

Safe venue hire guidance

Advice and good practice for local authority and community venue hire

We want Norfolk residents accessing community venues to enjoy the services and facilities without fear of intimidation, harassment, extremist or threatening behaviour. This guidance is not a definitive list but should be followed, along with your venue hire policy and risk assessment, in accordance with the Prevent Duty (Section 26 of the Counter Terrorism and Security Act 2015).

ASK: what's planned and who's planning it?

- 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 a phone number. Get details of the individual or organisation's website and associated websites.
- What is the event planned? Theme, name of the event, agenda, content, speakers, expected audience numbers and demographics, 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.
- Has the organisation/individual read and agreed to your venue policy? Do they implement a policy that promotes equality and diversity and challenges all forms of discrimination?

CHECK: undertake due diligence to confirm what you've been told and find out more

- Review the publicly available information of those individuals/organisations making the booking and the speakers by viewing their websites, articles, blogs or speeches, considering what other people are saying about them.
- Ask for a reference from a venue provider previously used by the individual/organisation.
- If the booking is for a charity, check the charity number of the organisation with the **Charity Commission** at www.gov.uk/government/organisations/charity-commission

DECIDE: do you let the event go ahead?

- Use the information collected to inform your decision. If you have any concerns about the booking, speak to your organisation's Prevent lead or you can contact the **Norfolk Police Prevent Team** on **01953 423905/01953 423896** for further support and advice.

Top 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.
- Be wary of individuals/organisations making large cash payments.
- Ensure that in the event of reputational risk to your organisation, you have the ability to withdraw from the contract.

Top tips when researching online

- Complete a thorough check on the individuals and organisations involved by viewing their website(s) and looking at what other people are saying about them (articles/blogs etc). Where possible use primary evidence such as an organisation's manifesto or a person speaking on YouTube.
- When you are looking at a website, check if it's being kept up to date.
- If you are unsure about an organisation, check if it has a contact telephone number and business address.
- Under GDPR (UK data protection), any searches you complete must be managed appropriately and sensitively ensuring data sharing agreements are adhered to.

Definitions

Extremism: vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Radicalisation: is the process by which a person comes to support terrorism and extremist ideologies.

Suggested wording for venue hire policy

In the event where we feel there is reputational risk to our organisation, we have the ability to withdraw from the contract and cancel the booking of the event.

- 1) The Hirer acknowledges that the (name of organisation) has a duty under Section 26 of the Counter Terrorism and Security Act 2015 in the exercise of its functions to have "due regard to the need to prevent people from being drawn into terrorism" (the "Prevent Duty"). The Hirer shall ensure that it uses (venue name) in such a way as to satisfy the Prevent Duty.
- 2) The Hirer must ensure that the venue is not used by any groups or speakers in support of any extremist ideology.

Further support to help you hire out your venue safely

In an emergency, always dial 999.

The **Government** provides a list of terrorist groups or organisations banned under UK law: www.gov.uk/government/publications/proscribed-terror-groups-or-organisations

The **Charity Commission** can provide details of all registered charitable organisations: www.gov.uk/government/organisations/charity-commission

If you still have a concern, you can contact the **Norfolk Police Prevent Team** on 01953 423905 /01953 423896 for further support and advice.

Norfolk Community Safety Partnership: www.norfolk-pcc.gov.uk/who-we-are/community-safety-partnership/preventing-extremism-and-radicalisation/

For further information about this guidance or for training enquiries, please contact nccsp@norfolk.police.uk