**Shropshire Safeguarding Community Partnership**

# Venue Hire Guidance

**Preventing Undesirable Bookings Guidance**
**Advice and good practice for organisations who let external groups use their premises**

**Date Completed:** March 2023

**Status:** Draft

**Review date:** February 2025

**Approving group:** SSCP Exploitation Group

**Date of Approval:** To be added

## 1.0 Introduction

[add name of organisation] devotes much time and energy to ensure that our staff and volunteers are confident that their organisation operates in a fair and democratic way, demonstrating through our services the highest standards of equality and social justice.

The use of our facilities and resources by groups holding extreme ideological views may pose a threat to this confidence as these groups may seek to create or exploit grievances and community tensions to the detriment of the whole community.

## 2.0 Guidance Aim

The principal aim of this document is to ensure that [add name of organisation] resources are not used to express or promote views, policies or objectives that:
- undermine our statutory responsibilities
- bring the organisation into disrepute
- undermine our commitment to working towards creating cohesive communities

## 3.0 Guidance

**ASK**

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 phone number
- Get details of the individual or organisation's website and associated websites

Do they implement a policy that promotes equality and diversity and challenges all forms of discrimination?

Or will they agree to the event subscribing to your equality and diversity policy?

Ask for details of the event

Include: Theme, title, agenda, content, speakers, expected audience numbers, 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?

## CHECK

Undertake due diligence to confirm what you've been told and find out more.

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

- Viewing their website, articles or speeches
- Considering what other people are saying about them (articles, blogs etc)

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

If the booking is for charity, check the charity number of the organisation with the charity commission at charitycommission.gov.uk

## DECIDE

**Do you let the event go ahead or take action to reduce risks?**

**Use the information collected to inform your decision.**

## 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
- ✓ To be wary of individuals/organisations making large cash payments
- ✓ Ensure that in the event of reputational risk to your organisation you can withdraw from the contract

## Tips when researching organisations/individuals online

- ✓ Complete a thorough check on the individual/organisation by: Viewing their website
  Looking at what other people are saying about them (articles, blogs)
- ✓ Complete a thorough check on any speakers by looking at what other people are saying about them
- ✓ When you are looking at a website check that it is being kept up to date.
- ✓ If you are unsure about an organisation, check if it has a landline number and a business address
- ✓ Where possible use primary evidence – an organisations manifesto or a person speaking on you-tube

## More information

A list of terrorist groups or organisations banned under UK law can be found here: https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2

The Charity Commission
https://www.gov.uk/government/organisations/charity-commission

To report suspicious activity, call the ACT Early Support Line on 0800 011 3764, in confidence, to share your concerns with our specially trained officers. The Support Line is open 9:00am – 5:00pm every day.

To make a PREVENT referral please see Preventing Terrorism in Shropshire — Shropshire Safeguarding Community Partnership and complete the Prevent National Referral Form