

LETTINGS AND EXTERNAL FUNCTIONS POLICY

CATEGORY	HR
POLICY OWNER	Head of Atlantic Experience
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APPROVED BY	Principal
REVIEW FREQUENCY	Annual

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1. Policy Purpose

The first aim of this policy is to make staff and visitors aware of the dual nature of the business at UWC Atlantic (the College) and to set parameters for the safe use of the premises by all users.

It is also important to ensure that visitors, especially during term time, do not present any serious risk to students on site.

2. Policy Statement

As part of the business activities of the College, the premises are used for functions other than the education of its own students.

Education remains the core business and this is our priority.

Other business functions include:

- Summer lettings to school and activity groups.
- Private hire of specific parts of the campus (especially St Donat's Castle, Arts Centre and seafront facilities) for events such as weddings, private events and conferences.
- Use of the castle and grounds for filming.

3. Policy Implementation

3.1 Health and Safety

All external users are made aware of the College's Health and Safety measures and the staff involved in external activities maintain the same level of care as is expected throughout the year.

3.2 Summer Lettings

College facilities are usually let on a commercial basis to outside users at times when the College is not in session. Therefore students' education is never disrupted by such events and the presence of outside users poses no threat in terms of safeguarding as students are not present.

External users are required to ensure that their own procedures are in place in terms of safeguarding and wellbeing of their charges.

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3.3 Term Time Events

Parts of the College premises are occasionally let for private functions, particularly weddings, conferences and for filming.

To ensure that students' health, safety and welfare is safeguarded and that their education is not interrupted by other users, the following steps are taken:

- The majority of events are scheduled out of term time or during weekends
- Those events that are accepted during the term are scheduled predominantly for weekends. When events are booked, the limitations of the areas available to guests are made clear at the outset.
- Events take place in the castle, arts centre and seafront area and use rooms that are not normally used by students. Only the lawns below the castle are used for outside events.
- Teaching, boarding and areas normally used by students are not used by visitors, with the exception of Madiba.
- Visitor names are collected by the Atlantic Experience team in advance
- The dining area is used by students at their scheduled meal times and any booking that includes catering will provide times that are timetabled not to clash with student meal times.
- Staff running and assisting with events remain on duty to advise staff and students of the areas in use by visitors and to remind visitors of the areas that are available under the terms of the booking. This is inclusive of Town and Country Catering staff,
- Staff and students are forewarned of external events.
- All staff wear College ID badges that can identify them and distinguish them from visitors.
- Staff encountering visitors who may have strayed onto excluded parts of the campus are asked to challenge and redirect such visitors back to permitted areas.
- Risk assessments specific to each event are carried out by Atlantic Experience and the Director of Operations and Sustainability.

4. Related Information.

4.1 Related Policies

[Health and Safety Policy](#)

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5. Policy Measurement and Reporting

The Lettings and External Functions Policy is reviewed annually by the HR Committee of the Board, the Head of Atlantic Experience and the Head of HR as part of the normal review cycle and as part of the whole College development plan. Part of this review process will consider to what extent the policy is being used as an active working document.

The policy is communicated to the school community electronically on **Every** and is available on the UWCA website.

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