

Newhampton Arts Centre

Public Activities and Classes: Requirements for Bookers

Any activities and classes taking place at NAC which are open to the public must conform to current Health and Safety and Safeguarding guidelines. You will need

1. To show that instructors have appropriate training.

For martial arts and most forms of dance, instructors should belong to a professional body and provide a copy of their qualification. Where there is no nationally accepted qualification, evidence of relevant training or experience is required. We may ask for references.

2. Public Liability Insurance

Instructors running public classes are responsible for the safety of the activity in their class and should take out their own public liability insurance. If you are part of a professional body (eg Equity), this may be included in your annual subscription.

The Newhampton Arts Centre has public liability insurance up to £5K for our premises. This covers any accidents that might be considered to be responsibility of the premises.

3. Health and Safety: Risk Assessment and Fire Evacuation

You must carry out a risk assessment for your activity to show that you have considered the potential risks and how to avoid them. We can provide an appropriate form.

4. Safeguarding Policy

As part of it's responsibility to safeguard children and adults with care and support needs, NAC requires all bookers to adhere to good practice around safeguarding in line with and proportionate to NAC's own safeguarding arrangements. Please provide us with a copy of your safeguarding policy. A copy of the NAC policy can be found on our website www.newhamptonarts.co.uk or upon request.

5. DDA (Disability Discrimination Act) compliance

You must comply with DDA policy of being as inclusive as possible

Please show the following relevant documents or send details/copies.

Proof of relevant qualifications/training/experience.	
Membership of professional body	
Public Liability Insurance	
Safeguarding Policy	
DBS references for all tutors	

Bookings and Deposits

- If you are booking for a trial period, you will pay a deposit of £10 for each session. We will invoice you for the balance at the end of the booking
- If you want to book on an ongoing basis, you will pay one deposit, in advance, equal to the cost of one month's booking. This will be returned at the end of your booking. We will invoice you monthly. You can book up to 12 months in advance on this basis.
- Please give as much notice as possible of any holiday dates or cancellations. Cancellations on the day are charged the full amount.

Marketing

Once a regular booking is established, classes can be included on our website and other marketing. There is no extra charge for this service. We can also put posters and flyers up in the centre. Please hand them in to the box office.

You will also be added to our site users' mailing list to keep you up to date with developments on site. You can also attend our site users meetings.

Resources:

- Safeguarding: <http://www.wolverhamptonsafeguarding.org.uk/>
- Risk Assessment: <http://www.hse.gov.uk/risk/>
- Fire Risk: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
- Disability Discrimination Act : <https://www.gov.uk/rights-disabled-person>

I have provided all the required documents and agree to comply with all the above requirements.

Signed

Date