1. The Children & Learning committee welcomes applications for use of Council premises from the following:

Community Learning and Development; Community Groups/Classes affiliated to the Community Learning and Development; Adult Education Associations; Bona fide youth organisations, community groups or associations which are promoting Community Learning and Development activities which are opened to the public; Private groups, single activity groups including sport groups and Commercial organisations or individuals.

2. **Guidelines for Use of Educational Premises**

2.1 All applications for the use of education premises should be made on the standard application form. The completed forms should be returned to Angus House giving **NOT LESS THAN FOURTEEN DAYS’ NOTICE**.

2.2 a) Use of the premises shall be granted at the discretion of Angus Council on the understanding the use does not interfere in any way with the Council’s requirements for educational purposes or otherwise and that the stated views or objectives of the user are acceptable to the council. Angus Council reserves the right to cancel any letting for any reason. Angus Council shall make reasonable efforts to give such advance notice of any cancellation as is possible in the circumstances.

b) Please note it is the responsibility of the lessee to check that premises are suitable for their needs before applying for the let. Special attention should be given where young children are to frequent the premises as part of the let. Particular attention to the condition of heating, electrical appliances and kitchen areas should be noted. It is also the responsibility of the lessee to decide whether pitches are playable on due to bad weather etc. Where this decision is made by the school or other authorised party this will be communicated to lessees via the school lets section.

2.3 The use of establishments with Janitors will be subject to a Janitor or approved substitute being available. Accommodation can normally be provided between the hours of 1700 – 2200 (weekdays) and 0900 – 1700 (weekends).

2.4 School premises will not normally be available to outside organisations during school holiday periods except for:

a  Religious Services (Not Sunday Schools)

b  Election purposes

c  Approved play schemes and other community learning and development activities
2.5 Election meetings, elections or referenda will take priority over all requests for the use of school premises during European, National, Local Government or Parent Council Election periods.

2.6 A programme of community use of the school will be drawn up at the beginning of each session following consultation between the Head Teacher and Community Learning & Development Worker (where appropriate).

2.7 Application to Tayside Contracts, Soutar Street, Dundee, will be required for the use of kitchen facilities. A charge, over and above the cost of the use of the school accommodation, will be made for the services of Tayside Contracts staff.

2.8 At least 14 days' notice of cancellation must be given to the School Lets Team, otherwise no refund will be paid. Shorter notice will be acceptable for outdoor facilities when cancellation is due to weather conditions. If an organisation which has been granted a let for a block of evenings and fails to attend on two consecutive evenings without a reasonable cause and/or without giving at least 7 days notice on either occasion, the remaining evenings for that block let will be cancelled.

2.9 Swimming pool attendants will not be provided by the Council. Organisations using a swimming pool are therefore responsible for making their own safety arrangements. (see enclosed “Pool Users” Safety Code).

2.10 Activities must be confined to the times and area of the school for which the permit is issued.

2.11 Current charges are detailed on the attached schedule.

2.12 The user group is responsible for any damage to Council property and for the conduct of its members during the let. The Council accepts no responsibility for accidents on the premises. Damage to property and injury to persons during the time of use should be notified immediately to the Janitor. In the absence of a Janitor, the Head Teacher or Community Learning & Development Worker should be notified as soon as possible.

2.13 The user group shall appoint a competent and responsible person who shall be present and in charge during the entire period of use, and an adequate number of competent persons for supervisory duties, who shall take appropriate action to safeguard the health and safety to all participants and to prevent any form of damage to the premises or any misuse of the facilities granted by the Council. Efficient door control must be maintained at all doorways leading to and from the premises to ensure that free egress by the various exits is maintained during the period of use. The person in charge will be responsible for completing and signing the nightly attendance log provided by the Janitor.

2.14 The Council shall provide normal heating, lighting and ventilation. Any incidental expenses incurred shall be met by the user.

2.15 Organisations bringing electrical equipment into Council premises should ensure that it possesses no electrical defects, which could constitute a safety hazard. A
regular inspection by an electrical engineer or other competent person is necessary to comply with Portable Appliance Testing as required under the Health & Safety legislation. All such equipment must be removed from the premises, or if this is impracticable the item should be placed in a secure storage area to which other users do not have access, subject to availability and approval of the Head Teacher.

Groups will be given the opportunity to present pieces of electrical equipment for Portable Appliance Testing during the Education Central Technicians routine visits. Groups will be charged accordingly.

2.16 The use of school equipment (eg pianos, gymnasium apparatus) is not automatically included in the permit of use. Special permission for the use of such equipment must be sought from the Head Teacher. A suitable Risk Assessment should be completed for the use of gym equipment.

2.17 Outdoor shoes must not be worn in gymnasia or halls allocated for indoor sports activities.

2.18 All parts of the building should be left as they were found. Failure to do so may result in groups being charged for extra cleaning.

2.19 Smoking is not allowed in any area of the Council’s premises during the period of a let, including school grounds.

2.20 The user shall be responsible for securing any permits required for the performances of copyright work. The Council will not be liable for any damage and expenses claimed by person or company as the consequence of the performance of copyright work for which the user did not obtain a permit from Performing Rights Society or any appropriate licensing body.

2.21 The Council will not be liable for any damage, injury or loss of property brought to or left in Council premises or car parks by persons using the premises.

2.22 For community block booking rate users, the maximum number of meetings shall be no more than 40 and the normal maximum period for each meeting shall be two hours.

2.23 The Council reserves the right to cancel any approved permit.

2.24 The person(s) in charge must acquaint themselves with the fire procedures in respect of the premises and the position and use of fire appliances and fire exits in the area of the let (See enclosed ‘Fire Safety Guidelines). Persons in charge should know the location of the nearest telephone in case of emergency, the location of the accident report forms and first aid kit. (This information is available from the Janitor or Building Manager).

2.25 No alcohol may be sold, but on certain occasions may be served, in Educational premises. The availability of alcohol must be discussed and agreed by the organisation and Head of Establishment.
2.26 Failure to observe the above guidance may result in the withdrawal of the let. In these circumstances, monies already paid will be forfeited.

2.27 Public Liability Insurance

 Generally, commercial organisations and those bodies that are affiliated to national organisations will require to provide PL cover at the lessee’s expense or satisfy the Council that this cover already exists for that organisation. Also, events where there is a known greater risk will require to carry PL cover at the lessee’s expense e.g. amateur dramatic or musical shows.

There are, however, a number of situations where it would be unreasonable to expect the lessee to arrange PL cover because the assessed risks are low in relation to the activity of the event. In these circumstances, an extension to the Council’s public liability policy has been agreed with the insurers to allow cover for smaller, community based activities at no additional cost.

Examples are:
- Coffee mornings
- Dances/discos
- Ceilidhs
- Weddings
- Private parties
- Lunch clubs
- Senior citizens clubs

The extension does not include functions such as the following and the lessee would be required to arrange their own PL cover.

- Dinner dances which include performances or cabarets (higher risks associated with staged performances)
- Local groups affiliated to national bodies (they are expected to carry PL cover as a matter of course)
- Promotional/commercial/business functions (PL cover would be a business overhead)
- Flower shows (affiliated to national body)
- Craft/trade fair (commercial activity)
- Sporting activity (higher risk)

In cases where there may be doubt as to whether PL cover is required separately by the lessee, the lessee should discuss the requirement with the School Lets Team who will advise on the matter.

2.28 “THE PROTECTION OF CHILDREN SCOTLAND ACT 2003” requires anyone working for an organisation in a paid or voluntary capacity in a childcare position to be vetted against the Disqualified from Working with Children List. In order to access this information, the organisation must be registered with Disclosure Scotland, a recognised Umbrella Body or with CRBS, and therefore must meet the standards for registration.

Organisations/groups are encouraged to register with Central Registered Body
Scotland or an appropriate umbrella organisation which provides training and advice on child protection and other important issues and also has some form of regulation. Clubs and organisations must identify which governing body they are affiliated to.

Currently there is no legal requirement or mechanism for individuals who deliver services in their own right and not in conjunction with anyone else or as part of an organisation, to be vetted. However, this clearly presents a concern and is not within the spirit of the Protection of Children Scotland Act. Therefore, Schools & Learning requires an individual applying for a let signs a declaration that he/she is not on the Disqualified from Working with Children List.

Where can you get more information?

The Central Registered Body Scotland (CRBS) - Helpline: 01786 849777 or e-mail info@crbs.org.uk

Information on sports governing bodies is available from Sportscotland, Caledonia House, South Gyle, Edinburgh, EH12 9DQ, Scotland, Tel: 0131 3177200, Fax 0131 3177202, e-mail library@sportscotland.org.uk

A training pack for the voluntary sector is available from CRBS which includes guidance on POCSA and Health and Safety matters. Organisation wishing to register with CRBS have to demonstrate that they have key policies in place such as child protection, data protection and health and safety before being registered.

Youth Link Scotland, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ, Tel: 0131 3132488, Fax: 0131 3136800, e-mail info@youthlink.co.uk

Disclosure Scotland, PO Box 250, Glasgow, G5 1YU – helpline 0870 6096006, e-mail info@disclosurescotland.co.uk

The Scottish Executive’s Guidance for Organisations can be found at www.scotland.gov.uk/library5/education/pcaqfo.pdf.

The Scottish Executive’s Guidance To The Voluntary Sector On Who Needs To Be Checked Against The Disqualified From Working With Children Lists is available at www.scotland.gov.uk/childprotection