

CONFERENCE LETTINGS POLICY

Document Title		
CONFERENCE LETTINGS POLICY		
Document Author and Department:	Responsible Person and Department:	
Chief Executive Officer, College Leadership	Chief Executive Officer, College Leadership	
Approving Body:	Date of Approval:	
College Council	27 th February 2018	
Date coming into force:	Review Date:	Edition:
28 th February 2018	Annually	2
EITHER For Public Access? Tick as appropriate	OR For Internal Access only? Tick as appropriate	
YES <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Summary/Description:		
This document sets out the principles and procedures for letting out any part of All Nation Christian College's premises to hirers.		

ALL NATIONS CHRISTIAN COLLEGE

CONFERENCE LETTINGS POLICY

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2. INTRODUCTION:

- a. All Nations Christian College is a Christian multicultural learning community that is privileged to be situated in beautiful surroundings. We are happy to share our site with others who wish to hire our premises. However, the nature of our open site, the fact that children live here and visit as conference guests, and the fact that we have specific legal obligations as an educational establishment which cover all users of this site, mean that we need to put certain safeguarding measures in place and require visiting speakers and conference organisers to agree to the terms of this and all other relevant College policies if they wish to organise or lead any activity here.
- b. In order to fulfil the College's obligation to maintain good order on its premises, the College imposes the following conditions and restrictions upon activities such as teaching, performances, meetings and other events held on its premises. This policy outlines those conditions.

3. ALL NATIONS CHRISTIAN COLLEGE MISSION STATEMENT:

To train and equip men and women for effective participation in God's mission to His multicultural world.

4. LEGISLATIVE FRAMEWORK:

The College has written policies in order to comply with the following legislation and these are available on request. It is the responsibility of the hirer to be aware of their general rights and responsibilities under these policies:

College Policy	Legislation
Health and Safety Policy	Health and Safety at Work Act 1974
Safeguarding Policy	Children Act of 1989
Acceptable Use of ICT Policy	Electronic Communications Act 2000
Freedom of Expression and Academic Freedom Policy	Human Rights Act 1998 Article 10
The legal obligation for educational institutions to prevent anyone from being drawn into terrorism on their premises is enshrined in several College policies, especially this policy and the one above.	Counter Terrorism and Security Act 2015
Data Protection Policy	Data Protection Act 1998
Equal Opportunities Policy	Equality Act 2010

5. SCOPE:

This policy covers any person or organisation who wishes to organise an event on the College premises. It also covers those engaged to speak at such an event. The College may, at its discretion, waive some of these policy conditions for events which are organised by members of the College community.

For the purposes of this policy, 'Hirer' 'You' or 'Your' refers to the person signing the booking agreement and includes the organisation, or person, if any, on whose behalf the booking is made. Such an organisation or person shall be jointly and severally liable with the person signing the form. The Hirer is the 'Main Organiser' who liaises with the College throughout the booking process. 'We' 'Our' or 'The College' refers to All Nations Christian College.

6. ACCEPTABLE CODE OF BEHAVIOUR:

This Code applies to all users of the College premises. It is based on principles that derive from the nature of the College as a Christian institution: biblical concepts of love and respect for individuals, property and the environment.

6.1 It is expected that all users of the College facilities will:

- a. Function within the framework of the College as a Christian institution;
- b. Demonstrate respect and consideration for all College campus users;
- c. Treat College property and its environment with respect;
- d. Support and not undermine the College reputation at all times and therefore not behave in any way which might bring it into disrepute.

6.2 The College will permit the use of its premises only by organisers of events who undertake to comply with this Code, the terms and conditions of hire, and all lawful instructions issued by the College in relation to the location, arrangements and conduct of such events, including adequate stewarding and moderating, chairing, monitoring, and the provision of adequate control over entry.

7. VETTING PROCEDURE

7.1 The College has a responsibility to ensure that no-one on our premises is at risk of being drawn into terrorism. We therefore have a duty to ensure that all groups wishing to hire our premises are not liable to engage in such activity.

7.2 Should the conference manager be unfamiliar with a group he will research them by checking on their website and also consulting widely amongst staff and others who may be more familiar with the group to ensure that they are a bona fide and highly unlikely to indulge in any illegal activity.

7.3 The conference manager will also consult the Facilities Manager who is also a member of the Senior Leadership Team, and the College Principal and Chief Executive officer. Only if they are sure that the group poses no risk to either their own delegates or those on the College site, will consideration be given to going ahead with the booking.

8. GROUNDS FOR REFUSAL:

Should the Conference Manager feel that there are reasonable grounds for refusal he will have a discussion with the Facilities Manager and Principal who will make the final decision whether to go ahead with the booking.

- a.** Reasonable grounds for refusal would include, but are not limited to, the fact that the event is likely to:
- e. Interfere with the smooth running of the College;
 - f. be inconsistent with the evangelical Christian tradition;
 - g. be inconsistent with the College's charitable objectives as a Christian missionary training institution
 - h. lead to the unlawful expression of views, especially those which might incite those attending to commit a criminal act;
 - i. be in direct support of an organisation whose aims and objectives are illegal; or
 - j. give rise to a breach of the peace.
- b.** In determining whether the holding of an event on College premises might reasonably be refused, where appropriate, consideration should also be given to:
- the safety of persons attending the event and persons on the College premises who might foreseeably be put at risk;
 - the security of College premises;
 - the good name and reputation of the College as a Christian missionary training institution.

9. MAIN ORGANISER:

- a.** The Hirer will appoint a Main Organiser to be responsible for liaising with the College on all details of the booking. They are also responsible for control arrangements for the event, and will be held responsible for maintaining public order and, as far as possible, securing compliance with this policy.
- b.** The Main Organiser (or someone appointed by them) is responsible for arriving in good time before their delegates, in order to welcome them and to complete the necessary administration which could include room pack distribution, showing them to their rooms and orientation around the campus.

10. PROGRAMME AND PUBLICITY:

- a.** At the time of the booking the Hirer will discuss the nature of the event with the Conference Manager or his/her delegate to satisfy the College that the booking is consistent with this policy. Hirers, as far as possible, are responsible for ensuring that nothing in the organisation and the holding of such events infringes the law, or College regulations, in any way.
- b.** As a final check, the College must receive a copy of the planned programme at the point of booking and the final programme, together with any advertising, as early as possible, and no later than two weeks before the event takes place. This monitoring is important for a variety

of reasons, but it includes confirming that there is no risk of radicalising views being shared among College staff, students or among visitors to the College. The College reserves the right to cancel the booking should the programme or advertising cause concern that the event be found to be non-compliant with this policy.

- c. We will not normally circulate promotional material from external sources. When we receive a request to do so, the Principal will need to authorise it, before it may be circulated to students, staff or others.

11. TERMS AND CONDITIONS:

The Hirers must sign an agreement indicating that they agree to abide by the terms and conditions of the hire. This includes the agreement to abide by the terms of this policy and all relevant College policies but especially those mentioned in section 3 above.

12. SPEAKERS:

- a. The College has a general duty of care, as far as is practicable, to protect everyone on our site. This includes the duty to ensure that no one uses our premises to present extremist or harmful views or behaviour that will compromise the College's commitment to mutual respect and tolerance.
- b. Although the College's commitment to mission and evangelism is strong, we are aware of the dangers of extremism in our world, and of the harm that can be done when people with passionate beliefs of different kinds seek to impose those beliefs on others. The College will not suppress freedom of expression but it is committed to its legal obligation, as an educational establishment, to prevent the spread of any form of extremism in association with our provision of education or in the use of our facilities.
- c. As a College our aim is to share the Gospel message with grace as well as truth, respectful of all others, and with a particular concern for the vulnerable in our society. We appreciate that harm can be psychological and emotional as well as physical. Therefore the College will not tolerate spreading, seeking to spread, or permitting the spread of extremist religious or political views among visitors to the College. Whether they are Christians or not, visiting speakers **will be required to sign an agreement** that they will not express views which are inconsistent with the Christian faith and that they will not either illegally express extremist ideology which could draw others into terrorism, nor express themselves in any way which would constitute incitement to riot, insurrection, racial hatred, religious hatred, harassment or in any other way which is illegal.

13. COSTS:

Hirers are responsible for any costs involved in organising and holding such events. The fee will be agreed at the time of the booking along with the deposit and payment arrangements. The Hirers are also responsible for the cost of repair for any damage done to any part of the property or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. (See separate Conference Fees and Payment Terms Sheet which also includes cancellation terms, costs and VAT exemption details.)

14. LIABILITY:

- a. If you are a church, charity, or other organisation, we will require you to send us a copy of your Public Liability Insurance policy in order for us to comply with our insurance regulations.
- b. Neither the College management nor their employees or students, accept any liability for loss or damage to any vehicle or other property belonging to any person or organisation using the College conference facilities.

15. HEALTH AND SAFETY:

- a. We aim to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and that ensures that persons not in the College's employment are not exposed to risks which may arise from the College's activities.
- b. We are committed to ensuring all staff are well informed and meet their Health and Safety responsibilities with the utmost integrity and respect for others and the College amenities. All persons on our site must co-operate with the Health and Safety policy at all times by:
- Following instructions in the safety rules or notices displayed on College property.
 - Ensuring they know what to do in the event of a fire;
 - Ensuring they know what to do in the event of an accident;
 - Ensuring they know how to express any concerns regarding the content of any speaker's talk, particularly regarding
 - Taking reasonable care for Health and Safety of themselves and of persons who may be affected by their acts or oversights.
 - Ensuring that any portable electrical appliances brought into the premises and used there shall be safe and in good working order and used in a safe manner;
 - Complying with any code of conduct or prevention policy which aims to protect a person's psychological, emotional and physical wellbeing, for example our Safeguarding policy.
- c. In the interests of safety, the following rules must be followed:
- **Smoking** is not allowed in a College building or porch way (this includes electronic cigarettes);
 - **Helium balloons** are not allowed, unless approved at least one week prior to the event;
 - **Open flames**, including candles, are not allowed. Hirers are advised to discuss alternative options with the event organiser;
 - **Ball games** near the College buildings are not permitted – please divert enthusiast to the sports field.
 - **Children's safety** is very important to the College – see next section.

16. PETS:

Dogs and other pets are not permitted, with the exception of guide dogs.

17. CHILDREN AND FAMILIES:

- a. **Supervision:** The following rules will help children to enjoy our site safely:
- 17.2.1** Government legislation requires that 'only fit and proper persons have access to children' and 'due care is taken in protecting vulnerable adults'; it is the hirer's responsibility therefore to complete risk assessments and have safeguarding protocols in place for their event.
- 17.2.2** Hirers should impress on parents and carers that it is their responsibility to look after their children (i.e all those under 18 years of age).
- 17.2.3** Children under 14 must be supervised by an adult at all times and should not be given swipe cards.
- 17.2.4** An adult who is not the child's carer should not enter a child's bedroom.

17.2.5 Areas in which children are allowed only with a responsible adult are:

- Easneye Hall
- Allen Building
- Maple Hall
- Grass area outside Maple Hall.

b. Children's Play areas (with adult supervision) are:

- Grass area around the Allen Building
- Football pitch – this is the only area where ball games and cycling are allowed.

c. Child No-Go Areas: No child should enter another person's bedroom, climb on/jump off the stage in Maple Hall; or play with the musical instruments. In the interests of children's safety:

- Please do not bring children into the dining serving area. (Hot food and drinks are served and carried in this area);
- Please do not allow children to run around the dining room, especially if they are carrying cutlery.

18. CATERING:

- Catering requirements will be discussed at the time of the booking.
- The college does not usually support self-catered events. Our onsite Catering Department have to ensure the safety of all customers who eat on premises.
- We require final numbers for catering purposes 2 weeks before the start of the conference. Any cancellations after this time will have to be paid for in full. All changes to numbers must be made in writing.
- For all our day and residential conferences we require special dietary requirements to be provided to the conference department at least 48 hours prior to the first meal.
- We endeavour to be flexible with meal and refreshment times, however if hirer's members are staying for an evening meal, the latest we can serve hot food is 6.30pm. Cold buffets may be available after this time.
- We would ask the tables to be wiped after use and, especially families, to clean any food on the carpet.

19. ICT ACCESS AND USE:

- Wi-Fi connection is available to you to use during your stay. The network name and password can be found in the Welcome Pack provided.
- Hirers are asked to remind their members that it is unlawful to use the College network facilities to harm themselves or others or to violate the rights or invade the privacy of others. The College' Acceptable Use of ICT Policy' is available from the Conference Manager.

20. AV/PA SYSTEM:

- If you wish to use our AV or PA system, please inform us at the time of your booking. Use will involve undertaking some simple training.

21. LICENCES:

- The hirer must ensure that they obtain any necessary licences for the use of any pre-recorded sound or video materials or projected words for songs etc., and will take full responsibility for any claims arising from the use of such materials.
- The College does not hold an alcohol licence.

22. PARKING:

- a. All visitors to the College should park in the main car park in front of Easneye House.
- b. Temporary parking elsewhere is for unloading purposes.
- c. The only exception is for people who have mobility issues, who may use the limited parking available outside the reception area.

23. COLLEGE SECURITY:

- a. Your delegates need to sign in and out when they arrive and leave the College. The main organiser is responsible for keeping a list of delegates' names, including those of day visitors. A copy of this should be given to an appointed person in your group, for fire and safety and also security reasons.
- b. The College requires everyone on site to wear a name badge at all times. These should be provided by the Hirer.
- c. Swipe cards for the door entry system will be provided to all our adult (aged 18 years and over) residential delegates, on arrival at the College.
- d. Swipe cards should not be given to any other group or person that is not associated with the conference event or College or anyone under 14 years of age.
- e. Lost or damaged cards will be charged to the individual at the cost of £12.

24. GRIEVANCES:

- a. We would like all hirers to have a positive experience in their dealings with us. However, we understand that we do not always get everything right. Should you be unsatisfied with the way you have been treated, or with the service provided, you may wish to make a complaint.
- b. We will seek to address any complaints about the service provided to the best of our ability at the time. College Staff aim to be courteous to all complainants, responding positively and, wherever possible, offering constructive solutions.
- c. The Main Organiser should discuss any concerns or grievances they may have with Conference Manager or his/her delegate at the time. We aim to offer constructive solutions whenever possible, but cannot be held responsible for matters outside of our control.
- d. If, after making such a complaint, the complainant still feels the matter has not been dealt with satisfactorily they may choose to make a formal complaint in writing by following the procedures outlined in the 'Grievance Policy and Procedure for Non-Academic Issues' available from the Conference Manager.
- e. Should any staff or student at the college have a grievance as a result of a Conference group being onsite, they will first speak to the Conference Manager and/or put it in writing. Depending on the severity of the complaint or grievance, the CEO/Principal of the College will be informed and the matter thoroughly investigated and brought to the attention of the Conference leader. Henceforth, necessary recompense and/or action will be taken to resolve the situation once mutual agreement has been attained between the College and the Conference Leader or whom it concerns at the organization they are representing.

25. SANCTIONS

- a. The College is obligated to investigate all claims that the hirers have broken the terms of their agreement with the College.
- b. Where a breach of the Acceptable Code of Behaviour (Section 6 above) may have taken place or the terms and conditions of the hire have been broken, the College shall take such steps as are reasonably practicable (including, where appropriate and following proper investigation, invoking sanctions) to ensure compliance with the obligations under this Policy.

- c. The result of such an event or investigation into an occurrence of this kind may result in any or all of the following:
- in the event of disorder or illegal activity, to close down proceedings immediately;
 - refusal to offer future access to the College premises;
 - if applicable, application for the recovery of any costs for damage etc incurred to College property.
 - taking steps to assist the police in identifying any persons who have committed an unlawful act with a view to appropriate action being taken against them.
 - sharing information about speakers with other institutions, where legal and appropriate;
 - informing the College Prevent Lead of any concerns in relation to persons being drawn into reportable activity according to the Counter Terrorism and Security Act 2015.

26. DATA PROTECTION:

- a. Booking forms are kept in order to facilitate the booking hire and in accordance with legislation (Data Protection Act 1998). Records may be seen on request and will be retained at the end of the hire, only with the agreement of the Main Organiser, in order to facilitate further bookings.
- b. Should any investigation be initiated into the cancellation of the hire due to the terms and conditions of the hire being broken, records of that investigation will be kept and, if appropriate, passed on to the appropriate legal authority for the purposes of such an investigation.

27. EQUAL OPPORTUNITIES:

- a. The College is committed to ensuring that all our staff, students and visitors are protected from unlawful discrimination of a direct or indirect nature. This commitment is covered in our Equal Opportunities Policy, a copy of which is available from the Conference Manager.
- b. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure.

28. RESPONSIBILITIES, POLICY APPROVAL AND REVIEW:

- a. This document will be available to all on the College website: www.allnations@ac.uk , monitored regularly and reviewed and evaluated periodically.
- b. Those in positions of authority, such as the Members of the Council, the Chief Executive Officer, Programme Leaders and Members of the Leadership Team have formal responsibilities under this Policy and are expected to familiarise themselves with this Policy and procedure document on appointment.
- c. The Leadership Team will annually review and approve this policy.
- d. The overall responsibility for achieving the objectives of this policy and ensuring its compliance rests with the Council (College Council of Trustees) of the College, who are also responsible for its final annual review.
- e. The Principal/Chief Executive Officer also has responsibility for overseeing any complaints brought under the terms of the policy and ensuring that decision-making complies with all relevant regulatory bodies.

29. POLICY COMMUNICATION

- a. A copy of this policy will be given to all Hirers. Hirers must sign to say that their speakers, if any, have also seen and agreed to section 11 of this policy.

b. A copy will also be available on the College website: www.allnations.ac.uk

APPENDIX

SPEAKERS' AGREEMENT

The College has a general duty of care, as far as is practicable, to protect everyone on our site. This includes the duty to ensure that no one uses our premises to present extremist or harmful views or behaviour that will compromise the College's commitment to mutual respect and tolerance.

Although the College's commitment to mission and evangelism is strong, we are aware of the dangers of extremism in our world, and of the harm that can be done when people with passionate beliefs of different kinds seek to impose those beliefs on others. The College will not suppress freedom of expression but it is committed to its legal obligation, as an educational establishment, to prevent the spread of any form of extremism in association with our provision of education or in the use of our facilities.

As a College our aim is to share the Gospel message with grace as well as truth, respectful of all others, and with a particular concern for the vulnerable in our society. We appreciate that harm can be psychological and emotional as well as physical. Therefore the College will not tolerate spreading, seeking to spread, or permitting the spread of extremist religious or political views among visitors to the College. This commitment is contained in the College '**Freedom of Expression and Academic Freedom Policy**' which is available on request.

In the light of this, Visiting speakers are required to sign the following agreement:

I will neither illegally express extremist ideology which could draw others into terrorism, nor express themselves in any way which would constitute incitement to riot, insurrection, racial hatred, religious hatred, harassment or in any other way which is illegal.

Signed by Speaker:

Event:

Engaged to speak by:

Dates of Speaking Engagement

All completed forms to be passed to Sean Watkiss or Wendy Jenkinson