



RADLEY

Lettings Policy

October 2025

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 during school holidays (mainly Easter and Summer).

All lettings require a signed contract. The purpose of this policy is to summarise key safeguarding and health and safety measures in place for commercial lettings clients, as well as the 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 carried out 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).

Lettings are not permitted to individuals under the age of 18.

Lettings are not 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.
- Monitor the status and validity of DBS checks for each member of the client's staff.
- Not employ or use the services of any person who is barred from, or whose previous conduct or records indicate they are unsuitable 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 comply with any reasonable rules and regulations issued by RCS or the College regarding use of the College facilities.

Clients must ensure that participants and 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 must provide copies of all risk assessments.

Inspection

The College will cooperate with and support any inspection process related to the client's on-site activities.

If a client receives an unfavourable inspection report at any time (whether 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.