

COMMUNITY CENTRES GUIDANCE



INTRODUCTION

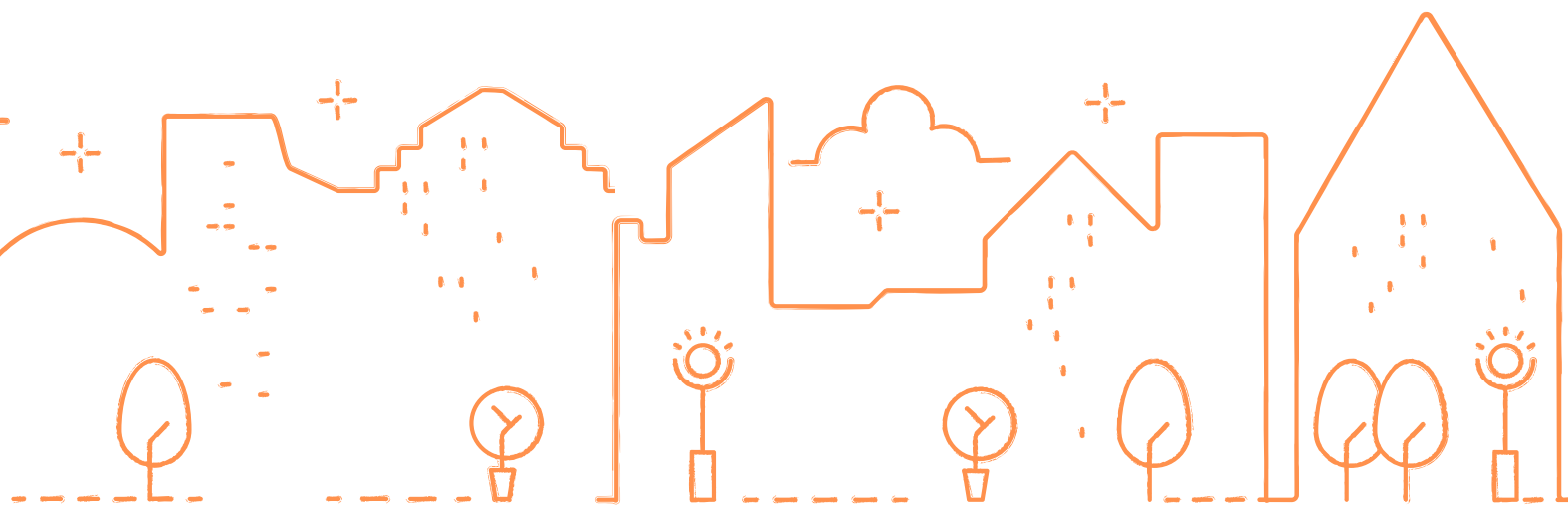
Barking and Dagenham is one of the fastest-growing and most diverse communities in the UK. We recognise the value and benefit that a diverse mix of well-designed and well-managed spaces, activities and events can bring to communities. We understand that change and diversity is a strength and we can all learn from one another.

We are committed to supporting a diverse mix of activities and events, including those that encourage people to understand, respect and celebrate each other's differences, those where tolerance, understanding and a sense of responsibility can grow, and where all people can enjoy full equality and fulfil their potential.[1]

Barking and Dagenham Council owns, manages, and leases a large portfolio of venues across the borough, which host a significant number of events and activities each year.

This document seeks to provide clear guidance on how those who wish to hire community spaces can get the best out of their events and activities and ensure that they are run safely, legally and for the benefit of the whole community. This guidance applies to both one-off events and reoccurring activities/classes and is a resource for community centres.

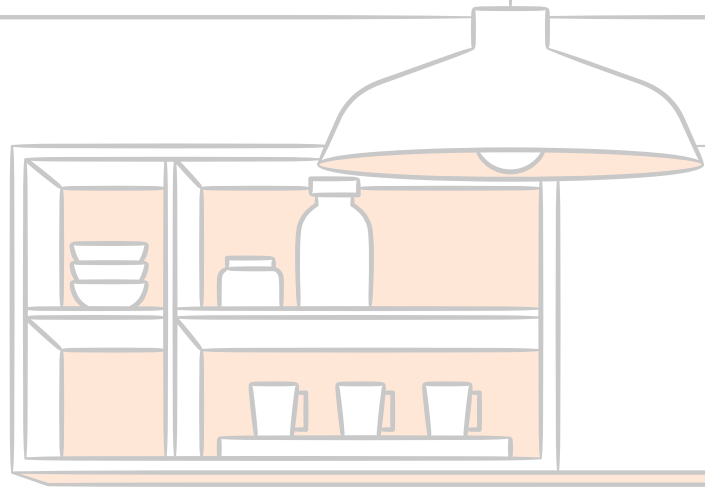
The overall aim for a community centre should be to improve the quality of life of local people, especially for those living in the ward being served by the community centre, by offering excellent facilities and activities, which support communities coming together and provide a range of social, educational, recreational, and cultural opportunities.



WHAT DOES GOOD USE OF A COMMUNITY CENTRE LOOK LIKE?

- Supporting the Borough's strategic priorities and outcomes, , in light of the vision set out in the Borough Manifesto for 2037.[1]
- Promoting a positive image of Barking and Dagenham as a friendly and welcoming borough with strong community spirit, bringing people together, across opinions and beliefs, culture, ethnicity, age, sexual orientation and gender. [2]
- Complying with relevant duties, regulations and legislation including safeguarding adults and children.
- Promoting equal opportunities, being accessible to all residents and not unlawfully discriminating against any individual or group.
- Being easily contactable by residents, with information regarding the activities schedule and opening times readily available.
- Minimising disruption to local residents and businesses.
- Being used in a safe way, incorporating the Prevent duty Guidance from Local safeguarding support [4]
- ·Ensuring the centre is not used for public meetings with political, religious, or any other content where the matters for discussion are obscene, sexist, homophobic, racist, offensive, controversial, sensitive or likely to breach the Council's commitment to community cohesion.
(Religious events may be held, or specific political events such as Councillors ward surgeries, but the activities and matters for discussion cannot breach the Council's commitment to community cohesion.)

OTHER FACTORS TO CONSIDER WHEN HIRING OUT A SPACE



- **Noise:** Ask the Hirer to ensure there is no excessive noise, or annoyance caused to local residents or other users of the building.
- **Parking:** Remind the Hirer that no vehicle may be left within twenty feet of an emergency exit or exit route. If the Hirer has any queries regarding parking, please tell them to check with the community centre in advance. All vehicles and contents are left at their owners' risk.
- **Hosting events and activities:** Ask the Hirer to contact for details and ensure the event or activity follows the guidance given here on good community centre use.
- **Licensing:** It is the responsibility of the Hirer to obtain all appropriate licenses for their booking in line with the community centre's policy. This may include a Temporary Events Notice (TEN). These can be obtained from the Licensing Authority at their own cost. [5]
- **Food safety/regulations:** The provision of catering and other refreshment facilities will remain the responsibility of the Hirer. There should be no cooking on site on any open flame. Food, food sauces and other slow dissolving items such as oils and fats, must not be disposed of down the sinks. To meet legal requirements you should ensure you have the relevant training and certificates, which can be found on the Food Standards Agency website. [6]
- **Waste:** Please remind the Hirer that the Premises should be left in the same condition it was found in. The booking will include set-up and clear-up time and the Venue should be cleaned and vacated on time. All rubbish bags must be placed in the outside bins as outlined by the community centre.
- **Insurance:** The Hirer should maintain appropriate policies of insurance to cover the risk of damage or injury to any person (to a minimum of £5million cover) or property occasioned by the exercise of the rights conferred by this Licence. Advise the Hirer to not do anything which has the effect of making the insurance policy for the Centre void or voidable or which increases the insurance premium payable for that insurance.
- **Risk Assessments:** The Hirer must carry out a risk assessment for each activity and event. We recommend that a copy of the risk assessment be supplied to the Venue at least 28 days before the first date of the Period of Hire.

SAFEGUARDING REQUIREMENTS

Overall Safeguarding best Practise

The Care Act identifies six key principles that should underpin all safeguarding work. These are:

- **Accountability**
- **Empowerment**
- **Protection**
- **Prevention**
- **Proportionality**
- **Partnership**

When managing community spaces, organisations should follow and embody these principles. If you hire out a space on your premises to other organisations you have a responsibility to make sure they are also embodying these principles and taking the right steps to keep any vulnerable residents safe. This includes children and all vulnerable adults. This applies regardless of the size of the room(s) people are using and whether they are paying to use the space.

You can ensure groups are keeping vulnerable adults and children safe by:

- asking them to share their safeguarding and child protection policy with you and checking it is adequate
- sharing LBBDs safeguarding children guidance document with the group and asking them to sign an agreement stating they will comply with it
- making sure groups have carried out risk assessments
- letting groups know if other people will be using the premises at the same time and ensuring that they do not use other rooms in the Premises without your written consent
- asking groups not to share any entry codes or keys to the building with others

More information around safeguarding can be found later in this guidance document

HEALTH & SAFETY REQUIREMENTS FOR ALL SPACES

The Hirer shall be responsible for the health and safety aspects of the use of the Premises during the Period of Hire. The Hirer shall ensure they are familiar with the:

- **Fire alarm points**
- **Refuge and assembly points**
- **Location of telephone**
- **Location of the accident reporting book**
- **Fire Evacuation Procedures**
- **Refuge and Assembly Points**
- **Location of First Aid Kit**

The Hirer shall also:

- Ensure clear and unobstructed access and regress is maintained to all emergency exits in the Premises
- Ensure fire doors in the Premises are not be propped or left open at any time
- Familiarise visitors with the position of fire alarm points, fire evacuation routes, fire refuge points and the fire assembly point
- Appoint fire wardens who are trained in emergency procedures
- Ensure no hazardous materials are brought onto the Premises. There should also be no smoking onsite.
- Ensure that any disrepair to the Premises is immediately reported to you

Please inform the Hirer that they must ensure that all attendees sign in, as good practise for potential evacuation in case there is an emergency.

When making a booking with your Venue it is the Hirer's responsibility to note any requirements of attendees of the activity or event that will require help with exit in the event of an emergency.



BOOKING PROCESSES

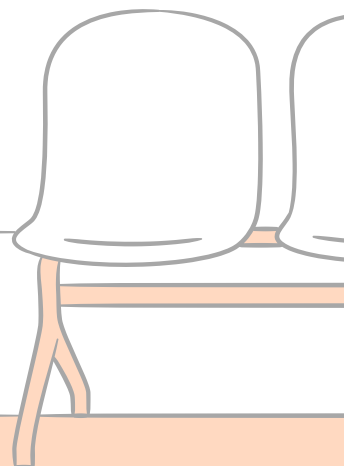
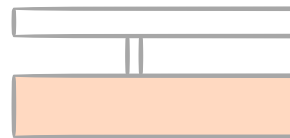
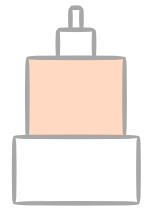
For a list of community centres, please see this link - [Community halls to hire | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](#)

Community centres can be contacted directly to find out their booking process.

Guidance to using License to Occupy Agreements for Regular Hires:

A standard License to Occupy agreement can be used to facilitate the regular hiring of spaces in Community Centres. This LTO agreement is available for runners of Community Centres to access, and makes sure that key areas such as health and safety, liability, and use of spaces are covered.

An example LTO can be accessed by emailing community@lbbd.gov.uk



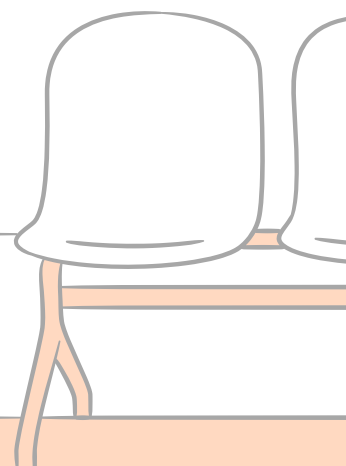
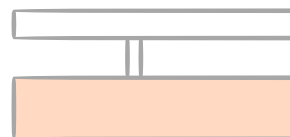
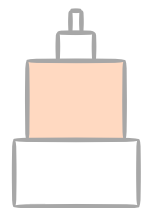
SAFEGUARDING APPENDIX

- ADULTS

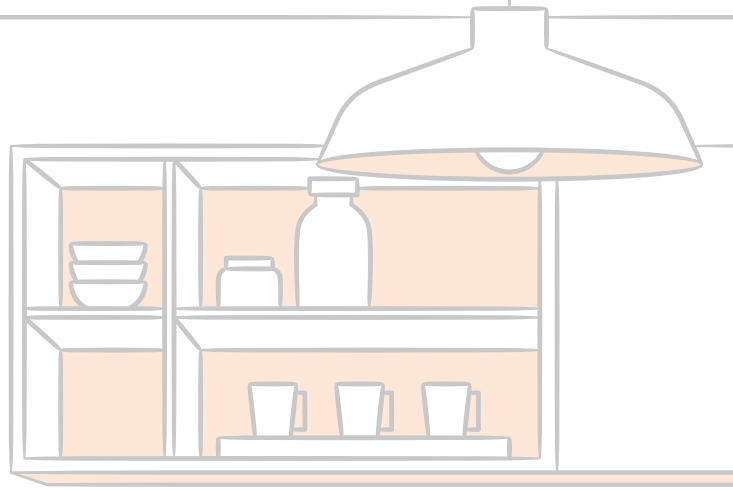
The 2014 Care Act defines adult safeguarding as: ‘Protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.’

The Care Act 2014 came into force on 1st April 2015. The Act introduced new requirements for safeguarding adults and the arrangements that each locality must have in place to ensure that vulnerable people are protected from risk, abuse or neglect. The Local Authority, NHS Clinical Commissioning Groups and the Police are all statutory partners of the Safeguarding Adults Board (SAB) and other important local partners are also key players in the work of the partnership.

LBBB follows the London Multi Agency Adult Safeguarding Policies and Procedures [7] and also produces an annual report [8]



SAFEGUARDING APPENDIX - CHILDRENS



LBBD has produced a children's safeguarding guide for Voluntary, Community, Faith, Private Organisations and Out of School settings.

The core principles for children's safeguarding include:

- The child's welfare is paramount
- Safeguarding children and young people is the responsibility of everyone.
- All children and young people have the right to protection from abuse regardless of their race, ethnicity, immigration status, religion or belief, sex, gender identity, sexual orientation, or disability. This includes unborn children and children aged 0-18years.
- All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately. This must not be ignored.
- If somebody believes that a child may be suffering, or is at risk of suffering significant harm, they should always refer the concern to Children's Social Care or the Police.
- All voluntary, community, faith and private organisations/service providers working with children/young people and their families must take all reasonable measures to ensure that risks of harm to children and young people are minimised.
- All organisations and persons working or volunteering with children should hold the view that 'it could happen here' when considering the safeguarding of children. When concerned about the welfare of a child, staff should always act in the best interests of the child.

The full version of this can be requested by emailing community@lbbd.gov.uk

USEFUL LINKS AND REFERENCES

Please see below for links and guidance documents referred to in the main document above:

- [1] [Equality and diversity strategy | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](http://lbbd.gov.uk)
- [2] [Barking-and-Dagenham-Together-Borough-Manifesto.pdf \(lbbd.gov.uk\)](http://lbbd.gov.uk)
- [3] [Cohesion and integration strategy | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](http://lbbd.gov.uk)
- [4] [Preventing radicalisation | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](http://lbbd.gov.uk)
- [5] [Alcohol and entertainment licences | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](http://lbbd.gov.uk)
- [6] [The Food Hygiene \(England\) Regulations 2006 - Online food safety training | Food Standards Agency](http://www.foodstandards.gov.uk)
- [7] [London Multi Agency Adult Safeguarding Polices and Procedures - https://londonadass.org.uk/safeguarding/review-of-the-pan-london-policy-and-procedures/](https://londonadass.org.uk/safeguarding/review-of-the-pan-london-policy-and-procedures/)
- [8] [Annual safeguarding report - https://www.lbbd.gov.uk/adult-health-and-social-care/barking-and-dagenham-safeguarding-adults-board/annual-reports](https://www.lbbd.gov.uk/adult-health-and-social-care/barking-and-dagenham-safeguarding-adults-board/annual-reports)

