



Edu-Lettings

School Facility Hire

Vetting Policy

EDU Lettings use industry leading booking software to provide safe and efficient bookings to community hirers and venues. Our hirer relations team then lead the booking function to ensure all bookings on our venues comply with local venue agreements, EDU policies and national guidance. The GDPR compliant booking system retains documents for the lifetime of the bookings and documents are always available for download. To book with EDU Lettings an account must be created, this requires the following information

- Name
- Organisation Name
- Email Address and Phone Number

Prior to a booking being requested:

- Clients are provided a Safeguarding declaration
- Clients are provided a Venue Risk Assessment
- Clients are provided full terms and conditions of hire

Within 24 hours of booking, the EDU Lettings Team will:

- Check the booking request matches the facility type
- Check the booking request matches equipment available on site
- Check school bible that the booking type matches acceptable bookings at that venue

PREVENT

In order to prevent people from being drawn into terrorism in our venues and acknowledging guidance issued under section 29 of the Counter-Terrorism and Security Act 2015 and Annex B Keeping children safe in Education 2024, we complete detailed checks on Events, Cultural bookings, Language groups and tuition businesses.

All groups using facilities are to be checked against the current list of banned organisations – For full details and list of banned organisations this can be found by visiting

<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>

PROTECTION OF PROPERTY

To protect venue property, we have a deposit option enabled on events which is activated to provide a security function if any damage, overstay of time, unacceptable cleanliness or rubbish build up. This is held at point of booking and released within 7 days of the event after EDU approval of a suitable return to pre-event standard.

PROTEST

Any booking that is involved in protest style activity whether they intend to use the booking as a protest or not, would not be permitted to book with EDU Lettings. Community cohesion is a key factor on any groups that are potentially controversial, if the booking is likely to cause effect to the local community and groups then the booking is not to proceed.

LEVEL OF CHECKS ACROSS BOOKING TYPE

	Commercial Activity	Commercial Activity Involving Children or	NGB Affiliated Clubs	Organised Groups	Language / Cultural Schools	Tuition Groups	Swimming Tuition	Canoe Groups	Events
Public liability insurance									
DBS									
Safeguarding policy									
Relevant Teaching Quals									
Affiliation number / certificate									
Website review									
News article search									
Social Media Review									
Charity commission / Charity Number									
Companies House check									
Lifeguard certificate									
Depth Test if applicable									
FSRT certificate									
Boat cleaning policy									
Deposit Option									

PUBLIC LIABILITY INSURANCE

Groups are required to hold public liability insurance which must:

- Cover the duration of their booking
- Show the name of the organisation
- Value of at least 1 million pounds

SAFEGUARDING POLICY / DBS

It is expected a group will have a safeguarding policy in place if its work involves the supervision of children or vulnerable adults at risk. This must:

- Be less than 3 years old
- Have a review date available
- Have a safeguarding workflow or escalation pathway

If on the update service, then the DBS number and original certificate is required and evidence of the annual check completion provided at expiry.

TEACHING QUALIFICATIONS / AFFILIATIONS

Groups who are affiliated to their National Governing Body will receive an affiliation number and certificate. Certificates must:

- Be the current and in date version
- Be the relevant NGB for the activity taking place
- Stand up to scrutiny when sent to NGB (EDU Lettings dip tests certificates with NGB's for confirmation)
- Teaching qualifications must match the activity and all relevant CPD is the responsibility of the hirer – In line with the hirer T+C's

WEBSITE REVIEW / SOCIAL MEDIA / NEWS SEARCH

We will review and monitor the groups

- Website
- Social media pages
- News articles mentioning the groups

We search these for any examples of radicalisation, Cult like behaviours, high levels of complaints or reviews, controversial news articles about groups or individuals.

COMPANY HOUSE / CHARITY COMMISSION / CHARITY NUMBER

A review of the groups position on company's house or relevant charity details is completed to identify if there is any other business's with the same Director that cause us concerns or do not match the ethos of EDU Lettings or the venue.

SWIMMING POOL CHECKS

All swimming pool groups are expected to comply with the following

- Lifeguard certificate or equivalent industry recognised safety certificate
- Depth tests if the pool is deeper than the certification
- Canoe FSRT certificate as recognised by British Canoeing

For further information on swimming pool bookings, this can be found in the Hirer Terms and Conditions and by reviewing our operational spot check process.

POST CHECKS

If a group is unsuccessful in passing checks – Following a client booking request not reaching our vetting standards the client will be contacted by phone and informed of the reason for the decision. The outcome of this decision will then be communicated to the client in writing via the EDU Lettings account. EDU Lettings would consider the necessity for any information found to any relevant agency should checks reveal potential criminal activity or serious safeguarding concerns.

BOOKING PROCESS

All clients booking with EDU Lettings can take advantage of our online booking platform, the booking system has a range of features that are applicable to vetting including:

- Document manager
- Expiry date reminders
- Document naming
- Auto emails – Used to provide Terms and conditions, venue map, risk assessment and safeguarding declaration.
- Screening questionnaire – Completed by all hirers to identify the nature, document requests and hirer agreements.
- Online agreement tools

DOCUMENT ISSUE AND CONTROL

A copy of this policy document is available to all staff at the office and at each workplace. Upon each revision to the policy, a revised copy will be distributed, and it is the responsibility of the Directors to communicate the implications and requirements of the policy to staff under their supervision and/or control.

POLICY REVIEW RECORD

REVISION STATUS	DATE	REVIEW SUMMARY
1	1/7/2020	Initial issue
2	1/10/21	Annual review – no changes
3	22/11/22	Review – Sign off from KO Safeguarding
4	16/10/23	Annual review – Event vetting change – Sign off from KO Safeguarding
5	30/10/24	Annual review – Changes to Vulnerable Adults terminology, Addition of referral to appropriate services if any concerns identified. – Sign off from KO Safeguarding



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