

## **CHARGING AND LETTING POLICY 2018-2019**

**Name of School:**

**HEYBROOK PRIMARY AND NURSERY SCHOOL**



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# Heybrook Primary and Nursery School

## CHARGING AND REMISSIONS POLICY

### INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Local Authority's policy statements on charging and is reviewed on an annual basis.

### CHARGING POLICY

#### Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during School or Nursery hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in School and Nursery hours to carry pupils between the School or Nursery and a timetabled activity;
- Education provided outside School or Nursery hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the School or Nursery, or part of religious education;
- Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- Instrumental and vocal tuition for children in care.

#### Voluntary Contributions

The school may ask for voluntary contributions towards the cost of School or Nursery-time activities to assist with funding subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable then the activity may be cancelled.

## Chargeable Activities

The school and nursery may recover the full costs of the following activities but charges will not exceed the actual cost:

- Educational or other activities provided wholly or mainly outside School or Nursery hours which are not:
  - (a) Part of the National Curriculum;
  - (b) Part of a syllabus for a prescribed public examination, which the pupil is being prepared for at school;
  - (c) Part of religious education.
- Travel, board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Private swimming lessons / tuition contributions.

## Remissions Policy

- Charges for 'chargeable activities' may be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.
- The school will use its budget to off-set the cost of school trips – the amount to be placed in the school trips budget will be renewed annually and will only be used to subsidize the cost of trips which are part of the pupil's classroom curriculum. This subsidy will not amount to more than one third of the annual cost of trips out of school for each child. The remaining two thirds of the cost will be collected from the children as a 'voluntary contribution'.

## Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day.

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day. It is essential that parents/carers provide the school with a record of their contact details i.e. names, addresses, home, work and mobile telephone numbers. Parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. Should any of these details change, parents/carers should inform the school immediately.

If you are unexpectedly delayed and are unable to collect, or will be late collecting your child from school, please contact the school immediately by telephoning 01706 647201

If you arrange for another adult to collect your child, you must let the school know the details of that person.

If you are unable to arrange for another adult to collect your child and the child is not collected by 3.45pm there will be a charge of £3 per child per hour.

If contact has not been made by 5pm a telephone call will be made with social services informing them of the situation.

The following information will be required:

- Child's name
- Date of birth
- Address
- Parent/carer/alternative carer details - names and addresses
- Gender
- Ethnicity
- Religion
- Language spoken
- Special dietary needs
- Medical needs
- Home/work and mobile telephone numbers

If there are any concerns about the welfare of the parent/carer, social services will ask the local police to visit the home address.

In the event that the child is in immediate need of protection, the police, who have emergency protection powers, will be contacted.

# Heybrook Primary and Nursery School

## NURSERY CHARGES

### Introduction

Heybrook Nursery is situated on South Street OL16 2EP. The Nursery operates during the hours of 8.45am-11.45am and 12.30 pm to 3.30 pm Monday-Friday term time only, therefore there is no lunchtime provision. The age range of children is from 2-4 years old.

Children that are not eligible for the 2-year-old Nursery grant are charged at the same income rates we receive from the Local Authority. Currently £5.19 per hours for a 2 year old and £4.37 per hour for a 3 or 4 year old. Charges will be reviewed on an annual basis. A record of all payments received is kept on the network system.

Parents are asked to contribute to the cost of providing fruit on a daily basis. Current charges are £5 per child per half term.

### Arrears

Letters and/or phone calls are made to parents detailing amounts owed and requesting payment in advance where possible for non-funded places. The timescale for this is that payment is required within two weeks of the date of the letter. Each arrears case is treated in a sympathetic manner and parents are given the option to pay arrears in instalments where necessary.

All letters and records of phone calls are kept in a file retained in the office to ensure an audit trail is maintained.

In instances where parents refuse to pay or ignore requests for payments an interview with the Headteacher/School Business Manager will be arranged to discuss/address any issues. A decision to withdraw the child from the Nursery provision may be made.

# Heybrook Primary and Nursery School

## EXTENDED SCHOOL CHARGES

Heybrook operates various extended school clubs each term. Breakfast Club runs every day Monday to Friday during term time from 8.15am-9am. The Extended School Coordinator in conjunction with the Deputy Headteacher decides which after school clubs will run each term and what if any charges will be made for each club.

There range of clubs currently available is listed below but can change each term.

- Band Club
- Craft Club
- Football
- Cooking
- Karate
- Dodgeball
- Multi Sport
- Fitness

Current clubs which incur charges are:

Breakfast Club	£1.00 per day
Karate	£21 per half term
Cookery/Craft	£5 per half term ( 6 sessions)

The Extended Schools Coordinator ensures all external providers meet safeguarding and public liability insurance criteria.

# Heybrook Primary and Nursery School

## LETTINGS POLICY

### Introduction

The Governing Board regards the School and Nursery buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Board is to support the School and Nursery in providing the best possible education for its pupils, and any lettings of the premises to outside Organisations will be considered with this in mind.

### Responsible Event booking

The Prevent duty, which came into force on 1 July 2015, requires specified authorities including local authorities, schools, police, health, colleges and universities to undertake the necessary due diligence with regards to the use of public venues and resources. When booking an event, we would follow the Responsible Event booking guidance to assess whether there are any associated risks that would need to be identified and managed BEFORE we confirm an event booking at either the Nursery or School setting. If booking requests are received at short notice, we may contact you to request further information. We reserve the right to refuse or cancel any booking, particularly where groups or individuals are dishonest with the information they provide. Please refer to the Prevent Guidance (appendix One).

A charge will be levied to meet the additional costs incurred by the School and Nursery in respect of any lettings of the premises.

### Definition of a Letting

A letting may be defined as “any use of the School and Nursery premises (buildings and grounds) by either a community group or a commercial organisation. A letting must not interfere with the primary activity of the School and Nursery, which is to provide the highest standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents’ meetings, Governing Board meetings and extra-curricular activities of pupils supervised by School and Nursery staff, are legitimate charges against the School and Nursery delegated budget.

### Administrative Process

Organisations seeking to hire the School and Nursery premises should approach the Headteacher / Premises Manager, who will identify their requirements and clarify the facilities available. A School and Nursery Letting Request Form should be completed at this stage. The Governing Board has the right to refuse an application and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved by the Headteacher, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the Hire Agreement. The letting should not take place until the signed agreement has



been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Boards current scale of charges. The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

## **TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL AND NURSERY PREMISES**

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

### **Status of the Hirer**

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. 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 and Nursery to them or of creating any tenancy between the School and Nursery and the hirer.

Persons may have to undergo, at the discretion of the Governing Board, a criminal record check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with the School or Nursery pupils, all personnel involved must undergo a DBS check, in accordance with DfE guidance. These checks must be made by prior arrangement with the Headteacher, with at least half a term’s notice in advance to ensure that the checks can be carried out in time.

Any adults working with the School or Nursery pupils (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the LA’s guidelines for working in schools.

### **Priority of Use**

The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to School or Nursery functions.

### **Attendance**

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

### **Public Safety**

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult / pupil ratios

at all times.

### Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

### Damage, Loss or Injury

The Hirer warrants to the Governing Board 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 letting. The minimum limit for this insurance cover is £5 million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

Neither the School and/or Nursery, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

### Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the School or Nursery fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

### School Equipment

Permission to use School or Nursery equipment must be sought prior to its use. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of School or Nursery equipment they are using, and for the equipment's safe and appropriate use.

### Electrical Equipment

Any electrical equipment brought by the Hirer onto the School or Nursery site MUST comply with the LA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LA. The intention to use any electrical equipment must be notified on the application.

### Car Parking Facilities

Subject to availability, these may be used by the Hirer and other adults involved in the letting.

### Toilet Facilities

Access to the School or Nursery toilet facilities is included as part of the hire arrangements except for outdoor lettings of the School or Nursery grounds only.

### First Aid Facilities

There is no legal requirement for the School or Nursery 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 lettings. Use of the School or Nursery resources is not available.

### Fire Regulations

The person responsible for the security of the premises before, during and after the hire will explain the fire procedures to the hirer. The advice will specifically relate to emergency evacuation procedures, fire alarm points and firefighting equipment, assembly points and roll call of personnel, location of telephone and how to summon the Fire Brigade and emergency services. A written copy of fire evacuation procedures will be issued to hirers.

### Food and Drink

No food or drink may be prepared or consumed on the property without the direct permission of the Headteacher, in line with current food hygiene regulations. All litter must be placed in the bins provided.

### Intoxicating Liquor and Drugs

No intoxicants shall be brought on to or consumed on the premises.

### Smoking

The whole of the School and Nursery premises is a non-smoking area and smoking is not permitted.

### Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right and shall indemnify the Local Authority against all sums of money which the LA may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

### Sub-letting

The Hirer shall not sub-let the premises to another person.

### Charges

Hire charges are reviewed annually and the current charge is set out in the 'Lettings Request Form'.

### Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Board on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least **7 days'** notice either way is given. It is the Hirer's responsibility to notify people in writing (where appropriate) of any changes in dates or venues at least a week in advance.

### Security

The Governors will hire and pay for a person to be responsible for the security of the

premises before, during and after the hire and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Governing Board of the School and Nursery.

### Right of Access

The Governing Board reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Board may monitor activities from time to time.

### Conclusion of the Letting

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

### Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the School or Nursery by the nearest exit and assemble **on the nearest playground well away from the building or the street in front of the Nursery**. The Hirer must have immediate access to participants' emergency contact details and may use the telephone in the School or Nursery office (if available) in the event of an emergency. It is important that the hirer has a working mobile phone on their person at all times for emergency use should the office not be available. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

### Promotional Literature / Newsletters

A draft copy of any information to be distributed to participants or through the School or Nursery must be sanctioned by the Headteacher a week prior to distribution by the Hirer.

# Heybrook Primary and Nursery School



Heybrook Primary School  
Park Road, Rochdale, OL12 9BJ

**T** 01706 647201

**F** 01706 710305

*Headteacher: P. Stanley B.A. (hons) PGCE NPQH*

Heybrook Nursery School  
South Street, Rochdale

OL16 2EP

**T** 01706 645435

**F** 01706 710305

## Scale of Charges

### Monday-Friday

Letting Charges cost for first hour: £125.00

Letting Charges for each hour after: £100.00 (per hour)

### Saturday

Letting Charges cost for first hour: £145.00

Letting Charges for each hour after: £110.00 (per hour)

### Sunday

Letting Charges cost for first hour: £155.00

Letting Charges for each hour after: £115.00 (per hour)

- ❗ If Caretaker is required then current overtime rates will be paid as applicable.
- ❗ If opening /closing is required, current rates will be applied to the hirer and included in the fees.

Confirmation the 'Lettings Policy' in respect of Heybrook Primary and Nursery School has been discussed by the Resources Committee on behalf of the Governing Board.

Signed by:

Chair of Governors: ..... Date: .....

Headteacher: ..... Date: .....

Agreed at the Governing Body Meeting on: ..... Minute Reference: .....

## Appendix One

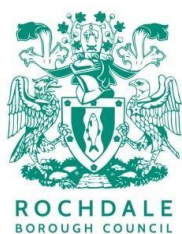
### Responsible Event Booking Guidance

**A practical guide to support organisations in identifying and managing potential risks associated with bookings**

Publication Date	May 2016
Related Legislation / Applicable Section of Legislation	Human Rights Act 1998 Equality Act 2010 Prevent Duty 2015
Related Policies, Strategies, Guideline Documents	
Replaces	
Joint Guidance Document (Yes/No)	
Name of Partner(s) if joint	
Guidance Document Owner (Name/Position)	Neighbourhood Services
Guidance Document Author (Name/Position)	Community Safety Team
Applies to	

### Review of Strategy

Last Review Date	
Review undertaken by	
Next Review Date	



## Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number

### 1. Introduction

The new Prevent duty, which came into force on 1 July 2015, requires specified authorities including local authorities, schools, police, health and colleges and universities to undertake the necessary due diligence with regards to use of public venues and resources and this guidance has been developed to help officers to do this.

This guidance document is designed to be a practical guide to support you in your role as facilities manager when taking bookings for events and assessing whether there are any associated risks that would need to be identified and managed BEFORE you confirm an event booking at your venue. The principles of the guidance can also be applied to other decision making processes such as those for commissioning and contracting services to third party organisations / groups.

**The decision with regards to *who* at your venue should complete this guidance document is your responsibility.**

The guidance can be completed electronically or on paper.

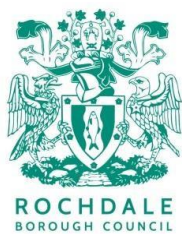
This guidance will not apply to all events, but provides a helpful start to doing something if you have concerns or are unsure about a group or individuals' wishing to use your venue – Your judgement on such events is important.

**The decision with regards to *when* to complete this guidance document is your responsibility.**

We advise that if you take the decision to complete the guidance document the booking is not confirmed until you have reached a decision based on your findings.

**This guidance document should be used alongside your existing policies and procedures for booking events and speakers.**





You may not have all the information required to complete the booking guidance when you first receive a request to use your venue and you may need to contact the requestor for further information. Should you receive requests to use your venue at short notice and wish to discuss any issues/concerns you may have please refer to the key contacts listed at the end of this document.

**The decisions regarding whether to accept a booking and take any further action is *your* responsibility.**

In order to allow fair and transparent decision making, basic information should be obtained and considered when booking events.

Not all these things will apply to all events and it will become apparent very quickly that many events will not cause any concerns whatsoever.

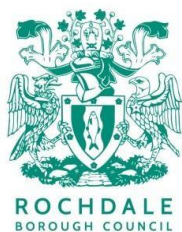
This guidance has been broken down into four key areas for you to consider when reserving and booking an event at your venue:

- 1) Booking an event – Who wants to use your venue?
- 2) Wider considerations and research
- 3) Decision making
- 4) Useful contacts

## **2. Rochdale Borough Community Values**

Rochdale Borough is a vibrant and diverse town known for its longstanding and good reputation for cooperation, equality and community cohesion. It is also a town that has been built on migration and has welcomed people from across the world. The success of this is evident when we look at the diversity of Rochdale Borough's communities and how this richness has contributed towards our social and economic success. Our communities are strong in coming together in times of need and crisis and possess a wealth of experience, talents and resources. This is not something that has happened overnight, we have all worked hard and continue to do so everyday.

As a town we do not shy away from challenging and controversial issues and are committed towards supporting communities to come together and respectfully debate and discuss issues. We also recognise that the international nature of our communities means that events and incidents taking place from across the world can impact on the lives and relationships of individuals and communities in the borough.



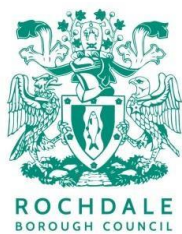
The Rochdale Way sets out the values that are at the heart of how we approach all of the work we do. To help us all make these values real we have developed a set of behaviours for us all to adopt.

- **Valuing our People:** We respect others points of view and give them freedom to use their initiative. We encourage all team members to participate fully and we recognise and acknowledge when work is done well.
- **Focusing on Customers:** We treat our customers fairly, and listen to their needs. We keep them informed, manage their expectations and deliver the services they need.
- **Acting with Integrity** We're open and honest with each other and our customers, and respect that people have different opinions and points of view. We take responsibility for our actions and hold our hands up when we make mistakes.
- **Using Time and Money Wisely:** We work as a team to plan activities that achieve our goals and we ensure tasks are allocated to the right people. We share good practise with others and continually make every effort to improve the way we work.
- **Working Together:** We work as a team to create a fun and friendly environment where all staff can work closely with their colleagues and our partners. We work together to achieve the best possible outcomes for our customers.
- **Always Learning and Improving:** We're always looking for new ways to improve the services we deliver to our customers. We create an environment which enables learning and encourages and supports challenge. We support people to take risks and learn from our mistakes.

We all have responsibility for promoting and protecting our values.

Whilst we recognise, support and remain committed towards strengthening our approaches to community engagement, cohesion and resilience, there are times when we need to be able to stand together and be bold to challenge those who seek platforms and opportunities to create divisions and tensions or incite hatred towards others.

Our borough is used to being exposed to a wide range of different beliefs, are critical thinkers and have always developed their own opinions. However, there are individuals and groups (and not just locally) that advocate or promote extreme views including the use of violence (offline and online). Such groups, individuals and events may also fall outside the defined set of values in the borough and also those values promoted by your facility and have the potential to create community tension, media attention, and damage to the hard earned reputation of your organisation.



The ideologies that motivate such individuals or groups are varied and care has to be taken to find a balance that takes account of the right to free speech and the provisions within the Human Rights Act 1998, Article 10 of the European Convention on Human Rights:

<http://www.legislation.gov.uk/ukpga/1998/42/contents> and the Equality Act 2010 :

<https://www.gov.uk/guidance/equality-act-2010-guidance>

A summary of the Human Rights Act 1998 can be found:

<https://www.justice.gov.uk/downloads/human-rights/human-rights-making-sense-human-rights.pdf>

A summary of the Equality Act 2010 can be found:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/85017/individualrights1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85017/individualrights1.pdf)

### **3. Decision making process for booking**

It is important to document your decision making and communicate this clearly.

- Ensure that you store any information in line with your venues' records management policy and your data protection arrangements.
- Make it clear that you reserve the right to refuse or cancel any booking, particularly where groups or individuals are dishonest with the information they provide.
- Ensure that the event is in line with the Community Values referred to in this guidance.
- Where an event is to proceed, consider additional conditions to ensure it is managed correctly and make it clear that breaching these conditions could lead to the cancellation of the event.

Such conditions could include:

- Making an event open to the public.
- Mandatory attendance of persons who can provide an alternative voice to ensure fair debate.
- Giving guidelines regarding language or topics that will not be tolerated.
- Insisting upon an independent chair person or observer.
- Restricting the sale of alcohol or other products.
- Asking speakers to provide copies of presentations in advance and agree not to deviate from this.
-



- 
- Restricting what banners, placards, leaflets, electronic materials, etc are allowed at the event.
- Insisting that the event is recorded in case of future complaint.

#### 4. Governance

This guidance document is governed by the following:

Responsible	Community Safety Team
Accountable	Rochdale Safer Community Safety Partnership (RSCP)
Ownership	Prevent Steering Group (PSG)
Consulted	GMP, RSCP, PSG,
Informed	GMP, RSCP, PSG

#### 5. Review Date

This guidance document will be reviewed on an annual basis or in response to any legislative updates.

The next review date is December 2017.

## 6. Responsible Booking Template Section 1: RESPONSIBLE BOOKING TEMPLATE

**Booking an event – Who wants to use your venue?** This information should be collected at the point of enquiry from organisations or individuals requesting to book your venue.

Name of event					
Date of event:		Time of event:		Is this a repeat booking?	YES/NO
Name and contact details for person requesting the booking (inc. org. / group / charity they represent):					
Event type e.g. engagement, conference, fundraiser, consultation, meeting:		Approximate number of people attending			
How is attendance at the event being arranged? (Tick relevant box)	Invite only <input type="checkbox"/>	Open invite however attendees will need to book onto the event <input type="checkbox"/>	Open invite- Open to members of the public <input type="checkbox"/>		
How is the event being advertised? (word of mouth, social media, flyers, website etc):		Will the media be present? YES/NO		Is the event going to be segregated? YES/NO	
Name and contact details of main speaker (inc organisation / group / charity they represent):					
Name and contact details of all other speakers (inc organisation / group / charity they represent):					
Please provide the contact details for a venue you have held an event at previously (Advise that you may contact		Name: Tel number/ Email:			
Is wider consideration and research required?		YES/NO (If you have selected YES complete section 2 below)			

## Section 2: WIDER CONSIDERATIONS AND RESEARCH

For each of the questions record your findings and using the impact assessment rating below to assign a number based on the level of risk and/or likelihood.

Consideration	Findings / Further Action	Impact Assessment 1 = low/no risk /low/no likelihood 2 = medium risk/medium likelihood 3 = high risk/high likelihood
1. If any concerns are raised consider checking the list of proscribed organisations. This is a list of banned organisations under UK law. <a href="https://www.gov.uk/government/publications/proscribedterror-groups-or-organisations--2">https://www.gov.uk/government/publications/proscribedterror-groups-or-organisations--2</a>	If the organisation is listed as a proscribed organisation you should <b>not</b> proceed with the booking. <b>Do not agree to the event as it is likely to breach the law.</b> Contact the Community Safety Team on: <a href="mailto:community.safety@rochdale.gov.uk">community.safety@rochdale.gov.uk</a> and consider informing the police.	
2. If concerns are raised but the organisation is not proscribed, consider conducting an open source internet search to research the organisation, topics or speakers to inform your decision making process. To ensure that your search is proportionate make sure that you consider all the information and it's credibility.	Log findings of your internet search below (including date of search)	1    2    3
3. <u>If a charity</u> is booking the event, you can check if it is registered on the Charity Commission website <a href="https://www.gov.uk/government/organisations/charitycommission">https://www.gov.uk/government/organisations/charitycommission</a>	YES / NO	1    2    3
4. Are there concerns that this event could contradict the Rochdale Way- values and behaviours, fall outside your organisations code of values, or breach UK law, the Human Rights Act 1998 and the Equality Act 2010?	YES / NO Further action / detail:	1    2    3

<b>Consideration</b>	<b>Findings / Further Action</b>	<b>Impact Assessment</b> 1 = low/no risk /low/no likelihood 2 = medium risk/medium likelihood 3 = high risk/high likelihood
5. In your opinion is there a chance this event could cause community tension or impact on community cohesion / relations?	YES / NO Further action / detail:	1    2    3
6. Is there a chance that this event could attract counter protest groups?	YES / NO Further action / detail:	1    2    3
7. Is there a risk to the facilities' reputation?	YES / NO Further action / detail:	1    2    3
8. Are there Health and Safety issues to be addressed or security required?	YES / NO Further action / detail:	1    2    3
<b>TOTAL NUMBER</b> (add up the numbers circled for each question)		
<b>OVERALL RAG ASSESSMENT</b> See below (e.g. total equals 11 therefore RAG assessment equals Amber – Medium Risk)		



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<p><b>Additional comments</b> (including, where applicable any mitigating circumstances that may impact the level of risk)</p>	
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**7. RAG Assessment:**

<b>Total: 8</b> <b>Green – Low or no risk</b>	<b>Total: 9 – 14</b> <b>Amber – Medium Risk</b>	<b>Total: 15 – 21</b> <b>Red – High Risk</b>
<p>Proceed with your booking using your existing policies and procedures for booking events and speakers.</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment</p>	<p>Consider making contact with the Council’s Community Safety Team, local neighbourhood policing team or Greater Manchester Police’s Prevent Team for advice (see contacts below). This is advised before you confirm this event booking.</p> <p>If you decide to go ahead and confirm the booking for the event to be delivered from your venue, please ensure that you have the right event management arrangements in place to react, manage and log any situations that could lead to reports of breaches in the Human Rights 1998 and Equality Act 2010; including the potential for disorder.</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.</p>	<p>Make contact with the Council’s Community Safety Team, your local neighbourhood policing team or Greater Manchester Police’s Prevent Team for advice before you make any decisions. <b>Do not</b> confirm the event booking (see contacts below).</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.</p>

**Contact details**

For further advice, contact:

**Rochdale Borough Council**

Community Safety Team

E-mail: [community.safety@rochdale.gov.uk](mailto:community.safety@rochdale.gov.uk)

Tel: 0300 303 8878



### **Greater Manchester Police Prevent Team**

Tel: 0161 856 6345, or log onto: [www.gmp.police.uk/prevent](http://www.gmp.police.uk/prevent) and select 'Prevent Officers Contact Details'

### **Greater Manchester Police**

Please log onto <http://www.gmp.police.uk> and use the 'Find your local police' tab to find your local police phone and e-mail contact details. Alternatively ring GMP on our non-emergency number 101.

### **To report a Hate Crime –**

**TruVision** You can report hate crime by:

- Calling Greater Manchester Police on 101
- Reporting online via the True Vision website [www.report-it.org.uk](http://www.report-it.org.uk) (this can be done anonymously)
- If it is an emergency, calling the police on 999