Cavendish Church of England Primary School
Events Policy



Signed: On behalf of Governing Body	
Signed: Headteacher	
Date:	Autumn 2020
Date to be Reviewed:	Autumn 2021

Our Vision

In our school our Christian vision shapes all we do.

Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10

Our School Vision Statement reflects this commitment as children and staff are taught to challenge inequality, prejudice, bullying and harm; to respond with compassion and sensitivity to individual need and to respect the rights of all individuals to be safe and nurtured within God's world.

We encourage children to respond creatively to internal and external challenges in life, with compassion for others, including consideration for creation and the planet itself. Thus we show how to live justly and with a pure heart, reflecting the teachings of Jesus and God's love within our school environment.

For external lettings, this Policy should be read in Conjunction with the Hire & Use of School Premises Policy

Introduction

Lettings are made on the basis that the school premises may not be used to support prejudice, intolerance or extremism, and that the lettings should not be in conflict to the school's ethos and vision. Risk Assessments are required for each body using the school premises. Whilst on site, organisations are expected to follow school fire and emergency procedures. A telephone is made available for emergencies. Electrical equipment may not be brought into school with PAT testing/explicit Risk Assessment being authorised by school. No hazardous substances may be brought on site. Organisations must agree to hold a fire evacuation practice in conjunction with the Headteacher.

Cavendish C of E Primary School is committed to a broad and varied curriculum and recognises the value that enrichment opportunities bring to children's experiences, development and learning as reflected by the school's Vision Statement. Within this however is the need to ensure that all events respect principles of inclusion, safeguard and protect children against exposure to inappropriate behaviours, ideologies and viewpoints including extremism.

All visitors to school, and persons entering the building for hire events or contracted work should adhere to the school's Health & Safety Policy. No smoking is permitted anywhere on the schools grounds or premises.

For ease of reference this policy has been split into four subsections. The policy should be read in conjunction with the school's Visitor Policy, Safeguarding and Child Protection policy, and external visits policy.

Visitors and Speakers to School

All visitors to school are required to sign in to confirm receipt of the school's visitor policy and a copy of child protection information. For speakers or visitors with direct access to children, appropriate ID must be shown.

All visitors and speakers to the school are expected to respect that we are a Church of England School and will agree to uphold the school's Christian ethos through both use of language and behaviour.

Before a speaker is invited into the school the requesting teacher should seek permission from the HT, who may refer the request to the Governing body. A clear rationale should be presented of the benefits and expected impact of the visit with explicit links to curriculum learning. Consideration should be given to SMSC, British and Christian Values to ensure that the speaker's content is not in conflict with National Curriculum and SIAMS expectations.

The arranging class teacher should have pre-visit discussion through meetings/telephone/email to familiarise both themselves and the speaker about the content of the visit. Where possible planning/slides should be sent in advance.

The validity and authenticity of the speaker should be verified and appropriate identify checks taken.

No fees may be paid without clarity of the use of this money. Formal invoices should be raised. Any expenses must be agreed in writing in advance. Where the speaker requests a donation in lieu of fees, this must be to a registered charity whose ethos is not in conflict with the values of the school.

Once on site, no speaker should be left unattended, and the class teacher must remain in the room as an active listener during the talk. The class teacher has the right to stop any talk which goes against SMSC and British values, or advocates unsafe practice.

Charity Events

Charity events arranged by the school are organised through the PTFA, School Council or Governing Body.

Charities to be supported must reflect school values and ethos, and may not have links to extremism in any format. School vision particularly emphasises compassion, often demonstrated through charity work, but the value of challenge is also paramount. This includes the right to challenge prejudice.

Supporting activities or hired entertainment must be authorised, and safeguarding checks, insurance and suitability to work in school grounds with children will meet school's expectations.

Full risk assessments must be submitted at least two weeks in advance and the risk assessment package submitted for approval via County Evolve.

Where the school is approached for use of site, equipment, or utilities, this will only be given where the fundraising event can be supported by the school's ethos, as use of materials implicitly suggests condoning, if not actual support, of the event.

Lettings

The school will only let to groups and societies without links or intent to promote extremism. The lettings form constitutes written agreement that the school premises will not be used to support or promote extremist viewpoints or those against British Values. Any lettings agreement will include an expectation that the school Vision Statement will be respected.

The person with responsibility for the letting must meet with school staff for health and safety, safeguarding and Prevent duties to be discussed.

Publicity Materials
Any promotional event materials including leaflet distribution must be approved by the Headteacher, prior to distribution. The school will not distribute materials or promote events which are in conflict with the school's values and ethos. Whilst the school may distribute events /clubs which are of interest to children, it will not support purely commercial distribution.

Any leaflets left for distribution will be done so on the basis that the school's decision for disseminating is final.

Any online publicity must have express advance permission from the school if any images of premises, children or staff are intended to be used. Images of staff and children may only be used by third parties with express consent of parents/carers and individual adults. Please see GDPR Policy and E-safety Policy for reference.

This policy has been discussed with staff and governors including those with responsibility for safeguarding, child protection and discharging the Prevent duty. It will be reviewed annually in line with KCSiE and other government updates.