

RESPONSIBLE EVENT BOOKING

GUIDANCE & GOOD PRACTICE

For venue hiring, speaker or visitor requests, event bookings and for third party agencies

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ABOUT THIS GUIDANCE

This is a practical guide to support settings when taking bookings for events, hiring out their venue or considering speaker or visitor requests and bookings.

The [Prevent Duty](#), which came into force on 1 July 2015, requires specified authorities, including educational settings and childcare providers, to undertake **due diligence regarding the use of public venues and resources, this includes publicly owned buildings.**

Settings are responsible for assessing any associated risks BEFORE a speaker or an event is confirmed. This is important, particularly if the visitor or speaker has personal or professional interests or associations that may conflict with statutory responsibilities under the Prevent Duty and the [Equality Act 2010](#). The conflict needs to be considered in the context of its impact on pupils, staff, as well as the community.

This guidance is aimed at governors, head teachers and school leaders. The principles can also be applied to commissioning and contracting services by third party organisations who may be responsible for the bookings and lettings.

Although this guidance does not apply to all events, it provides a helpful start if a setting is unsure about a group or individuals that wish to use their venue.

Key points

- 1. Settings should decide *who* completes the necessary checks and seek support where appropriate.**
- 2. This guidance document should be used alongside a setting's existing policies and procedures for booking events and speakers.**

A booking should not be confirmed until the setting has reached a decision based on findings.

A setting may not have all the information required to complete an assessment when they first receive a request to use their venue. A setting may need to contact the requestor for further information.

If requests are received at short notice and present concerns, please refer to the **key contacts** listed at the end of this document.

The decision regarding whether to accept a booking or take further action is *the responsibility of the setting who may seek support or guidance from the Local Authority*. In the interest of fairness and transparency, basic information should be obtained and considered when booking events. A further internet search may be conducted.

Settings are within their rights to refuse a booking, event, or speaker based on their assessment.

This advice may not apply to all events and it will become apparent very quickly that many events will not cause any concerns whatsoever.

CONTEXT

The Prevent Duty requires all staff and responsible adults to undertake due diligence when receiving event or speaker requests. It is advisable to have a policy regarding the vetting and monitoring of guests who are visitors to the school or provider.

“Specified authorities will need to...[have] robust safeguarding policies in place to identify children at risk...These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised.”

- (Prevent Duty Guidance in England and Wales HM Government July 2015)

The Prevent Strategy defines extremism as:

“vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.” - (Prevent Duty Guidance in England and Wales HM Government July 2015)

In order to meet the Government’s definition of extremism, an individual does not have to meet every part of the definition, some of the key areas of concern are:

- *Opposition to democratic government*
- *Intolerance towards other groups, including the protected characteristics*
- *Inciting hatred, violence, or call for the breaking of the law.*
- *Encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts*
- *Insulting other faiths, beliefs or groups.*

Settings will need to consider their legal obligations in protecting freedom of speech but balanced with other legal duties such as the Prevent Duty 2015 and the Equality Act 2010. In addition, this sits alongside existing requirements which require schools to secure a balanced treatment of political issues, and that pupils are “offered a balanced presentation of opposing views”, including during extra-curricular activities (Education Act 1996).

PRACTICAL STEPS

The following summarises the key considerations settings should undertake when they receive venue hire, speaker or event requests.

Identify: What is planned and who is planning it?

1. Who is the individual or organisation booking the event?

- ask for their name and any associated names they operate under
- ask for their address and a phone number
- get details of the individual or organisation’s website and associated websites

2. Does the organisation/individual implement a policy that promotes equality and diversity and challenges all forms of discrimination? Or will they agree to their event subscribing to your equality and diversity policy?

3. Ask for details of the event including: theme; title; agenda; content; speakers; expected audience numbers and demographics; details of how the event will be promoted (ask for copies of flyers/posters etc.); is the event open to the public or ticket only?

Assess: Undertake due diligence to confirm requester’s information

1. Run a check on the individual/organisation/speakers by:

- viewing their websites, articles or speeches
- considering what other people are saying about them (articles/blogs etc.)

2. Ask for a reference from a venue provider previously used by the individual/organisation.

3. If the booking is for a charity, check the charity number of the organisation with the Charity Commission at www.charitycommission.gov.uk

Action: Do you let the event go ahead? Or take action to reduce the risks?

Use the information collected to inform your decision. If there are any potential risks, complete the assessment under [Section 3: WIDER CONSIDERATIONS AND RESEARCH](#)

Follow up: How did it go?

This will include reviewing the outcomes of the booking process, including any lessons learnt. It may be worth considering whether any cancellation or allowing a booking to take place has caused any negative media or community interest.

Top tips when taking bookings:

- if the booking is being arranged by an event management or another company, make sure you know who their client is
- be wary of individuals only giving mobile numbers
- if enquiries are made about internet use and bandwidth, investigate whether any speakers are participating in the event remotely
- be wary of individuals/organisations making large cash payments
- ensure that in the event of reputational risk to your organisation you have the ability to withdraw from the contract.

Top tips when researching organisations/individuals online:

- complete a thorough check on the individual/organisation by:
 - viewing their website(s)
 - looking at what other people are saying about them (articles/blogs etc)
- complete a thorough check on any speakers by looking at what other people are saying about them (articles/blogs etc)
- when you are looking at a website check if it's being kept up-to-date
- if you are unsure about an organisation check if it has a landline number and business address
- where possible use primary evidence - an organisation's manifesto or a person speaking on YouTube.

Section 1: VISITING SPEAKER/EVENT REQUEST FORM

This template is an **example** of a visiting speaker or event request form to be completed by the organiser or speaker.

Name of Speaker	
Name of Organisation	
Date of Proposed Visit	
Name of Contact	
Reason for Visit	
Please outline below the information you wish to communicate in your talk or event:	
Please confirm: <ul style="list-style-type: none"> • The information you have provided is true and accurate • You agree to the 'Guidelines for Visiting Speakers or Events'. • You will bring valid photo ID (Staff photo ID, Driving License, Passport) with you on the day as proof of your ID and DBS if required. 	
Date:	

For Staff Use Only:

Signature of event organiser or visiting speaker	Date:
Approved by Headteacher	Date:

'Guidelines for Visiting Speakers or Events'

This is an example of guidelines which a visiting speaker or an event organiser should adhere to.

As per the Prevent Duty guidance, visiting speakers are required to agree to the following terms and conditions:

1. I understand that the visiting speaker or organiser of an event must share details of the content and reasons for their talk or event in advance. You may be asked to provide material of your presentation or information about your organisation.
2. The presentation or event must not incite hatred, violence, or call for the breaking of the law.
3. The visiting speaker or event is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
4. The visiting speaker or event must not spread hatred and intolerance of any minority group/s in the community.
5. The visiting speaker or event must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
6. Visiting speakers or events are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
7. School staff have the right and responsibility to interrupt and/or stop the presentation or event for any violation of this agreement.

Section 2: 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 or speak at 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? (<i>Tick relevant box</i>)	Internal <input type="checkbox"/> External <input type="checkbox"/> Invite only <input type="checkbox"/>	External invite (attendees will need to book onto the event) <input type="checkbox"/>	External 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/organiser (inc organisation / group / charity they represent):					
Name and contact details of all other speakers/organiser (inc organisation / group / charity they represent):					
Please provide the contact details for a venue you have held an event at previously (<i>Advise that you may contact</i>)	Name: Tel number/ Email:				
Is wider consideration and research required?	YES/NO (If you have selected YES complete section 3 below)				

Section 3: WIDER CONSIDERATIONS AND RESEARCH

For each of the questions record your findings and using the impact assessment rating below 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. https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2	If the organisation is listed as a proscribed organisation you should not proceed with the booking. Do not agree to the event as it is likely to breach the law. Contact the police.	1 2 3
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 its credibility.	Log findings of your internet search below (inc 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 https://www.gov.uk/government/organisations/charity-commission	YES / NO	1 2 3

Consideration	Findings / Further Action	Impact Assessment 1 = low/no risk/low/no likelihood 2 = medium risk/medium likelihood 3 = high risk/high likelihood
4. If concerns are raised but the organisation is not proscribed, consider contacting the DfE counter extremism and due diligence team for advice. Email: counter.extremism@education.gov.uk Telephone: 020 7340 7264	Further action / detail:	1 2 3
5. Are there concerns that this event could contradict the British values, fall outside your organisation's code of values, or breach UK law, the Human Rights Act 1998 or the Equality Act 2010?	YES / NO Further action / detail:	1 2 3
6. 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
7. Is there a chance that this event could attract counter protest groups?	YES / NO Further action / detail:	1 2 3
8. Is there a risk to the facilities' reputation?	YES / NO Further action / detail:	1 2 3
9. Are there Health and Safety issues to be addressed or security required?	YES / NO Further action / detail:	1 2 3
TOTAL NUMBER (add up the numbers circled for each question)		
OVERALL RAG ASSESSMENT See below (<i>e.g. total equals 11 therefore RAG assessment equals Amber – Medium Risk</i>)		

<p>Additional comments (including, where applicable any mitigating circumstances that may impact the level of risk)</p> 	
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Assessed by senior leader responsible for event bookings and speaker requests	Signature	Date:
Approved by Headteacher	Signature	Date:

RESTRICTED

RAG Assessment:

Total: 8 Green – Low or no risk	Total: 9 – 14 Amber – Medium Risk	Total: 15 – 21 Red – High Risk
<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 your local Council’s Community Safety Team, local neighbourhood policing team or 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 local police and LA Prevent Team for advice before you make any decisions.</p> <p>Do not 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>

DECISION MAKING

- It is important to document your decision making and communicate this clearly.
- Ensure that you store any information in line with your venue's 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 British 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.
- Ensuring balanced views are given by providing 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 accurate records are kept of the event and risk assessments are logged in case of future complaint.

CONTACT DETAILS

If you have a concern about an event you should contact Prevent for informal advice:

1. The Prevent Team: email at Prevent@Hackney.gov.uk or call 0208 356 8104
2. If you are concerned about a potential Safeguarding issue contact Children and Families Services by emailing them at fast@hackney.gov.uk or call 0208 356 5500
3. To contact the Charity Commission, visit their website charitycommission.gov.uk
4. To contact the DfE's counter extremism and due diligence team email: counter.extremism@education.gov.uk or call 020 7340 7264
5. To access a list of terrorist groups or organisations banned under UK law https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/670599/20171222_Proscription.pdf
6. To find out more about the Prevent Duty visit the government website https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf
7. To report suspicious activities, you can call the Anti-Terrorist Hotline anonymously on **0800 789 321** or in an emergency **call 999**.

