



Aylesbury College

Commercial Bookings Procedure

2015-18

Responsible Officer:	Director of Marketing
Date:	September 2015
Review Date:	September 2018
Procedure Available:	Cloud
Student Summary:	Website/Cloud

1 Introduction

Background

Aylesbury College regularly hires its facilities to a range of organisations and individuals on a commercial basis. Facilities include classrooms, meeting rooms, sports facilities, restaurant and salons.

This policy has been introduced in order to meet the requirements of the Prevent Duty Guidance for Further Education Institutions in England and Wales, published in July 2015.

Aim

The aim of this policy is to ensure that potential risks are considered appropriately when commercial bookings are being made.

Definitions

Prevent is the government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms.

Extremism is defined by the UK government as 'Vocal or active opposition to fundamental British values and calls for the death of members of our armed forces, whether in this country or overseas'

2 Policy statement

- 2.1 The College recognises the value of the additional income brought by commercial bookings.
- 2.2 The College confirms its commitment to freedom of speech in the College.
- 2.3 This policy seeks to reduce the likelihood that external organisations might seek to promulgate extremist views or attempt to radicalise other visitors or College students and staff.
- 2.4 In addition it seeks to reduce or eliminate any risks of disruption or poor behaviour for example, as the result of a controversial or popular visitor's presence in College.

3 Scope

This policy applies to all staff who make bookings for external organisations to hire College facilities on a commercial basis.

4 Procedure

- 4.1 Any organisation or individual hiring facilities at the College on a commercial basis must first complete the College's standard contract. The terms and conditions of this contract include the following: I [the undersigned] understand that Aylesbury College has a duty to meet the requirements of the Prevent Duty Guidance

for Further Education Institutions in England and Wales, published in July 2015. To to the best of my knowledge the meeting(s)/event(s) that I am holding or organising at Aylesbury College will not involve promulgation of extremist views or any attempt to radicalise those attending the meeting(s)/ event(s) or College students or staff.

- 4.2 Where a new organisation or individual seeks to make a commercial booking at the College the member of staff responsible for taking the booking should undertake some online research to confirm the organisation's or individual's bona fides. The outcome of this research (for example a screen shot of a web site) should be attached to the booking form and shown to the staff member's line manager. The line manager must give written consent before the new organisation's or individual's booking is confirmed.
- 4.3 If the line manager has concerns about any aspect of the event, s/he should discuss concerns related to extremism / radicalisation with the College's Single Point of Contact for the Prevent Duty (the Head of Student Services), or with the Director of Student Success in the case of concerns about disruption or crowd control.
- 4.4 Either of these postholders is able to veto the individual or organisation, or suggest additional controls to allow the event to go ahead.

5 Review

This policy will be reviewed every three years, or when relevant legislation or government guidance is revised.