

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'.



Booking Policy

Approved by the Governing Body of Our Lady of Peace Catholic Primary School and Nursery

This policy was implemented September 2016

Date implemented: September 2016 To be reviewed: September 2017
Ratified at FGB meeting 8th December 2016
Statutory

The school has a commitment to safeguarding and promoting the welfare of children.

Introduction

Slough Borough Council will not permit its accommodation to be let:

- For political rallies or demonstrations
- For purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules
- For functions attended by people whose presence may cause civil unrest or division within the community
- To an organisation or individual which has been banned by law

The Council also reserves the right to cancel any booking where it considers:

1. that such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking.
2. the users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the Council or harm the reputation of the Council.

Step 1

The following questions will assist staff in determining whether a booking is considered controversial

1. Establish what the venue will be used for and what type of event the customer is wishing to hold at the community centre or other community facility
2. Is the name given linked to any community group or organisation?
3. Request a copy of the programme details and names of any speakers.
4. Request all contact details (address, mobile, home and business contact number).
5. If the customer is not a Slough resident, establish why they are holding an event in the Slough area.
6. Ask the customer if they have used any other venues in the country, if so contact the previous venue(s) to establish what the event was.

Step 2

If you are concerned with the answers provided by the customer, speak to your manager. If the manager deems it appropriate they will cross reference the booking details provided with the web links and contacts below, or ask you to do so (in the order listed):

1. <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2> (provides a list of all known terrorist groups within UK and Ireland).
2. Contact Thames Valley Police Prevent Team: – Tristan Khezzadeh, 07800 702161
Tristan.khezzadeh@thamesvalley.pnn.police.uk, Prevent Engagement Officer,
Slough Station or Naheem Bashir, Prevent Coordinator - Engagement &

Partnerships, on 07800 703183 or 01189 536487,
naheem.bashir@thamesvalley.pnn.police.uk.

Step 3

If the booking is identified as controversial, the Strategic Director Customer & Community Services will make the final decision on whether to cancel.

This decision will be shared in advance of being communicated to the booking organisation with other known venue providers and the Council's communications team.