

APPENDIX



Early Childhood Services

Charging policy for the use of Children's Centre premises and some services provided by the Early Years Team, within Early Childhood Services.

April 2019

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1. Scope of the Policy

The purpose of the Policy is to ensure that there is clarity over those items which Wirral's Early Childhood Service will apply a charge for such as;

- some room hire arrangements within Children Centres.
- non-statutory training delivered to early years sector and associated practitioners.
- a non-refundable deposit in securing a training place

It does not apply to those services provided by Early Childhood Services or via partnership arrangements, directly delivered to children and families.

Furthermore, priority for use of accommodation must be given to activities to improve outcomes for children and families and will therefore contribute to the performance framework for Early Childhood Services, in response to the Wirral Plan: 20 Pledges for 2020.

2. Principles for applying charges to services

The core funding of Sure Start Children's Centres does not cover the cost of all activities and where appropriate, the charging of fees for room hire is a necessary income to sustain the community asset.

In addition, the use of premises should aim to maximise the utilisation of Children's Centre property assets in pursuance of the delivery requirements and objectives of the children's centre, whilst ensuring that the Council's interests are fully protected.

Premises must not be used by other agencies for commercial, business or trade purposes other than the provision of childcare or directly related activities connected to the purpose of Children's Centres and must not be used for political activities. This guidance has been devised for use within Wirral Council's owned premises regardless of the management route in place.

3. Non chargeable activities

All non-chargeable activities must be related to the core offer of the Early Childhood Service Delivery Plan and or related to the Council's Children Services objectives. Some examples of non-chargeable activities are as follows:

- Free services/activities being delivered as part of the Early Childhood Service core offer requirement, including hot desking for other staff offering core activities
- Where a chargeable activity is provided with an agreed number of free places for the centre to use
- Contact visits for children looked after by Wirral Council
- Training/networking for Wirral foster carers or prospective adopters
- Any organisation delivering training on behalf of Early Childhood Service, as part of a commission agreement.
- Voluntary organisations who deliver services as part of the Early Childhood Service core offer requirement and require a room not connected with this activity e.g.; committee meeting.

4. Early Years Continued Professional Development Training and Conference Charges

The Early Childhood Service will offer continued professional training courses and conferences. Training will be charged through non-refundable deposits. Conferences will be charged as a one-off fee to cover facilitation costs.

Costs for both training and conferences will be calculated on the basis of resources and materials such as; external/internal speakers, venue, IT equipment, delegate packs, officer time. An annual training programme will set out the years course details with charges, in advance. Any changes to charges, due to unforeseen circumstances, would be communicated prior to course delivery.

A minimum of ten delegates will be required for each training course to run. Booking for any course will close one week before the date of commencement. The course will be cancelled at this point if the minimum number of delegates is not reached. A full refund will be paid if Wirral Council cancel the course.

Training required to be provided to childcare providers as part of the Childcare Act 2006 section 59 will continue to be free e.g. meeting the needs of children with SEND, effective safeguarding and child protection and meeting the requirements of the EYFS, for example cluster meetings, targeted support.

Wirral council currently uses Event Brite as a booking service for all courses and conferences. Costs can be paid vis Event Brite or request an invoice through Eventbrite. The team will send out invoices at least a week before the commencement of the course. In addition, any bespoke in-house training requests for a setting/team as a one off could be facilitated by officers and the charge would be agreed between the requestor and Early Childhood Services Early Years managers.

5. Procedure for arranging a room booking

Use of premises for a limited number of hours or for short term ongoing use of rooms are dealt with as room booking arrangement and subject to terms and conditions, examples attached in **appendix 1**. These can be amended by the children's centre and given to the hirer at the time of booking.

All hirers need to sign a room booking form agreement in order to be covered by the Council's public liability insurance policy. This condition applies to both daytime and evening use. It is still necessary when no charge is made for the letting. Hirers should be given a summary of the Council's insurance policy for community use with the application form. This cover is for public liability only. Children's centre managers/coordinators should ensure that hirers have their own insurance to cover themselves against claims for personal injury or damage to/loss of property or any negligent act by persons running the activity, their servants or agents whilst on the premises.

The hirer should complete and sign a room booking form, an example of the format can be found in **appendix 2**. The model can be adapted by the children's centre, but the wording of the declaration to be signed by the hirer must be retained.

Some room bookings may also require the completion of a risk assessment (supervised contacts), example found in **appendix 3**, to ensure appropriate delegation of rooms and consideration of other persons on site during such times is given.

The hirer should receive a copy of the conditions of hire and accept them by signing the hire agreement. This signature will be deemed to be acceptance of the hire conditions. Facilities will normally be available to the hirer from at least ten minutes before the hire period commences and ten minutes after the hire period ends. This should allow sufficient time for preparation, cleaning, changes etc. If a hirer needs longer than this, he/she will need to increase the booking times so there is time for setting up the room and clearing away afterwards.

6. Children Centre Room Hire Costs

All children's centres based within Wirral Council owned premises will work to the following charging scheme. The following amounts are the maximum charges per hour although Children's Centres can exercise flexibility if they need to consider local market conditions.

Room	Private	Voluntary & Community
Large Training Room	£17.50 per hour £80 per day	£12.50 per hour £65 per day
Large Meeting Room	£16 per hour £65 per day	£11.00 per hour £50 per day
Small group work room	£12.50 per hour £50 per day	£10.00 per hour £45 per day
Multi-Function Play Room	£19.00 per hour £90 per day	£17.50 per hour £75 per day

Charges will be reviewed annually.

It is in the interest of all concerned that costs are kept to a minimum. Awareness of the need to be energy-efficient and to minimise wear and tear should be encouraged with all users.

Cancellations

Children's Centres may reserve the right to cancel any hire without notice. However, every effort should be made to give reasonable notice of cancellation to a hire and wherever possible, alternative facilities should be offered.

A Children's Centre must decide whether a cancellation fee is due when a hirer cancels a hire. Disputes are best avoided by making expectations clear in the conditions of hire issued at the time of booking. The following cancellation charges are to be applied:

Cancellation Charges 10 working days written notification – 25% of hire charge 5 working days written notification – 50% of hire charge 2 working days written notification – 100% of hire charge.

The Children's Centre Manager does have the discretion to waive this charge in exceptional circumstances.

Payment terms

Where a charge is appropriate, payment should be made in advance and a receipt issued.

7. Health and Safety

Children's Centre Managers are responsible for premise management and will conduct an appropriate risk assessment to ensure the safety of children and persons undertaking activities at the Children's Centre that is based on.

In compliance of room risk assessments all room hirers will be required to complete a room suitability checklist prior to commencement of activity to ensure it is fit for purpose. Any issues should be immediately reported to the Children's Centre reception for attention of the facilities officer.

Areas of the building to which access is not required, should be secured but the impact of this on, for example escape routes, needs to be considered. Particular care needs to be taken when building works are being carried out in any part of the premises.

Only Wirral Council staff should ensure the security of the premises and avoid the need to issue keys, with the exception of a lease agreement being in place with an external organisation.

The Food and Hygiene Act Regulations preclude access to kitchens by other organisations, other than kitchenette facilities use by staff.

8. Safeguarding Children

The Service Provider's staff; paid or volunteer, or agents must abide by the Provider's Safeguarding Children Policy and Procedures. Any failure to do so will constitute a Default under this Agreement with all the attendant consequences.

The Service Provider's Staff; particularly those who will be in direct contact with children, must receive training; professional advice and supervision which is based on "Working Together to Safeguard Children: A guide to inter – agency working to safeguard and promote the welfare of children", (DOD/DfEE/HO – 2015, The Stationary Office).

Where it has been necessary to disclose information to statutory agencies as a result of the Safeguarding Procedures to prevent significant harm to a child and that child did not give their consent to this disclosure the Service Provider must ensure that the child is advised of the reasons for doing so and that an appropriate record is kept.

9. Legal Liability

The service Provider will indemnify and keep indemnified Wirral Council against all liability as regards the death of or injury to any person or the loss of or damage to any property real or personal arising out of, or in the course of, or caused by the provision of, the Service or any act of omission of the Service Provider except and to the extent that it may arise out of a negligent act of the Council; its employees or agents. The Service Provider must:

- (i) Comply with all (relevant) current and future legislation that may apply to the service/s defined in this agreement.
- (ii) Maintain Public Liability Insurance of not less than £5,000,000 million pounds for any one claim or series of claims arising out of one event.
- (iii) Maintain employer's liability insurance of £10,000,000 million pounds for any one claim or series of claims arising out of one event.
- (iv) Procure maintain and provide evidence to the Council of the possession of such insurance policies (and their current premiums) from a reputable company/ies.

The Council will not accept any liability for the actions of Service Users or any liability for the state of Service Users homes, furniture and equipment contained therein. Service Providers must undertake their own risk assessments in respect of their own staff in this respect.

10. Public entertainment licence

Where any form of entertainment is proposed the children's centre manager/coordinator and/or the organisation arranging the event need to check the need for a public entertainment licence with the local district council.

APPENDIX 1: -

Terms of Conditions of booking

1. A booking form must always be completed prior to the event and returned to the Administrator
2. All arrangements such as room layout, audio/visual requirements etc detailed on the booking form will be organised by the Centre's Caretaker (Although this may change subject to booking, with the Hirer being responsible)
3. The Hirer must take responsibility for ensuring that each person has signed in at Reception.
4. The Hirer must advise its group of arrangements in case of fire and domestic arrangements such as toilet facilities etc.
5. At the end of the hire session the Hirer should ensure all visitors have signed out at Reception.
6. The Hirer must put back all items of furniture and toys into their original place and the room left clean and tidy.
7. Any breakages or damage must be reported immediately to the administrator and made good.
8. Windows must be locked prior to leaving the room.
9. Charges for room hire are held with the Centre's reception. Non-attendance without 24 hours prior notification will result in the full charge, where applicable, being made for the booking.
10. The Hirer or nominated person responsible must be over 18 years of age and at no time should anyone under 18 years of age be left unsupervised.
11. The rooms available for hire Mon-Fri from the hours of 08.00 to 18.00 but other times may be agreed with the Children's Centre Manager.
12. The right to refuse any application for the hire of the room is reserved by the Children's Centre Manager.
13. The Children's Centre Manager reserves the right to cancel bookings if deemed necessary.
14. Bookings will be taken on a first come first served basis and no hirer will take priority over another hirer.
15. The permission of the Children's Centre Manager must be obtained before goods or equipment are left or stored in the room.
16. Wirral Borough Council cannot accept responsibility for damage or loss of theft of the hirer's property and effects.
17. Cars must not be parked so as to cause an obstruction at the entrance to or exits from the building. All vehicles and contents are parked at owner's own risk.
18. With the exception of trained guide dogs for the blind, dogs are not allowed on the premises.
19. Noise levels should not interfere with other activities within the building nor cause inconvenience to the

occupiers of nearby houses
and property

Safety Requirements

Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed near exits.
- b) Groups must co-operate with fire drills organised by the Children's Centre.
- c) Fire extinguishers and equipment must be kept in their proper place and only used for their intended purpose.
- d) Highly flammable substances should not be brought into or used in any part of the building. No internal decorations of a combustible nature can be brought into the building without the consent of the Children's Centre Manager.
- e) No electrical equipment may be brought into the building without the consent of the Children's Centre Manager. Any electrical equipment brought into the building with prior consent, must comply with the Electricity at Work Regulation 1989.
- f) Risk Assessments are placed on walls in the

Multifunction Rooms, hirer to ensure they have read.

- g) Please ensure toys and equipment is returned to the appropriate storage area.

Food and Drink

- a) Snacks may be prepared by the Hirer (or in the case of supervised contacts, the parents if there are the resources available) on the premises.
- b) Tea coffee and sugar will be available on request (Hot drinks must be consumed in the kitchen area of the Multifunction Room if there are children around); however, drinks must be prepared by the Hirer as required.
- c) Hirer to ensure that dirty dishes are put into the dishwasher in the kitchen in the staff room. If the dishwasher is full, to put dirty cups etc on counter next to sink in Staff Room.
- d) No alcohol is permitted on the premises.

Music

- a) Prior consent of the Children's Centre Manager is required if the Hirer intends to have recorded or live music.

Fire Procedures

All users and /or visitors have a responsibility to ensure at all times that the conditions that may give rise to a fire do not develop from their acts or negligence.

Ensure you know where the fire alarm points are situated within the building, along with the emergency exits.

Never block access to the alarm points, fire exits or equipment.

If you discover a fire or a fire is suspected, operate the nearest fire alarm point by breaking the glass and raise the alarm.

As a member of staff, you will be responsible for facilitating your groups' or family's safe means of escape. Leave the area and go directly to the assembly point and

inform the person responsible of the circumstances.

On hearing the alarm, evacuate the building as quickly as possible in an orderly manner via the nearest emergency exit and go directly to your assembly point. **DO NOT MAKE DETOURS OR RETURN TO THE BUILDING TO COLLECT PERSONAL BELONGINGS.**

On reaching the assembly point, report to your responsible person, and make sure that your name has been recorded on his/her list. **DO NOT IN ANY CIRCUMSTANCES RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO BY THE RESPONSIBLE PERSON OR FIRE BRIGADE.**

PLEASE NOTE: - an evacuation cot is available for babies and young children.

APPENDIX 2: -



Wirral Children's Centre Booking Form

Please complete this form and return to the Administration Team at:

Brassey Gardens: Phone: 652 1916 - Fax: 653 8915
 Pensby: Phone: 666 4819 - Fax 648 3251
 Seacombe: Phone: 630 1845 - Fax: 630 4445

These booking forms can under no circumstances be shown to the parent/carer (for staff only)

A registration form must be completed alongside this booking form

Date and time			
Details of worker		Details of travel arrangements	
Name		How many attending	
Email address			
Telephone Number <i>In the event of an emergency this person will be contacted (if parents/carers/children or person supervising does not attend)</i>		Contact no if different	
If you need more than one session, please indicate frequency and duration	Days required		No of weeks required
Details of any other professionals attending		Details of items needed the centre to Provide	
Name			
Organisation			
Address			
Telephone Number			

Any other comments	

Please note that there is no reception service after 5:00pm

For office use only

Room allocated

Entered onto booking form

Dates and times

.....

Dates and times confirmed with organiser.....

Signed.....

APPENDIX 3: -



Wirral Children's Centre Booking Form Contacts

Please complete this form and return to the Administration Team at:

Brassey Gardens: Phone: 666 3559 - Fax: 653 8915
 Pensby: Phone: 666 4819 - Fax 648 3251
 Seacombe: Phone: 666 3506 - Fax: 630 4445

**These booking forms can under no circumstances be shown to the parent/carer (for staff only)
 A registration form must be completed alongside this booking form**

Date and time of contact			
Details of social worker		Details of travel arrangements	
Name		How will the children be brought to contact	
Email address			
Telephone Number <i>In the event of an emergency this person will be contacted (if parents/carers/children or person supervising does not attend)</i>		Contact number for transport or foster carers contact number	
If you need more than one session please indicate frequency and duration	Days required		No of weeks required
Details of professionals attending the contact		Details of family attending the contact	
Name		Adult's names:	
Organisation		Address:	
Address			
Telephone Number		Children's Name/s & Date of Birth.	
		Address:	

(Please note all Children's Centres where possible will strive to accommodate contacts for children under the age of 8 living in its local catchment area).

Is the contact semi supervised YES NO

Please give details

VERY IMPORTANT MUST BE COMPLETED

Emergency contact name and telephone number (if parents/carers/children or person supervising does not attend) <u>Failure to provide Team Duty details may delay the processing of this form</u>	Name Telephone Number
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Has a risk assessment been completed? YES NO

Are they any risks/concerns that the Children's Centre needs to be aware of?	
Does the family have any special requirements?	
Any other comments	

Please note that there is no reception service after 5:00pm if you feel that a contact may become contentious please ensure the contact is finished before that time.

For office use only

Room allocated

Entered onto booking form

Dates and times

Dates and times confirmed with organiser.....

Signed.....

Risk Assessment

Name of child/ren		
Name of Parents /carers		
Name of any other persons attending the contact – Are there any people to whom contact is restricted		
Is the child/ren Looked after	Yes	No
If yes please give details to the CC staff in order they are able to understand the child's circumstances		
Is the child subject to a child protection plan	Yes	No
(If yes please specify the category and reason for the plan)		
Please specify:		
Are there any drug/and or alcohol related issues?	Yes	No
Is there a contact agreement in place outlining expectations of all parties including the children centre services if so please send a copy with this form, if not please complete one with CC services input.		
What is the strategy should the parents/carers present as under the influence. Has this been made clear to them?		
Please specify:		
Are there any persons involved who are deemed as a risk to children		
Yes No		
If so what strategy has been put in place to protect ALL children from potential harm.		
Please specify:		

Are there any household dangers?	Yes	No
Please specify:		
Is there any violent or challenging behavior?	Yes	No
Please specify the risks and likely triggers that may cause disruption		
Are there any relevant mental health issues?	Yes	No
Please specify:		
Will two workers be required?	Yes	No

For any other relevant information, please use an additional sheet.

Signature:

Date: