



**RADLEY**

**Lettings Policy**

**March 2024**

# Lettings Policy

## Introduction

The Radley College campus hosts a number of external lettings, often involving residential accommodation, on a commercial basis through Radley College Services Limited (RCS). Most lettings (including all residential ones) take place in school holidays (mainly Easter and Summer).

All lettings require a signed contract. The purpose of this Policy is to summarise key aspects of safeguarding and health and safety management in place with commercial lettings clients, and criteria for accepting a new lettings relationship. The Lettings contract provides a more detailed schedule of requirements and must be signed and accepted prior to the commencement of any let.

## Criteria for Accepting a Lettings Client

Due diligence is undertaken on all new (and existing) lettings clients to establish the appropriateness of the client, its objectives and the skills, experience, and qualifications of its staff in operating lettings activities.

All clients undertaking regulated activity, including activities aimed at children, are expected to have appropriate safeguarding procedures in place (see below).

No lettings are permitted to persons under the age of 18.

No lettings are permitted to any organisation with an unlawful or extremist background.

## Safeguarding children and vulnerable adults - Requirements

If a client is a Regulated Activity Provider with ultimate responsibility for the management and control of a Regulated Activity, the client shall:

- Provide a copy of its up to date Safeguarding Policy and Procedures
- Ensure all individuals engaged in Regulated Activity are subject to a valid enhanced disclosure check for Regulated Activity undertaken through the DBS; and
- Monitor the level and validity of the checks for each member of the client staff
- Not employ or use the services of any person who is barred from, or whose previous conduct or records would indicate that he or she would not be suitable to carry out Regulated Activity, or who may otherwise present a risk to participants
- Provide copies of relevant DBS documents if requested.

Sub-letting to another person or organisation is not permitted

## Health and Safety

Clients must observe any reasonable rules and regulations RCS or the College makes and notifies governing client use of the College.

Clients must observe (and procure that the participants and the client staff observe) the College's Fire and Health & Safety Regulations as published from time to time.

The client is solely responsible for conducting risk assessments for all activities and will provide a copy of all risk assessments.

**Inspection**

The College will cooperate and support the requirements of any inspection process required of the client's activities on site.

In the event a client receives an unfavourable inspection report at any time (on or off Radley premises), the College will meet with the client to determine any additional conditions, and reserves the right to terminate any existing contract.