

Terms and Conditions of Use - Professionals

For professionals holding meetings or 1.1 sessions in Children's Centres

As a user of the building, you are, asked to comply with the following requirements which are essential for safety, and sustainability of the centre.

1. Room Bookings

Room bookings are made via the YorOK website:

www.yor-ok.org.uk/ccroombookings

2. Health and Safety

Health and safety is everybody's responsibility and CYC cannot accept liability for any user's negligence.

- **No Hot Drinks** There is a 'No hot drinks' policy which operates within any York Children's Centre building, this states that no hot drinks are consumed in any area of the centre where children are present.
- **Safety** Children must be supervised by a suitable adult at all times and need to remain in the designated areas (never in a Kitchen or Food Prep areas).
- **First Aid** You are the person responsible for ensuring appropriate first aid arrangements are in place. First Aid boxes are available on our sites.
- **Accidents** You are responsible for reporting any accidents/incidents through the B-safe portal. First aid forms can be found near the first aid boxes and should be emailed to Alison Metheringham (north) Alison.Metheringham@york.gov.uk or Anna Twose (east and west) Anna@Twose@york.gov.uk on completion.
- **Fire Evacuation** Fire extinguishers and fire escape routes. Fire escape routes are displayed in every room. You are responsible for keeping a list of whom is in attendance and for ensuring all people attending your meeting /session is out of the building and accounted for. Please ensure this sheet is removed and shredded at the end of the meeting'. You are forbidden from leaving site until you have been accounted for.
- **Electrical Equipment** In general we do not permit the use of your own electrical devices or appliances in the Centre. If you wish to use an electrical item please make us aware. They must have an up to date PAT test label or be less than 12 months old.
- **Changing Facilities and Disposal of Nappies:** Soiled nappies should be placed in nappy sacks and double bagged and should be disposed of **only** in the bins in the baby changing facilities or removed by parents for disposal at home.
- **Cleaning and Tidying:** Due to COVID you are required to follow COVID procedures to reduce the spread of the COVID virus during your meeting/session, this includes cleaning surfaces after room use. The centre building is cleaned at the end of each day. The following checklist is provided to help users when tidying up:

- Each user leaves the centre in a clean and tidy state in readiness for the next session
- If you move any furniture or equipment please put them back in the position that you found them and/or in the agreed location
- Leave the room as you would wish to find it.

3. Safeguarding

Visitors should wear their own identification badge and obtain a Visitors pass from reception / signing in system, when signing in.

Please note mobile phones are not permitted to be used in the Children's centres as part of our safeguarding policy. Please ensure everyone attending is made aware of this.

4. Reception Arrangements

The Service provider is responsible for the general welfare of customers whilst delivering their meeting/session at the Centre. *This includes arriving in time to provide a meet and greet.*

5. Where a site has a sign in system in reception, please ensure it is used on arrival and departure Fobs / Codes

You may receive a fob for a children's centre building, or be informed of codes used within the buildings. The fob and any codes are for your use only. Please do not pass anything on to others. When your booking comes to a close, the fob must be returned.

6. Damage to Children's Centre Property and Equipment

Please ensure that you report any damage to the property, fixtures, fittings, toys and equipment to the relevant Community & Facilities Officer (North - Alison Metheringham: Alison.Metheringham@york.gov.uk / West & East - Anna Twose: Anna.Twose@york.gov.uk).

7. Car Parking

Each centre has a disabled bay which must be kept for disabled users who display a badge.

8. Smoke Free

Smoking is not permitted on CYC premises or grounds, this includes cigarettes and e-cigs. Please ensure centre users are aware that they must be away from the grounds and the main entrance gate.

9. Cancellations/Changes to arrangements

It is your responsibility to contact all users if you cancel a session. In addition you need to inform the Business Support team about this cancellation:
childrenscentresroombookings@york.gov.uk.

10. Policies & Procedures

City of York Councils policies have been considered during our Risk Assessment process. Our Procedures are in place to minimise any risks that have been identified. Therefore they must

be followed for us to be able to keep our promise to provide a safe environment for all Users and Visitors.

Booking Form

I/We agree that use of Children’s Centre rooms or equipment shall be in accordance with the conditions given above:

- 1. By confirming this room booking, you have agreed to the Terms & Conditions above.**
- 2. You are responsible for the Risk Assessment of the meeting / any risk from individuals.**

Users are to assess whether their activity invites any visitors to the Centre who may pose a higher risk of displaying signs of aggression or violence and that control measures are put in place to minimise the risk. Please discuss with your CFO if you have any concerns about any of your visitors.

- 3. If you are booking a room on behalf of a colleague, it is your responsibility to ensure they are aware of these terms and condition**

Authorised and Approved by the Service Manager:Date.....

Name of person in charge of meeting / 1:1		Position held	
Contact Telephone		Email	
DBS Number		Date of DBS disclosure	
<u>Children Centre & Room</u>		<u>Date & Time</u>	
One off OR Ongoing booking (Further Notes)			
Signature		Date	

Name.....Title.