event.
- County Councillor Surgeries: Councillors are entitled to use rooms free of charge for meetings connected to their role. The school may charge for the reimbursement of direct additional expenditure (e.g., heating, lighting, or staffing).
- Prohibitions: School premises must not be used for party political meetings.

Cost Recovery and Budgeting

Hampshire County Council (HCC) provides no financial support for community activities. The school aims to operate lettings on a cost-neutral basis.

Charges must account for:

- Direct costs (caretaker overtime, cleaning).
- Indirect costs (utilities based on floor area/duration).
- Fixed costs (administration and grounds maintenance).

Payments

- Charges are set annually by the Governing Body
- Payment is required in advance unless a formal agreement applies
- Fees may be subject to VAT depending on the nature of the hire

General Insurance Requirements

Hirers must provide evidence of Public Liability Insurance (PLI) with a minimum limit of £10 million for high-risk activities. Proof of insurance must be provided before hire. Non-commercial hirers relying on Local Authority insurance must obtain written confirmation in advance (Hampshire County Council does recognise that that some individuals will not have or be able to acquire Public Liability Insurance for the period of the facility hire/loan and therefore the County Council, as agent for the hirer, has effected an extension of the current Insurance Policy to cover the liability for non-commercial hirers only. Guidance regarding commercial and non-commercial hirers can be obtained from insurance.queries@hants.gov.uk).

Legal Compliance

All hirers must comply with relevant legislation and statutory guidance, including but not limited to:

- Keeping Children Safe in Education (latest version)
- Working Together to Safeguard Children
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018 and UK GDPR
- Licensing Act 2003

Failure to comply may result in immediate termination of the hire agreement.

Child Protection and Safeguarding

The school is committed to safeguarding children and expects all hirers to share this commitment.

Commitment to Safeguarding

The school complies with "Keeping Children Safe in Education (KCSIE)." Hirers providing activities for children must have their own Safeguarding and Child Protection policies. Hirers must comply with

Keeping Children Safe in Education.

Hirers must ensure all staff:

- Are appropriately trained
- Have undergone safer recruitment checks
- Hold enhanced DBS clearance (with barred list checks where applicable)

Safeguarding Guidelines for Hirers

- Supervision Ratios: A minimum of two adults must be present. Ideally, there should be a male and female adult for mixed gender groups. If only one adult is available, a second adult must be present on the school site and reachable in an emergency.
- Leaders or persons responsible for the activities must ensure that children and vulnerable adults are always under the supervision of appropriately qualified persons, who have relevant checks from the DBS.
- Reporting: Suspicion of abuse must be reported to the schools Designated Safeguarding Lead (DSL). If unavailable, hirers must contact the LADO or Social Care Emergency Service – which may be contacted via the Police.

All staff, course leaders, supervisors and volunteers should be advised:

- Not to spend time alone with children or vulnerable adults away from another adult unnecessarily;
- Not to take children or vulnerable adults alone in cars or to their own home;

- Not to photograph or video children or vulnerable adults without the written consent of parents or carers;
- Not to take photographic equipment, including mobile phones, into any area where children or vulnerable adults will be in a state of undress;
- Not to use inappropriate or suggestive language;
- Not to touch children or vulnerable adults except as appropriate in some coaching or training situations.

Childcare Providers

Before/After school childcare must be Ofsted registered and meet EYFS requirements. Providers are subject to termly monitoring meetings to review staff qualifications and safeguarding records.

Health and Safety

Hirers are responsible for:

- Conducting appropriate risk assessments
- Ensuring safe supervision of activities
- Complying with health and safety legislation

The School reserves the right to request copies of:

- Risk assessments
- Safety documentation

Dual Risk Assessment

- The School: Assesses safety regarding premises defects or maintenance.
- The Hirer: Assesses risks specific to their activity.

Cancellation & Termination

- Minimum 7 days' (1 weeks) notice required
- The school may cancel bookings in exceptional circumstances

The school may terminate the agreement with immediate effect where:

- Terms are breached
- Safeguarding concerns arise
- Illegal activity occurs

Force Majeure

The school will not be liable where cancellation is due to:

- Severe weather
- Public health emergencies
- Government restrictions
- Circumstances beyond its control

Acceptance of Terms

Use of the premises confirms acceptance of:

- This policy
- The Lettings Agreement
- All associated conditions

Appendix A: APPLICATION FORM FOR HIRE OF SCHOOL PREMISES AT HART PLAIN JUNIOR SCHOOL



APPLICANT

Applicant's Name/Organisation Name (organisation company, charity number)

.....

Address.....

.....Postcode.....

Telephone.....Email.....

FACILITY REQUIRED

.....

Date(s) of Hire

Time of Hire: From To

(include setting up and clearing down time)

Accommodation required.....

Purpose of Hire.....

Number of people attending.....

Will food be consumed on the premises? **YES/NO**

Prepared on or off the premises?

Will music be played on the premises? **YES/NO**

(Relevant licences must be produced)

Will electrical equipment be brought onto the premises? **YES/NO**

(If yes, equipment must be Portable Appliance Tested)

Are IT facilities required? **YES/NO**

(If yes, please provide details of requirements)

Where ICT systems are used:

- Hirers must comply with the school's **Online Safety policies**
- Inappropriate internet use is strictly prohibited

Privacy Notice

The School collects personal information from you in order to process your application to hire school premises.

The legal basis for the School's use of your personal information is it is necessary for the performance of a contract. The School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's retention schedule: [Hart Plain Junior School - Data Protection \(GDPR\)](#)

You have some legal rights in respect of the personal information we collect from you. Please see our website page linked above for further details.

You can contact the school's Data Protection Officer at: k.wedderburn@hartplain-jun.hants.sch.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Note for school: If the school will share the personal information the school must tell the applicant who the information will be shared with.

APPLICATION

I hereby apply for use of the premises in accordance with the information provided above.

I agree to abide by the terms and conditions of hire and safety instructions provided to me.

I agree to pay the sum of £.....upon receipt of invoice in accordance with the School's payment terms for the above hire including VAT where applicable. I understand that hire charges are subject to annual review.

I agree to provide the indemnity required by the terms and conditions and will produce the insurance certificate prior to the date of hire. I understand that the hire may not take place if an insurance certificate is not produced.

I declare that to the best of my knowledge and belief, the information provided by me is correct.

Signed (Applicant).....

Date.....

Name.....

CONSENT FOR HIRE

This application for hire has been approved on behalf of the School:

Signed.....Date.....

SCHOOL PREMISES HIRE AGREEMENT

This agreement, together with the form of application to hire School Premises, shall constitute the contract between the School and the Hirer(s).

This agreement gives the Hirer a license to use the Premises during the times specified:

Premises: The area outlined in red on the attached plan forming part of the School premises ('the Premises').

Date(s) and Times of hiring: Monday to Friday (during the school term dates).

Start Date:

End Date: ('the Hire Period')

The governors ('the Governing Body') of Hart Plain Junior School permit:

[insert full details of the Hirer including registered address and company, charity number if incorporated] ('the Hirer') to use the Premises at the date(s) and times indicated in the conditions below:

1. STATUS OF THE HIRER

1.1 The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the School or of creating any tenancy between the Governing Body or the Local Authority who owns the Premises ('Local Authority') and the Hirer.

2. PRIORITY OF USE

2.1 The Head Teacher will resolve conflicting requests for the use of the Premises, with priority at all times being given to School functions.

2.2 In the event of any conflict arising in relation to the use of the Premises where the School requires the use of the Premises, the School shall use reasonable endeavours to provide the Hirer with alternative accommodation.

3. ATTENDANCE

3.1 The Hirer shall ensure that the number of persons using the Premises does not exceed the numbers indicated on the plan.

4. PUBLIC SAFETY

4.1 The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping all gangways, passages and exits clear.

4.2 The Hirer shall be responsible for providing adequate supervision to maintain order and appropriate conduct at all times.

4.3 The Hirer shall take all necessary precautions to protect the public, School pupils and staff from any harm arising from any actions taken whilst on the Premises or the Hirer use of it.

4.4 The Hirer must not do or allow anything that cause a nuisance or annoyance disturbance inconvenience injury or damage to the School, or other users of the School or neighbouring premises.

4.5 The school retains the right to remove individuals behaving inappropriately.

4.6 The Hirer shall ensure that its staff behave in a responsible manner consistent with its presence on a school site and ensure compliance with Health, Safety and Welfare legislation in relation to the Hirer's use of the Premises.

5. PERMITTED USE

5.1 The premises may only be used for the purpose stated in the application.

5.2 The Hirer is not permitted to use the Premises during the week surrounding the public holidays of Christmas Day and Boxing Day.

5.3 A childcare provider must meet and comply with the requirements of the Special Conditions annexed to this agreement.

5.4 Any adults working with the School's pupils must be appropriately qualified and meet the requirements of clause 24 of this agreement.

6. DAMAGE, LOSS OR INJURY

6.1 The Hirer shall pay the cost of any loss or damage to the School or any property arising from the hiring.

6.2 The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the Premises are being hired), and/or loss of or damage to property, including the hired Premises, arising out of the hiring. The minimum limit for this insurance cover is £10 million. The Hirer must produce the appropriate certificate of insurance cover before the hiring of the Premises can be confirmed.

6.3 The Hirer or its personnel shall not cause or permit anything which will invalidate the School's insurance policy.

6.4 Neither the Governing Body, the School, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the hiring of the Premises and the Hirer shall indemnify the School, Local Authority, Governing Body (as appropriate) in the event of any claim for loss, damage or injury arising out of and or in connection with the hire.

7. FURNITURE AND FITTINGS

7.1 School furniture and fittings shall not be removed or interfered with in any way, unless previously agreed.

7.2 No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the School fabric, are permitted.

8. SCHOOL EQUIPMENT

8.1 Use of School equipment must be agreed in advance of the Hire Period.

8.2 Responsible adults must supervise the use of any equipment and ensure its safe return. The Hirer shall be liable for any damage, loss or theft of School equipment caused as a result of its actions, and the Hirer shall be responsible for the equipment's (School's or otherwise) safe and appropriate use.

9. ELECTRICAL EQUIPMENT

9.1 Any electrical equipment brought by the Hirer onto the School site must have a certificate of safety from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application to hire.

9.2 Noise levels must be contained to a reasonable level at all times and after 11 pm no noise shall be audible in any of the neighbouring houses and flats.

10. CAR PARKING FACILITIES

10.1 Subject to availability, car parking facilities may be used by the Hirer and other adults using the Premises. Parking shall be for the purpose and times specified in this Hire agreement and not at any other times.

11. TOILET FACILITIES AND PLAYGROUND

11.1 Access to the School's toilet facilities is included as part of the hire arrangements. Other areas of the school (including playing field) subject to prior agreement.

12. FIRST AID FACILITIES

12.1 There is no legal requirement for the School to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports hiring.

12.2 Use of the School's resources is not available.

13. FIRE REGULATIONS & SAFETY

13.1 The School shall arrange for a member of staff before the Hire Period of the Premises to explain the fire procedures to the Hirer and shall inform the Hirer of any changes to the fire procedures during the Hire Period.

13.2 A written copy of the School's fire evacuation procedures will be issued to the Hirer upon their request.

13.3 Emergency exits must be kept clear

13.4 No open fires or candles shall be used on the School premises without the express consent of the Head Teacher. Where such consent is given, it is the responsibility of the Hirer to ensure that all fire safety regulations are met and that the appropriate risk assessments are undertaken. The School reserves the right to request copies of the relevant risk assessments.

13.5 To avoid the risk of damage from fire to the School or surrounding land, the Hirer shall not release or permit anyone under its control to release balloons, Chinese or sky lanterns (Sky Lanterns) or anything of a similar nature whatsoever near or at the Premises.

14. FOOD AND DRINK

14.1 No food or drink may be prepared or consumed on the Premises without prior arrangement (at the time of hire) with the School.

14.2 Where the Hirer caters food within the Hire Period, the Hirer shall observe all relevant health and safety, food health and hygiene legislation and regulations. The School shall have the right to observe the preparation and service of food.

14.3 All litter must be placed in the bins provided.

15. SMOKING

15.1 The whole of the School premises (including the outdoor grounds of the School) is a non-smoking area, and smoking is not permitted anywhere on the School site.

16. ALCOHOL

16.1 Alcohol must not be consumed on the School premises and grounds except with the prior written approval of the School.

17. GAMBLING

17.1 No sweepstake, raffle, tombola, lottery or other form of gambling is to be permitted to take place on the Premises without the prior written consent of the School.

18. ANIMALS

18.1 Animals are not permitted to enter the School or its grounds (except for service dogs) without the prior written consent of the School.

19. OTHER RESTRICTIONS ON USE

19.1 The Hirer shall not permit the Premises to be used for any political purposes.

19.2 The Hirer shall not permit any person who it allows onto the Premises who is or becomes drunken or disorderly to remain upon any part of the School premises and grounds.

19.3 The Hirer shall not permit the Premises to be used for any unlawful purposes or in an unlawful way.

19.4 Without limiting the general obligation set out in clause 19.3, the Hirer shall comply with all applicable equality law.

19.5 Where the hire involves attendance by any child, it is a condition of this agreement that the Hirer shall have appropriate safeguarding and child protection policies and procedures in place. The Hirer must produce copies of these policies and procedures upon the School's request. The Hirer must work with the School and be prepared to meet with representatives from the School to discuss these requirements. Any failure by the Hirer to comply with the School's requirements in respect of safeguarding and child protection will result in this agreement being terminated. If the Hirer becomes aware of any safeguarding concerns during the Hire Period, they must contact Charlotte Faithfull, the Designated

Safeguarding Lead or Sarah Atkins, the Deputy Designated Safeguarding Lead as soon as reasonably practicable.

20. COPYRIGHT OR PERFORMING RIGHTS

20.1 The Hirer shall not, during the occupancy of the Premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Authority and the Governing Body against all sums of money which they may have to pay by reason of an infringement of copyright or performing right occurring during the Hire Period covered by this agreement.

21. TRANSFER OR SUB-LICENCING

21.1 The Hirer shall not transfer this hire agreement or sub-licence the Premises to another person(s).

22. CHARGES

22.1 The initial charge will be [£ per and will be payable].

22.2 There will be a review at the end of the academic year.

23. LICENCES

23.1 The Hirer is responsible for obtaining all necessary licences, consents and/or permissions which may be required from any source in connection with this hiring and the activity stated in these terms and inspection of such licences may be requested by the School prior to hiring.

24. DISCLOSURE AND BARRING SERVICE CLEARANCE

24.1 Where the Hirer is involved in Regulated Activities as defined in the Safeguarding Vulnerable Groups Act 2006, (as amended), the Hirer shall ensure that all individuals engaged in the provision of the Service and or activities are subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service ("DBS") including a check against the adults' barred list or the children's barred list, as appropriate. The Hirer shall ensure that such checks are carried out in advance of the Hire Period.

25. VARIATION OF SCALES OF CHARGES AND CANCELLATIONS

25.1 The Hirer acknowledges that the charges may be increased from time to time. The School will review the charges to be made on an annual basis.

25.2 The hiring may be cancelled by the Hirer or the School provided that at least one week's notice (7 days) is given.

25.3 It is the Hirer's responsibility to notify interested parties in writing (where appropriate) of any changes in dates or venues at least a week in advance of the Hire Period.

25.4. The School reserves the right to cancel any hiring in the event of unforeseen circumstances.

25.5 The School will not be liable for any financial or any other loss in the event of cancellation due to unforeseen circumstances or should the Premises or part of them, becomes unusable for any reason.

26. SECURITY

26.1 If the Hirer is provided with keys to the Premises, keys should not be passed to any other person without direct written permission of the Head Teacher of the School.

26.2 The Hirer shall take all necessary action to ensure the security of the School Premises and to comply with all reasonable requirements and instructions by the School for the proper running of the School. In this respect the Hirer shall maintain regular and frequent contact and liaise with the Head Teacher to ensure that all such requirements/instructions are met.

27. RIGHT OF ACCESS

27.1 The School reserves the right of access to the Premises during any hiring and the Head Teacher or members of the Governing Body may monitor activities from time to time.

28. CONCLUSION OF THE HIRING

28.1 The Hirer shall, at the end of the Hire Period, leave the Premises in a tidy condition, remove all waste and ensure all equipment is returned to the correct place of storage. If this is not adhered to, the Hirer may incur an additional cost.

29. VACATION OF PREMISES

29.1 The Hirer shall ensure that the Premises are vacated promptly at the end of the Hire Period.

30. PROMOTIONAL LITERATURE/NEWSLETTERS

30.1 In the event the Hirer wishes to distribute information a draft copy of any information to be distributed to participants or through the School must be sanctioned by the Head Teacher a week prior to any such distribution by the Hirer.

31. SPECIAL CONDITIONS

31.1 The Hirer shall comply with the Special Conditions (if any) attached to this Agreement.

32. COMPLAINTS

32.1 Any complaint relating to the hiring of the Premises should be in writing to the Head Teacher who will investigate and respond.

33. HIRER WHO IS A CHILDCARE PROVIDER

33.1 If the Hirer is a childcare provider it shall comply with the Special Conditions as set out in this agreement.

34. DATA PROTECTION

34.1 The School and the Hirer acknowledge their obligations under the General Data Protection Regulation and the Data Protection Act 2018 ('the Data Protection Legislation') and will comply with their obligations under the relevant Data Protection Legislation in force at the time.

34.2 The School is a Data Controller (as defined in the General Data Protection Regulation) in respect of personal data it processes for the performance of this agreement. The School shall be responsible for dealing with any data subject rights requests made to them and for any data breaches that they are responsible for.

34.3 The Hirer will be a separate Data Controller (as defined by the General Data Protection Regulation) in respect of any personal data it processes. The Hirer shall provide appropriate privacy notices as required by the Data Protection Legislation. The Hirer shall be responsible for dealing with any data subject rights requests made to them and for any data breaches that they are responsible for.

34.4 The School's legal basis for processing the Hirer's personal data is that it is necessary for the performance of this agreement. The School will not use the Hirer's personal data for any other purpose.

34.5 The School has collected the following personal data from the Hirer:

- The Hirer's name
- The Hirer's address
- The Hirer's telephone number

34.6 The School will process the Hirer's personal data in accordance with the privacy notice provided to the Hirer.

34.7 The School shall store the Hirer's personal data securely.

34.8 The School shall keep the Hirer's personal data in accordance with the School's retention schedule and in any event no longer than is necessary.

34.9 The Hirer has data subject rights (subject to certain restrictions) further details of which can be found in the School's General Privacy Notice which is available upon request.

34.10 The School's Data Protection Officer can be contacted by email
k.wedderburn@hartplain-jun.hants.sch.uk.

34.11 The Parties agree to take account of any guidance issued by the Information Commissioner's Office.

35. BREACH OF CONDITIONS AND TERMINATION

35.1 The School shall be entitled to terminate the hire agreement with immediate effect in the event of;

- (i) a breach by the Hirer of any conditions in the Hire agreement which has not been remedied (if capable of remedy) within 14 days of notice of the breach by the School.
- (ii) the Hirer becomes insolvent, or is declared bankrupt, or is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due.

[] have read and understood the terms and conditions of hire and agree to abide by the aforementioned terms and conditions in this agreement.

Authorised Signature_____

Print name _____

On behalf of []

Signed on behalf of the School _____

Designation _____

Date _____

SPECIAL CONDITIONS

1. MISCELLANEOUS – parking arrangements, food consumption, use of school facilities, Hirer's property etc.
2. Any conditions relating to Premises, School keys and responsibilities for locking.
3. Conditions relating to hire of a swimming pool

Special Conditions [1]

Miscellaneous

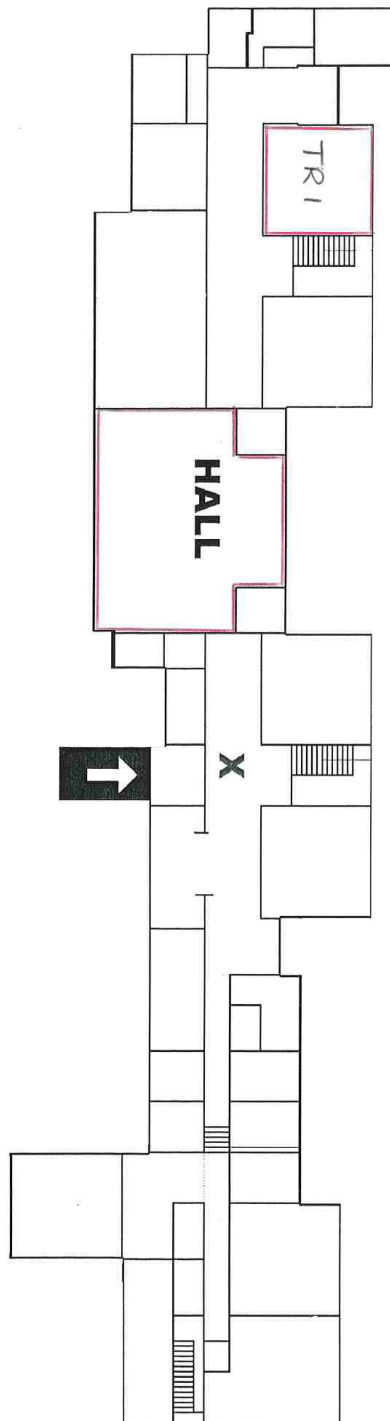
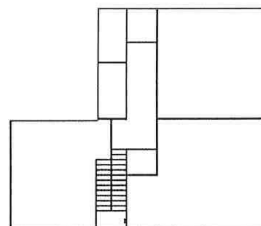
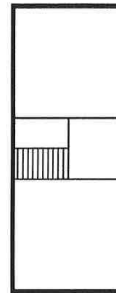
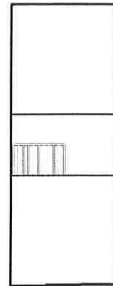
1.1. The staff car park at the front of the Junior School is for school's staff use only during the usual working day. Hirers are not permitted to use this car park between the hours of 8am and 4.30pm on school days in term time. Exceptions may be made for attendees on training courses if requested at the time of application. At all times, consideration must be given to the safety of and respect for children, local residents and school staff/visitors when parking on or near the school.

Special Conditions [2]

School keys and responsibility for locking

2.1 A key holder will usually be paid overtime to unlock and lock the premises for a hire outside of the usual school opening hours. This overtime charge will be included in the hire fee.

2.2 If the hirer is a current member of school staff, they may become a temporary key holder if not so already. This will be dependent on governor and the staff member's agreement to undergo relevant training. Temporary key holders will only be authorised by the Head Teacher and Chair of Governors.



TR 1	-	MAX	32	
HALL	-	MAX	180	No furniture/stage
HALL	-	MAX	140	Seated / no stage
HALL	-	MAX	120	Seated with stage
HALL	-	MAX	96	With tables/chairs



Hart Plain Junior School Hire Charges

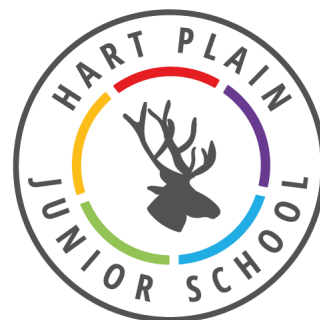
	Hall/classroom charge/hour	School field charge/hour *
During school hours term time (training rooms only)	£22.00	
After school until 6.00 p.m.	£22.00	£15.00
Weekends and after 6.00 p.m.	£30.00	£25.00
School holidays	£25.00	£25.00
Refreshments (if required) – Tea, coffee, biscuits	Full Day £5.00 per person Half Day £2.50 per person	
Use of the school field is dependent upon the weather and suitability for use		

Checklist to be completed by Site Manager:

Lettings Checklist

Company and Contact

Phone Number



Paperwork	Signed/Received	Date	Copy
Application			
HPJS Lettings Policy			
HPJS Safeguarding Policy			
Organisation Safeguarding Policy			
Organisation Child Protection Policy Training Concerns procedure DSL Name Local referral route Allegations report procedure			
DBS Check Verification of identity References Right to work Performance reviews			
Qualifications			
Insurance Public Liability			
Insurance Employers			
Flyer			
Governance			

Complaints procedure Whistleblowing policy Staff behaviour policy Line of accountability Record of safeguarding training			
H&S Suitable Fire and Evacuation Plan			
First aid Training Contact details Medical conditions			