



West Lothian
Council

Education Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

25 February 2016

A meeting of the **Education Executive** of West Lothian Council will be held within **Council Chambers, West Lothian Civic Centre** on **Tuesday 1 March 2016** at **10:00 a.m.**

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of the Education Executive held on Tuesday 19 January 2016 (herewith).

Public Items for Decision

5. Youth Music Initiative Year 14 - Proposed Programme - Report by Head of Area Services (herewith)
6. Letting of Education Premises - Report by Head of Education (Development) (herewith)
7. Community Playgroups Update - Report by Head of Education (Development) (herewith)

DATA LABEL: Public

NOTE **For further information please contact Elaine Dow on 01506 281594
or email elaine.dow@westlothian.gov.uk**

MINUTE of MEETING of the EDUCATION EXECUTIVE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE on 19 JANUARY 2016.

Present – Councillors Lawrence Fitzpatrick (Chair), David Dodds, Stuart Borrowman, Tony Boyle, Harry Cartmill, Tom Conn, Alexander Davidson, Carl John, Dave King, Sarah King, Danny Logue, John McGinty, Anne McMillan, Andrew Miller, Angela Moohan, George Paul, Frank Toner and Jim Walker; Appointed Representatives John MacKinnon and Myra Macpherson.

Apologies – Appointed Representatives Elsie Aitken and Lynne McEwen; Parent Council Representative Eric Lumsden.

1. ORDER OF BUSINESS

The Education Executive considered a request for a deputation under Standing Order 13 in relation to a petition lodged regarding Nursery Nurses in Special Needs Schools in West Lothian. The Education Executive agreed to hear the deputation.

2. OPENING REMARKS BY THE CHAIR

The Chair expressed his condolences for the sad passing of John Tease, former Senior Education Officer with West Lothian Council. The Education Executive was invited to observe a two minute silence in his memory.

3. DECLARATIONS OF INTEREST

Agenda Item 6 – Initial Destination of School Leavers 2014/2015

Councillor Angela Moohan declared a financial interest in that she was the manager of The Larder West Lothian, who were awarded Activity Agreement and Contracts from West Lothian Council. Councillor Moohan did not participate in consideration of this item of business.

4. MINUTE

The Education Executive approved the minute of the meeting held on 8th December 2015 as being an accurate record. The minute was thereafter signed by the Chair.

5. ADVANCED PUPIL SUPPORT WORKERS IN ADDITIONAL SUPPORT NEEDS SCHOOLS

Deputation by Serena Norwood

The Education Executive heard Ms Norwood address the members on behalf of the parents of children attending Pinewood School in relation to

concerns raised regarding the proposals by the council to appoint Advanced Pupil Support workers to additional needs schools to replace Nursery Nurses. She advised that a petition had been available online which collected 1,028 signatures in support of retaining Nursery Nurses in additional support needs schools. Parents were concerned about losing the high level of care and experience provided by the dedicated Nursery Nurses. Children attending Pinewood School did not cope well with change and if the proposals by the council to cut this provision were approved then this would have a detrimental impact on the children.

Ms Norwood then responded to questions from members stressing that retaining the experience and knowledge of the Nursery Nurses was critical to provide an enhanced service to support the severe and complex needs of the children.

The Chair thanked Ms Norwood for her presentation.

The Education Executive then considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) providing details of the council's policy of appointing Advanced Pupil Support Workers to Additional Support Needs Schools. Typographical errors were highlighted on page 3, item F – Background References - of the report in that the Pupil Support Workers report was submitted to the Education Executive on 12 March 2013 and the Additional Budget Reduction Measures report was submitted to Council Executive on 25 August 2015.

The report provided details of the key differences between the Pupil Support Worker and the Advanced Pupil Support Worker. A review was carried out which resulted in a role description for suitably qualified staff to undertake the duties required within Additional Support Needs Schools, under the direction of qualified teaching staff. The review concluded that pupils with Additional Support Needs required support from staff with these skills and not a qualified Nursery Nurse, unless in a pre-school setting. Following approval of the report submitted to the Education Executive in March 2013, the council has a policy of appointing Advanced Pupil Support Workers to Additional Support Needs Schools.

The Head of Education (Quality Assurance) advised members that the majority of local authorities in Scotland do not have provision for Nursery Nurses within additional support needs schools. He also highlighted the growing demand for the employment of Nursery Nurses to deliver Early Learning and Childcare within pre-school establishments. The council was satisfied that the needs of all pupils were being met within the agreed staffing framework, supported by the contribution of appropriately trained and experienced Advanced Pupil Support Workers.

Catrina Grant, Head Teacher at Ogilvie School, provided members with details of the duties carried out by teachers and Advanced Pupil Support Workers within the school. Members of staff undertook relevant training and received excellent support in order to meet the needs of the children. All members of staff contributed to evaluate the children's needs, monitoring and tracking progress.

The recommendation in the report by the Head of Education (Quality Assurance) asked the Education Executive to note the council's policy of appointing Advanced Pupil Support Workers to Additional Support Needs Schools.

Motion

The Education Executive in agreeing the Agenda paper and noting the terms of the petition authorises early implementation of full roll out of appointing Advanced Pupil Support workers to additional needs schools.

Education Executive records its appreciation of the dedication and contribution of the work of all Nursery Nurses and Additional Support workers in our schools.

- Moved by the Chair and seconded by Councillor Logue

Amendment

Existing council policy (March 2013) is to employ Advanced Pupil Support Workers in Additional Support Needs Schools. As agreed at that meeting and in discussions with the trade unions this policy has for the past 3 years been implemented on a new start and filling of vacancies basis.

The forced removal of 24 vastly experienced ASN Nursery Nurses from our ASN Schools can be of no benefit to these schools nor the children who attend them. It would go against assurances clearly given at the policy meeting and agreements made with the trade unions.

The Education Executive therefore agrees:

1. To note the Council's existing policy of appointing Advanced Pupil Support Workers to Additional Support Needs Schools.
2. To note the agreed implementation of this policy is through new appointments and filling of vacancies.
3. To reject the forced removal of existing dedicated and vastly experienced Nursery Nurse staff from our Additional Support Needs Schools.

- Moved by Councillor Miller and seconded by Councillor Sarah King.

The Depute Chief Executive then advised members that there was no such agreement made with trade unions as suggested within the amendment moved by Councillor Miller.

The Education Executive agreed that a roll call vote be taken, the result of which was as follows:-

<u>Motion</u>	<u>Amendment</u>	<u>Abstain</u>
Tony Boyle	Stuart Borrowman	John MacKinnon
Harry Cartmill	Carl John	
Tom Conn	Sarah King	
Alexander Davidson	Andrew Miller	
David Dodds	Jim Walker	
Lawrence Fitzpatrick		
Dave King		
Danny Logue		
John McGinty		
Anne McMillan		
Angela Moohan		
George Paul		
Frank Toner		
Myra Macpherson		

Decision

The motion was successful by 14 votes to 5 with 1 member abstaining. The motion was agreed accordingly.

6. INITIAL DESTINATION OF SCHOOL LEAVERS 2014/2015

Councillor Moohan left the chamber during consideration of this item of business.

The Education Executive considered a presentation by Stuart McKay, Opportunities for All Officer, on the Initial Destination of School Leavers results for 2014/2015 based on the work of Skills Development Scotland (SDS) and the new method of data collection from the Participation Measure undertaken by SDS and key stakeholders. Details of the annual trends and how West Lothian compared to other local authorities in Scotland were provided. Members were advised of the continuing improvement in positive destinations obtained by pupils leaving West Lothian schools.

The positive results have demonstrated that the key strategies put in place were proving to be effective and successful in targeting key groups of young people in West Lothian in supporting them to attain positive

destinations.

The Opportunities for All Officer then responded to questions from members. In response to a question relating to the occupational areas split by gender the officer confirmed that strategies were being put in place to encourage more females into construction work and more males into social, caring and advisory services.

The Chair, on behalf of the Education Executive, thanked Mr McKay for his presentation.

Following the conclusion of the presentation the Education Executive considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance). Details of the initial destinations for mainstream secondary schools in West Lothian for 2014/2015 (SDS) and initial destinations for Scottish Local Authorities 2014/2015 (SDS) were attached as appendices to the report. The report also outlined the key points to note from the figures provided in the presentation.

The Education Executive was asked to:

1. Note the continuing improvement in positive destinations obtained by pupils leaving West Lothian schools; and
2. Note that MCMC keyworkers, Transition to Work Coordinators, SDS staff, West Lothian College and other stakeholders would continue to help, support and encourage all leavers who have still to obtain a positive destination.

Decision

Noted the contents of the presentation and report.

7. EARLY LEARNING AND CHILDCARE - FLEXIBILITY AND CHOICE

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcome of the consultation on extending flexibility and choice in Early Learning and Childcare and the plan to extend flexibility and choice produced following consultation.

The report provided details of the consultation that was carried out. A survey was sent by email to all known parents/carers of children who would be eligible for early learning and childcare in session 2016/17. A total of 2657 parents were consulted, 2158 by email and 499 by letter. Responses were received from 401 parents/carers, a response rate of 15%. Parents/carers were asked whether they would like to see the pilot provision of 600 hours of Early Learning and Childcare spread across two full days from 8.00 a.m. to 4.00 p.m. with wraparound care available to purchase between 4.00 p.m. and 6.00 p.m. Responses indicated that there was a demand to receive 600 hours of Early Learning and Childcare as two full days in specific establishments within each of the Early Learning and Childcare areas used by the School Placement Panel when

placing children, details of which were set out in the report. The report went on to provide details of the following:

- Flexibility and Choice – Plan;
- Flexibility and Choice – Staffing implications;
- Flexibility and Choice – Financial and capacity implications;
- Flexibility and Choice – Implications for partnership;
- Future Developments in Early Learning and Childcare; and
- Wraparound care.

The Education Executive was advised that the proposed Plan and other recommendations would increase Flexibility and Choice in Early Learning and Childcare, meeting the needs of all parents and in particular those who work.

The Service Manager, Policy and Performance then answered questions from members. In response to a question relating to ongoing development, the Education Executive was advised that further developments would be considered when more information on anticipated future expansion was available. Annual incremental increases in funding from the Scottish Government would enable education authorities to increase flexibility and choice on an annual basis. It was proposed that update reports would be submitted to the Education Executive annually.

The Education Executive was asked to approve the following:

1. To provide a total of 676 full day places at ten establishments (Bathgate West Nursery School, Bonnytown Nursery School, East Calder Primary School Nursery Class, Glenvue Nursery School, Knightsridge Early Years Centre, Ladywell Nursery School, Linlithgow Primary School Nursery Class, St Nicholas' Primary School Nursery Class, Southdale Primary School Nursery Class and Whitdale Early Years Centre), up from 176 at four establishments in the current session, representing an increase in flexibility and choice, with the final decision on the actual number of places provided at each venue dependent on actual demand, as determined by the School Placement Panel when placements were determined each year;
2. To offer two full days plus wraparound care available for purchase to complement the two full day provision at Southdale Primary School Nursery Class dependent on capacity and actual demand, as determined by the School Placement Panel when placements were determined each year;
3. To consider the provision of school holiday wraparound care at each of the venues currently providing wraparound care, and at each of the venues at which it was proposed to extend full day provision, with the provision of school holiday wraparound care based on actual demand making such provision financially viable in all cases;

4. To consult the Trades Unions with a view to introducing a new model of staffing within the full day provision model, in order to reduce the overall number of staff that children came in contact with, increase the use of nursery nurses to provide full day early learning and childcare, and allow more flexible working hours for nursery nurses;
5. To examine further the model of delivery, and staffing roles and complement across all pre-school establishments;
6. To consider further developments in Early Learning and Childcare when more information on anticipated future expansion was available; and
7. To agree the detailed proposals relating to ad-hoc/emergency wraparound care, holiday wraparound care and wraparound care charging, as set out in the report, and to amend the Wraparound Care Admission – Policy and Procedure and Terms and Conditions accordingly.

In relation to recommendation 3 above, further clarification was given in that decisions would be taken by education officers about the wraparound care service provision at the venues concerned.

Decision

- To approve the terms of the report, subject to including the clarification in relation to recommendation 3 above; and
- To agree that update reports would be submitted annually.

8. TORPHICHEN PRIMARY SCHOOL - EXTENSION

The Education Executive considered the joint report (copies of which had been circulated) by the Head of Education (Development) and the Head of Finance and Estates seeking approval to progress extension proposals for Torphichen Primary School which would facilitate an increase in long term capacity and support the delivery of Curriculum for Excellence.

The report recalled that on 8 December 2015 the Education Executive considered a report outlining projected school rolls. Within the report Torphichen Primary School was identified as potentially having capacity pressures. Officers reviewed the school roll projection figures and an initial feasibility was undertaken on the school accommodation. The report provided details of the outcome of the feasibility carried out and the proposals to extend the existing building via the construction of two additional classrooms to be located either to the east or north of the existing building. Details of the proposed extension were outlined in Appendix 1 to the report. The preferred option would be confirmed following detailed site investigations.

It was also proposed that as part of the project a number of planned improvements would be delivered to the existing building and its

accommodation. These would be fully determined following a detailed building condition survey and were likely to include improvements to the general fabric of the building, mechanical and electrical installations and general decoration. The proposed project costs and timescales for the extension and the planned improvements were outlined in the report.

The Head of Education (Development) then responded to questions from members. She confirmed that positive feedback was received following initial consultation with the Parent Council in relation to the proposed extension and school improvements. A question was also raised about the proposals to improve the dining arrangements within the school. Members were advised that the lunch provision within the school would be fit for purpose.

The Education Executive was advised that the proposed extension and planned improvements would ensure Torphichen Primary School would have sufficient capacity for the foreseeable future and remained suitable for effective delivery of the curriculum.

The Education Executive was asked to:

1. Note the findings of the initial feasibility undertaken to consider the extension of the school to increase capacity and support the delivery of the curriculum; and
2. Approve progressing the extension proposals and planned improvements for consideration as part of the General Services Capital Programme 2016/17 to 2017/18.

Decision

1. To approve the terms of the report; and
2. To note that an update report would be submitted to the Education Executive when further information was available following detailed site investigations into the proposed extension and planned improvements.



EDUCATION EXECUTIVE

YOUTH MUSIC INITIATIVE YEAR 14 - PROPOSED PROGRAMME

REPORT BY HEAD OF AREA SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to update the Education Executive of the Youth Music Initiative (YMI) Year 14 application to Creative Scotland who grant the funding for YMI.

B. RECOMMENDATION

It is recommended that the Education Executive approves the proposal for submission to Creative Scotland.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; and working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Enables West Lothian Council to meet the Scottish Government target that "all school children in Scotland should have access to 12 hours free music tuition by the time they reach Primary 6".
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Enables West Lothian Council to meet the Scottish Government target that "all school children in Scotland should have access to one year's free music tuition by the time they reach Primary 6".
V Relevance to Single Outcome Agreement	SOA1: Our children have the best start in life and are ready to succeed SOA2: We are better educated and have access to increased and better quality learning and employment opportunities
VI Resources - (Financial, Staffing and Property)	External funding from Creative Scotland, Youth Music Initiative Formula Funding, £246,228, subject to approval.

VII Consideration at PDSP

This report was considered at Education PDSP on 9 February 2016. The PDSP noted the report and recommended the proposal to Council Executive for approval.

VIII Other consultations

FMU and Education.

D. TERMS OF REPORT

YMI funding enables schools to meet the Scottish Government target that “all school children in Scotland should have access to 12 hours free music tuition by the time they reach Primary 6”. This target is met by commissioning specialist individuals and organisations to deliver a range of music education projects to pupils in West Lothian.

The Community Arts service will make the application to Creative Scotland for Year 14 funding for the YMI programme for 2016/17. The programme will run from August 2016 to June 2017 and will include 16 projects plus investment in management, promotion and evaluation. West Lothian's allocation of YMI funding is £246,228. The outline cost for each project is as follows:

Project 1	Stories and songs	£38,825
Project 2	Music & Sound for Moving Image	£12,384
Project 3	Saturday Strings	£25,000
Project 4	Voice Beats	£25,000
Project 5	Voice Rocks	£12,365
Project 6	Sound Stories (Music for pupils with ASN)	£5,540
Project 7	Music in Action – (Active music making for early years)	£3,000
Project 8	Curriculum for Excellence, Active Learning	£8,990
Project 9	P3 workshops	£6,135
Project 10	P3 Evening Play & Sing Groups/Play & Sing Days	£11,760
Project 11	Go for Bronze	£51,415
Project 12	Bathgate Music Festival	£5,500
Project 13	Ukulele Gathering	£8,244
Project 14	DJ School Scotland	£6,678
Project 15	Music Network CPD Opportunities	£1,000
Project 16	Software and technology programme	£19,277
	Management, promotion, evaluation	£5,115
	Promotion	£500
	Contingency	£615.20
	Total	£246,228

All contracts have been advertised through Quick Quote. Contracts for the delivery of the projects outlined in the application will be awarded following confirmation of funding. Subject to Council Executive approval, the Year 14 application will be submitted to Creative Scotland by the deadline date of 4 March 2016.

The projects outlined in the YMI application will be extremely beneficial to the young people who will participate, providing opportunities for them to work closely with professional musicians, creating performance opportunities and developing their listening, creative and critical thinking skills. They will develop increased self confidence and self esteem as well as having an enjoyable experience. The projects will make a significant contribution to enabling the participants to embrace the principles and capacities of Curriculum for Excellence. The programme will also be of benefit to teachers as the associated Continuing Professional Development is designed to enhance teaching practice in the classroom and develop skills in using music as a tool for interdisciplinary learning across the curriculum.

The report was considered by Education PDSP on 9 February 2016. The PDSP agreed to forward the report to Education Executive with a recommendation that the funding application be approved for submission to Creative Scotland.

E. CONCLUSION

Community Arts will deliver and manage the 2016-17 YMI programme which will make a significant contribution to enabling the participants to embrace the principles and capacities of Curriculum for Excellence through a high quality programme of music-making activities.

F. BACKGROUND REFERENCES

A copy of the YMI Year 14 application is available from Anne Marie Vance, Senior Arts Officer, Community Arts, Area Services.

Appendices/Attachments: None.

Contact Person:

Anne Marie Vance, Senior Arts Officer, Tel: 01506 7773869,
anne-marie.vance@westlothian.gov.uk

Steve Field

Head of Area Services

Date: 1 March 2016



EDUCATION EXECUTIVE

LETTING OF EDUCATION PREMISES

REPORT BY HEAD OF EDUCATION (DEVELOPMENT)

A. PURPOSE OF REPORT

1. To inform the Executive of the risks associated with the current letting policy and to suggest changes to clarify the roles and responsibilities of let holders in relation to the protection of vulnerable groups.
2. To seek approval of revised conditions of let.

B. RECOMMENDATION

To recommend that the attached revised conditions of let and application form are approved in order to reduce risk to the Council, to ensure clarity for customers, and to provide a letting framework which continues to meet the needs of both let holders and the Council.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Protection of Vulnerable Groups (Scotland) Act 2007 Letting of Educational Premises Policy to be replaced by Conditions of Let
III Implications for Scheme of Delegations to Officers	Not applicable
IV Impact on performance and performance Indicators	Not applicable
V Relevance to Single Outcome Agreement	Not applicable
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	9 February 2016 – The PDSP asked for clarification of the venues covered by the policy, and that the current FYouthLet1 form would no

longer be used be included in the report.

VIII Other consultations

Service and Council Child Protection Officers, Legal Services, Facilities Management, Secondary Schools, Community High Schools, Active Schools Co-ordinators, West Lothian Leisure, Council's Equality Officer

D. TERMS OF REPORT

The Letting of Education Premises Policy, agreed by the Education Executive in 2011, sets out the terms and conditions of lets in schools. This policy covers lets in Primary Schools, Secondary Schools and Chalmers Hall, Linlithgow, which is managed by Education Services. The proposed revised conditions would also be applied by these venues.

In terms of the Protection of Vulnerable Groups (Scotland) Act, the letting of premises does not fall within regulated work, even if the premises are being hired for a purpose involving children and/or protected adults. The Council cannot ask the lessee for evidence of PVG certification when deciding whether to grant a let.

Where the let involves children, the current policy requires the let holder to complete the 'FYouthLet1' form, which then must be checked and countersigned by a council officer. As council officers have no means of verifying the accuracy of the information given on the form or of later checking that the group operates as set out on the form, having a council officer sign their approval for the let may expose the Council to risk should the let holder fail to meet their obligations in terms of protection of vulnerable groups. The current policy may also give false comfort to the public as they may expect that the Council has undertaken more thorough checks than the law allows.

It is the responsibility of the group or individual responsible for the let to ensure that all activities are undertaken appropriately and in line with legislation.

The proposed new application form and terms and conditions make clear to the let holder the extent of their responsibilities. It is proposed that the FYouthLet1 form is no longer used for the reasons set out above.

Conditions of let have been revised taking account of the experience of Service and Council Child Protection Officers, Legal Services, Facilities Management, Secondary Schools, Community High Schools, Active Schools Co-ordinators, West Lothian Leisure, Council's Equality Officer to ensure that the conditions continue to meet the needs of both let holders and the Council. The conditions of let of other local authorities were also examined.

The revised conditions of let cover the content currently covered, with additional, more robust guidance on swimming, equalities issues and copyright and performance.

E. CONCLUSION

The proposed new conditions of let and application form make clear to the public the extent of the Council's ability to regulate youth groups and that responsibility for this lies with the let holder, and provide a letting framework that continue to meet the needs of both let holders and the Council.

F. BACKGROUND REFERENCES

Minute of Education Executive November 2011

Current policy on Letting of Educational Premises:

Appendices/Attachments: Proposed revised Conditions of Let
 Proposed revised application form.
 Current Youth Lets form

Contact Person: Andrew Sneddon, Andrew.sneddon@westlothian.gov.uk

Donna McMaster Head of Education (Development)

Date of meeting: 1 March 2016

CONDITIONS OF LET – SCHOOL LETTING

These conditions must be adhered to by all let holders:

General Conditions

1. When applying for a let, please note that a minimum of **10 working days** notice should be given in order for all necessary arrangements to be made.
2. The purpose of the proposed let must be clearly stated to West Lothian Council at the time of arranging the booking. If applying for a let relating to an event or sporting activity, the specific nature of the sport or game must be stated on the let application form.
3. Receipt of an application for a let does not constitute an acceptance of the application by West Lothian Council. All applications are subject to the approval of West Lothian Council. No venue should be considered let until confirmation has been received by the let holder. Where several applications are received for a particular establishment, they will be given priority in order of the categories listed on the scale of charges.
4. The let holder shall only be permitted in the areas specified on the confirmation. The instructions of the Facilities Management Assistant must be complied with at all times.
5. The application form must be completed by the group leader, owner, director etc... of the organisation as it is this person who will be responsible for payment of the let.
6. If for any reason an organisation is unable to make use of the accommodation granted on any particular date, intimation must be sent to the West Lothian Council at least 2 working days prior to the meeting. **Failure to comply with this condition will result in the full cost of the let being levied.** A telephone call to West Lothian Council is required followed by confirmation in writing to cancel a let. Failure to attend in whole or part will result in the review of further lets. Failure to notify of a cancellation could prevent another group from benefitting from the use of the facility.
7. If a pitch is deemed unplayable, the group must notify West Lothian Council in writing as soon possible and no later than three working days from date of let. If this condition is not adhered to, groups will be liable to pay the full cost of the let. In the case of playing fields, the Facilities Management Assistant's decision on the fitness of the ground for play will be final.
8. West Lothian Council reserve the right to cancel lets at any time (no fault termination).
9. A let will not extend beyond 10pm in schools during weekdays.
10. With the exception of Deans Community High School and Inveralmond Community High School lets at weekends will be classed as 'out of hours' and will be subject to the availability of Facilities Management staff. 'Out of hours' staffing costs at weekends must be paid by the group in addition to the facility letting charge.
11. Storage of any kind is not provided as part of a let.
12. Parking is not provided as part of the let. Where let holders park on West Lothian Council premises, it will be at their own risk.
13. Waiting areas for those not participating in the let activity are not provided as part of the let, i.e. parents/carers taking children to clubs.
14. Granting of a let **does not include** the use of specialised equipment and facilities within the school premises – this includes:
 - The gymnasium apparatus – fixed or portable – unless the specific permission of West Lothian Council has been granted.
 - Goals and nets are not guaranteed for pitch lets. Please ask for details.
 - Pianos and other musical equipment are not used without specific permission of West Lothian Council, and only competent and authorised persons are allowed to use the instruments.
 - Other school equipment such as stage lighting is not to be used without the specific permission of West Lothian Council
15. In any halls/gymnasias, the floor is regarded as a most important and expensive item. It is, therefore, essential that it be kept clean and free from scratches or scores which may render it unsatisfactory or possibly unsafe. Where a let is granted of a central hall, assembly hall or dining hall for other than physical education activities the following footwear is permitted:
 - Rubber soled sports footwear
 - Leather Dancing Pumps
 - Outdoor shoes with rubber soles and heels
 - Outdoor shoes with plain leather soles and heels

Where outdoor shoes as above are worn, it is essential for the care of the floors that all outside dirt be removed from shoes before entry or re-entry is made to the hall concerned. **Under no circumstances are shoes with stiletto or similar type heels (i.e. metal heel or toe tips, protruding nails or any other protecting metal parts) to be worn in gym or games hall areas. No studs or blades are permitted at any time on synthetic turf pitches. Only trainers and footwear designed for use on synthetic pitches is allowed.**
16. NO POWDER or other substance shall be used for POLISHING THE FLOOR of any premises, even for social functions. In addition, dry ice must not be used in council premises.
17. Lets may be permitted during school holidays periods with the prior approval of West Lothian Council. It should be noted, however, that lets are subject to cancellation should any maintenance work be required.

18. All organisations will observe statutory holiday/weekends when a Facilities Management Assistant is not normally on duty unless prior permission is granted by West Lothian Council. Further restricted letting periods may be required in addition to normal statutory holidays with no lets being available during this time.
19. Lets are not transferable and must be used for the purpose stated.
20. Please notify West Lothian Council if you do not require use of floodlights if included as part of your booking for pitches.
21. Gratuities are NOT to be given to employees of West Lothian Council.
22. It shall be noted that the named individual member of an organisation shall be deemed responsible for the conduct of those attending the let venue. This person must be aged 18 years or over.
23. It is the holder's responsibility to ensure premises are left in a clean and tidy condition after any let. Any damage or spillage must be reported to Facilities Management staff immediately. Facilities Management staff will monitor and report any issues/concerns e.g. litter, vandalism, fire alarm activation.
24. Special conditions may apply to the letting of the undernoted facilities and details of these will be supplied by West Lothian Council.
25. The start time of the let is the time the group gain access to the building. The finish time of the let is the time the group should vacate the premises. If additional time is required for changing then this should be booked as part of the let. If groups over-stay time of let, the relevant additional let fee will apply plus any additional charges incurred for the time of the Facilities Management Assistant.
26. Late arrival at premises – the Facilities Management Assistant will wait approximately 30 minutes after the start time of the booking. If a group arrives more than 30 minutes after the start time of the let the building may not be open and the group will be liable for the full cost of the let.

Smoking, Alcohol and Gambling

27. SMOKING IS NOT PERMITTED IN SCHOOLS OR WITHIN THE SCHOOL GROUNDS.
28. No alcohol should be sold on Education premises unless an Occasional Licence issued under the Licensing (Scotland) Act 2005 has been granted. Where alcohol is being sold on Education premises it shall be the responsibility of the holder of the Occasional Licence to ensure that alcohol is consumed responsibly and in accordance with their statutory responsibilities as a licence holder.
29. If alcohol is supplied without charge then an Occasional Licence will not be required, however, it shall be the responsibility of the hirer to take reasonably practicable steps to ensure that alcohol is consumed responsibly on the premises.
30. Gambling for a cash prize, such as a 'race night' is not permitted on Education premises without the appropriate licence.

Copyright and Performances

31. Schools are not licensed for public entertainment and admission to functions where a charge is made must be by ticket only and no money must be taken at the door. Admission to meetings or social gatherings must be confined to members of the organisation concerned – except where permission is granted for public meeting. When applicable, the group is responsible for Public Entertainment Licence.
32. It is the responsibility of the let holder to comply with all statutory licence requirements. For instance:
 - Any let where music is to be played or films shown, an appropriate copyright broadcast licence is essential. This includes for example, band practice, discos, zumba, choirs and film clubs. The licences held by schools do not extend to school lets. Failure to secure licenses could result in a breach or an infringement of the Copyright, Design and Patents Act 1988. This Act covers all literary work, dramatic work, musical work, artistic work, films, sounds recordings, broadcasts, and typographical arrangement of published additions. It is the let holder's responsibility to ensure that the appropriate licences are held before a let takes place. The let holder shall, as and when reasonably requested to do so by the authorised officer, produce for inspection a copy of their current copyright licences. West Lothian Council must be indemnified by the let holder against any claims arising out of a breach or infringement of the Copyright Act.
 - The user shall be wholly responsible for satisfying any conditions imposed by the Theatre Act 1968 or under the Performance Regulations and obtaining the necessary licences, performing rights and copyright for any performances being given. Premises are offered for let as seen at the time of application and no building or other work outwith normal maintenance will be undertaken by the Council to accommodate a special activity.
33. The let holder will be responsible for providing to the school all information required by the Performing Rights Society including, but not limited to, identifying original artistic music or other copyright or protected material including, but not limited to, audience numbers, gross receipts and net receipts at each performance.

Pricing

34. West Lothian Council operates a pricing policy. Lets will normally be charged at the standard rate. When applying for the community rate, proof of community status will be required, i.e. organisation terms or reference, charitable status, constitution etc... for community rates.

Pricing structure definitions

Community Rate	Sporting, social, political and religious activities, not for profit instruction, musical competitions, Blood Transfusion Service
Standard Rate	Instructed activities of educational or sporting content where the instructor retains the income, elections, dances where an individual retains the income, weddings
Commercial Rate	Commercial organisations for profit making activities including instruction, dance, events, sales and spectator events.

35. With the exception of one-off lets, an invoice for charges will be raised in arrears and payment is due immediately. This applies to all invoices. All future bookings will be cancelled if payment is not received within 28 days. West Lothian Council reserves the right to request payment in advance for future dates.
36. One-off bookings. All one-off bookings are payable in advance, and 2 working days notice is required to cancel a let. If the let is cancelled by the applicant with less notification than this, West Lothian Council reserve the right to retain the full amount. If sufficient notice is given of cancellation, then a cheque will be sent to you.
37. Charges and conditions of let may be subject to variation by the decision of West Lothian Council at any time.
38. If you believe your charges to be wrong, you have up to 60 days from the date of the original invoice to query the amount. This can be done by contacting West Lothian Council.

Health & Safety

39. Let holders must ensure that they complete induction procedures. This will be made available and communicated by the Facilities Management Assistant.
40. In the event of an accident within the premises the let holder must report the incident immediately to the Facilities Management Assistant. An incident report form must be completed with the assistance of the Facilities Management Assistant if available. Otherwise all relevant information and contact details must be written and the Facilities Management Assistant will pass this to the Head of Establishment for further action.
41. The let holder should ensure that they are familiar with the fire evacuation procedure including the fire alarm signal, evacuation routes and assembly points. All information for fire safety will be included in the induction.
42. The let holder is responsible for the health, safety and welfare of the persons participating in the activity. A risk assessment should be conducted for all activities that includes details of the instructor's qualifications, ratios, equipment etc. All activities must be conducted in accordance with the appropriate governing body guidelines/building users guides.
43. Noise must be kept within reasonable limits and amplifiers must not be used in the premises to increase the volume of music, or sound, to a point where the music is audible outside the premises (sound volume must not exceed the maximum level of 85dBA. To this end, doors and windows should be kept closed and users must comply with the instructions of the Facilities Management Assistant, Caretaker in this respect.
44. No swimming will take place without supervision. A competent person holding at least the Bronze Medallion of the Royal Life Saving Society or a similar qualification will be responsible for the group and will be present on the poolside throughout the duration of the let.
45. A risk assessment must be carried out for high risk sports such as, rugby, judo etc.
46. Persons instructing in sports activities must be suitably qualified. The let holder shall, as and when reasonably requested to do so by the authorised officer, produce for inspection relevant current qualifications relating to the let activity.
47. Electrical equipment used in a let will require regular PAT testing. The let holder shall, as and when reasonably requested to do so by the authorised officer, produce for inspection current PAT testing certificates.

Insurance and indemnity

48. West Lothian Council must be indemnified by the let holder against any damage to property or equipment which may occur through occupation of the premises.
49. Organisations letting the premises shall accept full responsibility for any accident, injury or damage to any person which may occur, as a result of the organisations negligence while using the premises.
50. West Lothian Council cannot accept responsibility for any loss of possessions. Let holders are responsible for ensuring personal possessions are adequately safeguarded.
51. It is a requirement of all lets that the let holder agrees to indemnify and hold West Lothian Council harmless in respect of all losses, damages, claims, costs, demands, expenses or other liabilities arising in connection with the let of the venue to the let holder.
52. The let holder shall affect and maintain adequate insurance:
 - Against fire and all other risks covering all property which the let holder may bring into the venue whether such property is the hirers or that for which the hirer is responsible; and
 - Covering the let holder's liability, statutory and common law in respect of the let holder's employees and members of the let holder's company or organisation, the let holder's guests and any other individual attending the venue in connection with the let.
53. West Lothian Council has effected Property Owner's Liability insurance in respect of the venue. However, it shall be the responsibility of the let holder to put in place sufficient insurance, including but not limited to public liability insurance, to cover all activities to be

undertaken during the period of let by the let holder and all persons attending the venue for the purposes of the let. For the avoidance of doubt, any public liability insurance cover put in place by the let holder shall be for a sum of not less than FIVE MILLION POUNDS (£5,000,000) in respect of any one claim and shall be unlimited in the period of insurance. Furthermore, West Lothian Council may in certain circumstances and at their discretion require the let holder to arrange additional insurance cover. If such additional insurance cover is required, the let holder will be advised in writing.

54. The let holder shall, as and when reasonably requested to do so by the authorised officer, produce for inspection insurance certificates to show that the insurance cover required by West Lothian Council in connection with the let is being maintained by the let holder. Failure to submit proof of such insurance upon request by the authorised officer may result in the cancellation of the let at the sole discretion of West Lothian Council. In such circumstances the let holder will remain fully liable for the fees payable in respect of the let regardless of the fact the let has been cancelled. West Lothian Council will not be responsible for any costs or losses which are incurred by the let holder as a result of such cancellation.

Childcare provision

55. If there is requirement for work to be carried out to ensure accommodation meets Care Inspectorate regulations, and costs must be met by the childcare organisation. No works can be progressed until they have been alerted to the Estate Manager/Education Resources Group and received approval. Childcare services that are in receipt of a subsidised let must be registered by the Care Inspectorate. The let holder shall, as and when reasonably requested to do so by the authorised officer, produce for inspection Care Inspectorate registration.

Child Protection

56. Protection of children and vulnerable adults – the let holder must ensure that it complies with and continues to comply with, the terms of the Protection of Vulnerable Groups (Scotland) Act 2007 (“the PVG Act”). This is particularly relevant to any let involving children, young people under the age of 18 and/or vulnerable adults. Guidance of the PVG Act and obligations can be obtained from:

Disclosure Scotland
PO Box 250
Glasgow
www.disclosure-scotland.co.uk
info@disclosurescotland.co.uk
Tel: 0870 609 6006

The let holder shall ensure that all staff and others who carry out or will carry out Regulated Work (as defined in the PVG Act) with children or adults in or on the let premises are registered members of the Protection of Vulnerable Groups Scheme for the type of work which they carry out or will carry out in or on the let premises. Failure by the let holder to comply with this Condition will be a fundamental breach of contract and entitle West Lothian Council to terminate this let.

Suspended/Cancellation of Lets

57. Failure to comply with the above Conditions of Let will result in the let being suspended. West Lothian Council reserve the right to cancel lets where there have been complaints from the school regarding damage to school property or inappropriate behaviour by those attending the let.

Data Protection

58. Each of the let holder and West Lothian Council shall comply with their respective duties under the Data Protection Act 1998, and in particular with those duties as explained and clarified in the remainder of this Clause 35.
59. West Lothian Council and the let holder are each acting as separate data controllers.
60. Where the let holder provides personal data to West Lothian Council, West Lothian Council may share that personal data with other regulators (including West Lothian Council’s and the let holder external auditors, HM Revenue and Customs and law enforcement agencies). The personal data may be checked with other West Lothian Council departments for accuracy, to prevent or detect fraud or maximise West Lothian Council’s revenues. The let holder undertakes to ensure that all persons whose personal data is (or is to be) disclosed to West Lothian Council are duly notified of this fact. In order to comply with this requirement, the let holder shall ensure that the person(s) whose personal data is (or is to be disclosed) is given a fair processing notice and that this notice is included within relevant documentation provided to the person(s) by the let holder.
61. The expressions “personal data”, “data controller”, “data processor”, “processing” and “process” shall have the meanings assigned to them by the Data Protection Act 1998, and the “Seventh Data Protection Principal” shall mean the Seventh Principal set out in Part 1 of Schedule 1 to that Act.
62. The let holder shall notify West Lothian Council immediately of any child protection, child welfare or adult welfare allegations or concerns of which it becomes aware, and shall furnish West Lothian Council with any information necessary to allow West Lothian Council

to investigate fully and such concern or allegation, such disclosure of information in these circumstances being necessary for the performance of West Lothian Council's statutory duties to safeguard children and vulnerable adults.

63. The let holder shall be required to pass on information to West Lothian Council in relation to the let, a member of the let holder's staff, volunteer or any other person following upon request from West Lothian Council.
64. On the termination of the let for whatever reason, West Lothian Council has the express right to have returned to it all information and any confidential information provided by West Lothian Council to the let holder within (3) working days of its termination. The let holder shall liaise directly with West Lothian Council to agree a procedure relative to return to West Lothian Council of any information or confidential information. In this Clause 35.7 the expression "return" means that the let holder shall provide West Lothian Council with all hard copies of the information concerned together with any portable electronic storage media on which any personal data, information and confidential information has been stored, and shall then securely and irretrievably delete any copies of the data from the let holder's own computer systems.

Freedom of Information

65. The let holder acknowledges West Lothian Council's obligations under the Freedom of Information (Scotland) Act 2002 ("FOISA") and acknowledges that in particular West Lothian Council may be required to provide information relating to the let or the let holder to any person on request in order to comply with the FOISA. The decisions of West Lothian Council in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms, any other law, or, as a consequence of judicial order or order by any court, tribunal or body with the authority to order disclosure (including the Scottish Information Commissioner).
66. If the let holder is or becomes a designated Scottish Public Authority by Order of the Scottish Ministers under section 5 of the FOISA the let holder shall comply with the FOISA.

Customer Complaints/Comments

67. West Lothian Council are committed to providing high-quality customer service. We take complaints about our services seriously and deal with them in confidence. If something goes wrong you should tell us. We can then try and put things right and improve our services in the future. To make a complaint, please use one of the following means:

For **primary schools** and **Chalmers Hall**, use one of the following methods of communication:

Write to us **Education Customer Services, West Lothian Council, Civic Centre, Howden South Road, Livingston, EH54 6FF**

Phone us on **01506 281952**

e-mail us at **EducationCustomerServices@westlothian.gov.uk**

For all other establishments, please contact the establishment directly.

We can provide information in other formats (such as large print, audio and Braille)

On the next page you will find REGULATIONS FOR THE HIRE OF WEST LOTHIAN COUNCIL SWIMMING POOLS

REGULATIONS FOR THE HIRE OF WEST LOTHIAN COUNCIL SWIMMING POOLS

These Regulations are in place to safeguard pool users at all times.

The following must be adhered to in order to comply with the Health and Safety at Work Act 1974.

1. All persons in charge of young people and others using the Pool are expected to co-operate with the Facilities Management Assistant by observing these regulations.
2. Swimmer/Teacher Ratios must be observed at all times.
 - (a) The following ratios are recommended guidelines only. I risk assessment should be carried out for each occasion and should consider:
 - Age of participants (and supervisors)
 - Age range of group
 - Gender mix
 - Experience of participants relating to nature of the activity
 - Facility e.g. pool layout, depth, lifeguard cover
 - Ethnicity
 - Educational / additional support needs
 - General behaviour history
 - Duration and nature of event / journey / activity
 - Staff experience

As a general guide, the following MAXIMUM ratios are recommended:

Teacher/Coach Qualification	Maximum Ratio
Level 1: Inexperienced	4:1
Level 1: Experienced	6:1
Level 2: Adult & Child	12:1
Level 2: Non-Swimmers & Beginners	12:1
Level 2: Improving Swimmers (swim at least 10m)	20:1
Level 2: Mixed Ability Groups	20:1
Level 2: Competent Swimmers	20:1
Level 2: Competitive Swimmers	30:1
Level 2: Synchronised Swimmers	20:1
Level 2: Water Polo	20:1
Level 2: Diving – Beginners and Improvers	12:1
Level 2: Diving – Competitive Divers	15:1
Level 2: Swimmers with Disabilities	8:1

Please note: A level 1 teacher/coach should be supervised by a level 2 teacher/coach at all times

- (b) The maximum pool load will be set in view of the number of variables and operating procedures within each facility.
 - (c) Only bona fide swimmers shall be allowed to enter the building.
 - (d) Spectators shall not be admitted unless in exceptional circumstances.
3. No one is allowed into the pool unless a qualified instructor is present and supervising.
4. Where an instructor is in the water during lessons, there must always also be supervision from the side of the pool, where the supervisor can see and be seen.
5. A notice of authorisation, together with an identification card with photograph of the named instructor, will be issued by this office and must be shown to the Facilities Management Assistant on duty before admission to pool can be granted.
6. Instructors must hold the UKCC Level 2 Certificate for Teaching Aquatics, or the ASA Swimming Teacher Certificate. A lifeguard must also be present and they must hold one of the following:
 - Royal Life Saving Society National Pool Lifeguard Qualification, or
 - NARS Pool Lifeguard Qualification

(NB Lifesaving/lifeguarding qualifications must be renewed every 2 years).

7. There must always be one adult in addition to the qualified instructor present at the pool side to assist should an emergency arise. This second adult is required to hold a Lifesaving Qualification as listed in (6).
8. Pool discipline shall be firm. In the interest of safety 'playful' activities such as running, pushing, ducking and other horseplay are forbidden.
9. The system where such pupils are responsible for a partner is recommended where the instructor considers it appropriate.
10. A count of the class shall be made at the beginning, during and at the end of the session.
11. West Lothian Council recognise that since general discipline, class control and class management are factors in the creation of a safe environment it is the policy of West Lothian Council only to provide the hire or let of swimming pools to groups operating "Programmed Swimming".
12. Programmed Swimming occurs when a disciplined approach is taken to the teaching of swimming and where all swimmers are graded according to age and swimming ability. The total number using the pool and the pool area utilised will relate to the age and ability of the individuals or group to participate in a progressive programme of teaching. Children under the age of eight must be accompanied by an adult on a one-to-one basis.
13. General swimming lets may take place under certain circumstances. All requests will require to be submitted to, and approved by, West Lothian Council.
14. A range of specialist activities are permitted, subject to the conditions detailed below for each:
 - 14.1 Diving
 1. No diving of any form is permitted in Shallow Water areas of the Swimming Pool (water with a vertical depth of less than 1.5 metres).
 2. In Deep Water areas only 'shallow entry' dives are allowed.
 3. Where starting blocks are available they must be used under the supervision of a Qualified Swimming Teacher and only in areas with a vertical water depth of at least 1.8 metres.
 4. Divers are required to check before entering the water that there are no swimmers in the diving area.
 5. Running Dives are not permitted.
 - 14.2 Swimmers with additional support needs
 1. The Teacher/Instructor must have appropriate qualifications.
 2. The teacher/Instructor must be aware of the disability and any additional support needs of the swimmer/swimmers.
 3. The level of staffing should not fall below the undernoted at any time:
 - One qualified teacher/instructor (paragraph 6)
 - One adult Supervisor on the pool side (paragraph 7)
 - Two adult helpers in the pool
 - 14.3 Sub Aqua
 1. The teacher/instructor shall have the appropriate qualifications in teaching Sub Aqua, i.e. the Club Instructor Award of the British Sub Aqua Club or the Branch Instructor Award of the Scottish Sub Aqua Club.
 2. The level of staffing should not fall below the following at any time
 - One qualified instructor (can be in the water or on the pool side as required).
 - One lifeguard who must hold the R.L.S.S Pool Lifeguard Qualification or NARS (the lifeguard must always supervise from the pool side).
 3. Teacher/Pupil ratio of 1:8
 4. All equipment must be thoroughly cleaned before use in the pool.
 - 14.4 Snorkelling
 1. Snorkelling can be considered an extension of normal swimming programmes. However, due to the nature of the activity, the following requirements must apply:
 - The teacher/instructor must be qualified as per programmed swimming.

- The maximum number of people per teacher / instructor should not exceed 15.
- Face masks lenses must be made from tempered glass.
- Snorkels must comply to British Sub Aqua Club standards
- If weight belts are to be used, the activity must be taught / supervised as per Sub Aqua.
- All weights must be Neoprene covered.

14.5 Canoe Training

1. The teacher/instructor shall hold the appropriate qualification from the British Canoe Union, the minimum qualification being the B.C.U. Instructor's Certificate.
2. An additional adult must be present supervising from the pool side. This adult should hold the R.L.S.S. National Pool Lifeguard Qualification or NARS.
3. Teacher/Pupil ratio of 1:8
4. **Canoes must have front and rear protectors and must be cleaned thoroughly before being used in pool.**

14.6 Parent and Toddlers' Group

1. The teacher/instructor must be qualified as per programmed swimming.
2. Toddlers must be accompanied by helpers in the water on a one to one basis.
3. Teacher ratio is 1 teacher up to a maximum of 8 toddlers.

14.7 Competitive Swimming

1. Swimming activities referred to include competitions, galas and competitive training during programmed swimming pool time.

14.8 Deep Pools

1. The presence of water deeper than 2 metres will result in the pool being designated as a deep pool.
2. Where children under 12 years of age use deep pools, the following points must be observed:
 - a) Children must be able to stand at the shallow end.
 - b) Where non swimmers or children whose abilities are unknown are using deep pools, the deep water area must be partitioned off by means of a fixed rope before any children can gain access to the pool.
 - c) There must be no more than 18 children under 12 years in the pool at any one time and there must be **2 QUALIFIED** lifeguards present **AT ALL TIMES**.

15. It is a condition of the let that the person in charge is fully conversant with the Normal Operating Procedures and the Emergency Action Plan of the Swimming Pool and signs an acceptance form to that effect before the let is granted. These documents are available from the Community Letting Section.
16. A check must be made on the availability and condition of the following safety equipment prior to the start of every let.
 - a) Two lightweight poles with ring and floats shall be available, one on each side of the pool
 - b) A telephone with an outside line should be available at the pool side. All instructors and others responsible shall be aware of its location. If this item is not present or not in proper working condition the let must not take place.
17. Lets are granted subject to the provision that the group shall practice the emergency procedure regularly and that a full emergency drill will be carried out once per school term, the date and time to be recorded on the Pool Safety Audit issued with the letting form.
18. Outdoor shoes must not be worn in the pool area.
19. The instructor shall be responsible for ensuring that all swimmers use the showers before entering the water and that all hair washing is done at the showers.
20. The control of the water supply, heating and ventilation in the pool area is the responsibility of the Facilities Management Assistant.
21. Medical Information

- 21.1 The teacher/instructor must be aware of any medical information relevant to pupils/students or such other persons, undertaking the activity of swimming.
- 21.2 Details of relevant information concerning medical conditions of pupils/students, or such other persons, undertaking the activity of swimming must be made available to the teacher/instructor (for example, epilepsy, diabetes and heart conditions).
- 21.3 In circumstances such as these, the teacher/instructor may require additional assistance.
- 21.2 The fullest possible co-operation of the parent/guardian is required in making such information available to the group leader/let holder.
- 21.3 **All medical information MUST BE KEPT CONFIDENTIAL**
- NB: It is in the group leader's interest to record medical information provided by pupils/students.

SCHOOL LET APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Complete a separate form for each establishment requested

SECTION 1: Group Details

Full name of group	
Purpose of group	
Type of Organisation, i.e. voluntary/community/ commercial/youth group/other	
Purpose of let	
Other West Lothian Council establishment(s) used by group	

SECTION 2: Applicant Details (Please note applicants must be aged 18 years or over)

Full name and Address of person making application and responsible for payment		
Surname	Forename(s)	
Address including Postcode		
Home Tel. Number	Mobile Tel. Number	
e-mail address		
Name of Supervisor in charge of activity if different from let holder (Please note supervisors must be aged 18 years or over)		
Qualifications of supervisor relating to activity		

SECTION 3: Group Details relating to this application (i.e. number of people expected to attend)

Expected Numbers	Male		Female		Total	
Age Groups	Under 18		Over 18		Total	

Fee charged Nightly £ Weekly £ Membership Fee £ Annual Fee £

SECTION 4: Accommodation Details

Name of establishment required										
Accommodation requested (please tick)	Gymnasium	<input type="checkbox"/>	Dining Hall	<input type="checkbox"/>	GP Room	<input type="checkbox"/>	Classroom	<input type="checkbox"/>		
	Pitch	<input type="checkbox"/>	Changing Facilities	<input type="checkbox"/>	Floodlights	<input type="checkbox"/>				
	Assembly Hall*	<input type="checkbox"/>	Games Hall*	<input type="checkbox"/>	Swimming Pool*	<input type="checkbox"/>				
	(*please note that there is no recognised Assembly Hall, Games Hall or Swimming Pool in primary schools)									
*Other - please give details										
Frequency of let - please tick	One-off	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Date(s)/Times requested (Note – Part hours will be charged at full hourly rate)	Day	Start Date	Finish Date	Start Time	Finish Time					

Do you require this let during school holidays? (tick all required) September ☐ October ☐ Christmas ☐

(If not ticked, exempt dates will be entered on your confirmation)

February ☐

Easter ☐

May ☐

Summer ☐

SECTION 5: Declaration

Before signing the declaration, please ensure that you have read and understood the conditions of let.

It is a condition of this let that you:

Please tick to confirm

1. Are in possession of current public liability insurance..... ☐
2. Are in possession of relevant, up to date qualifications relating to your let activity..... ☐
3. Are in possession of relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988..... ☐
4. Are in possession of relevant licences under The Children (Performances) Regulations 1968..... ☐
5. You comply with the Protection of Vulnerable Groups (Scotland) Act 2007 (if applicable)..... ☐
6. You have the relevant PAT testing certificates in place for electrical equipment..... ☐
7. You have carried out appropriate risk assessments..... ☐
8. You are registered with the Care Inspectorate for lets relating to child care activities (if applicable)..... ☐
9. For the appropriate payment charges, you are confirming that you are a:
 - a voluntary group ☐
 - b community group ☐
 - c commercial group ☐
 - d youth group ☐
 - e Other, please specify _____
10. You have read and agree to abide by the full terms and conditions of let..... ☐

I understand that West Lothian Council may require to see written proof of any of the above documentation at any time.

I declare the foregoing to be a true and accurate statement and accept responsibility for payment of all charges, including damage to property as the result of occupancy of premises. I understand that failure to disclose any relevant information may lead to the let being cancelled or altered and additional charges may be made.

It is a requirement that all cancellations must be notified in writing to the Education Customer Services, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF (e-mail: EducationCustomerServices@westlothian.gov.uk) at least 2 working days prior to the let taking place. Failure to comply with this condition will result in the full cost of the let being levied.

Signature of Applicant: _____

Position held: _____

Date: _____

Completed forms should be returned to Education Customer Services at the above address.

Please note that incomplete forms will be returned to you resulting in a delay of your accommodation being booked.

Confirmation of let must be received from Education Customer Services prior to the commencement of let.

West Lothian Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to West Lothian Council are paid timeously, e.g. by identifying persons who are non-payers of Council Tax and to improve uptake of Benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with Public Bodies, including local authorities or other organisations, which handle Public Funds.



Office Use only
Registration No: _____
Processed by: _____

FYouthLet1 Academic Year 2015/2016

REGISTRATION FOR USE OF EDUCATION PLANNING AND AREA SERVICES PREMISES BY A NON-COUNCIL YOUTH GROUP

In relation to the Protection of Children (Scotland) Act 2003 and Protection of Vulnerable Groups (Scotland) Act 2007, the council promotes best practice in ensuring suitable measures are in place for the supervision and/or protection of young people participating in activities delivered on council premises.

Please, therefore, complete the following form as part of your letting application.

Name of Applicant Group	
Aim of Applicant Group	
Purpose of Let:	
Current registration number (sent to club with previous registration). If this is the first time you are registering this number will be allocated upon satisfactory completion of this process.	

Q1	Is the group currently accredited to West Lothian Council's Community Sports Club Accreditation Scheme ? (If yes please proceed directly to page 2)	YES / NO
Q2	Does the group operate an approved policy and procedure for the care and protection of young people under 18 years of age?	YES / NO
Q3	Your group must have Public Liability Insurance? Please provide policy details:- Policy Provider: _____ Policy Number: _____ Policy Start Date: _____ Policy Expiry Date: _____	
Q4	Does the group operate safe worker / volunteer recruitment procedures as detailed below? • Enhanced Disclosure Scotland checks • Protection of Vulnerable Groups Scheme (PVG) • Other (please specify)	YES / NO YES / NO YES / NO
Q5	Are Enhanced Disclosure Scotland checks independently verified by a local or national body. If so, please provide details of that body: _____	YES / NO

If the group is registered with an appropriate national body please give the name under which the group is registered: i.e Scottish Governing Body of Sport, Girl Guiding UK etc

If the group is not registered with a national body, please attach a copy of your constitution with this application

For your information

The Scottish Government Parent Checklist for Youth Activities provides 15 questions for parents to ask of youth organisations and clubs before allowing their child(ren) to join. Copies of the information leaflet can be downloaded from The Scottish Government website:

<http://www.scotland.gov.uk/Publications/2002/10/15502/11395>

PREMISES USED / PROPOSED FOR USE	
Please list all Education Planning and Area Services premises proposed for use by your group: (e.g. Armadale Academy, Blackburn Community Centre, Bathgate Partnership Centre...)	
_____	_____
_____	_____
_____	_____
_____	_____

NUMBERS OF PARTICIPANTS NORMALLY INVOLVED					
	Males	Females		Males	Females
Age Under 12			Age 16-18		
Age 12-15			Adults		

GROUP DETAILS			
OFFICE BEARERS			
Name	Home Address Including Post Code	e-mail address (please print)	Tel No.
Chair Person:			
Secretary:			
Treasurer:			
ADULT LEADERS WHO WORK WITH YOUTH GROUP REGULARLY			
Leader in Charge			
Name	Home Address including Post Code		
Other Leaders:			
Name	Home Address including Post Code		

CHILD PROTECTION POLICY STATEMENT

The above group is fully committed to safeguarding the welfare of all children and young people participating in the activities delivered to them. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos, which embraces difference and diversity and respects the rights of children, young people and adults.

I confirm that the information given in this application form is correct and note on behalf of the group to abide by West Lothian Council's Generic Code of Practice in relation to working with Children and Young People (except where a specific code of practice specific codes of practice exists, e.g., for certain activities or in affiliation with a national or governing body, which will be adhered to instead).

I understand that details of the group will be held on a database of youth groups operating in West Lothian and that auditing of this application and monitoring of group's activities will take place on a random sample basis.

Name (Please PRINT):			
Position in Organisation:			
Signed:		Date:	

After successful processing of this form, your group will be registered with West Lothian Council as a youth group. This process will need to be completed every academic year by 30 June.

The completed form must accompany your application for use of premises and will be passed by the receiving establishment to:

**Education Customer Services
West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF**

All personal information supplied will be processed by West Lothian Council in accordance with the Data Protection Act 1998 to determine the outcome of application and will be retained and updated while you or your organisation continues to be a user of West Lothian Council premises.

REFERENCE SECTION

To be signed by a J.P./Head Teacher/Minister of Religion/Councillor /Police Officer/SGB officer or someone of a similar standing.

I confirm that the information given in the application form above is correct to the best of my knowledge and belief.

Name (Please PRINT):			
Position & Title:			
Address:			
Post Code:		Telephone No:	

Signed:		Date:	
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FOR WEST LOTHIAN COUNCIL USE ONLY

Please detail any other observations or pertinent information:

I confirm that this organisation provides activities for children/ young people under 18 years of age.		YES / NO
I confirm that this organisation qualifies for discounted letting.		YES / NO
Name (Please PRINT):		
Signed:		Date:



GENERIC CODE OF PRACTICE AND STANDARDS OF BEHAVIOUR FOR ADULT LEADERS WORKING WITH YOUNG PEOPLE UNDER 18 YEARS OF AGE

PLEASE RETAIN THIS CODE FOR INFORMATION AND REFERENCE

The following requirements are examples of general good practice and represent general guidance for a broad range of community youth groups. However, where specific codes of practice exist, e.g., for particular sports or other activities in affiliation with a national or governing body, these should be adhered to.

CHILD PROTECTION

Organisations or groups working with children under the age of 18 should ensure that the youth group has a commitment to Child Protection. All adults working with children and young people – whether in a paid or unpaid capacity, should ensure that the following controls and procedures are in place:

- Vetting arrangements for all adults working / helping / supervising activities with young people under the age of 18. This should be done through either:-
 1. Enhanced disclosure if work began prior to 28 February 2011.
 2. PVG Scheme membership if work began after 28 February 2011.
- Two adults must be in attendance at all sessions to ensure that no adults find themselves working alone with children.
- Where there are mixed gender groups, a male and female adult should be present.
- There should be a sufficient number of adults present in relation to the number of young people and the nature of the activity as below:

Ratio 1 - 10 for under 12's

Ratio 1 - 15 for over 12's

Note that the above ratios are offered as general guidance for community youth groups. Levels of adult supervision will vary according to circumstances, e.g., groups with under 5 year olds or for hazardous sports, etc, will require considerably more adult supervision.

GENERAL SAFETY

- A register with details of participants, including emergency contact numbers, should be in place and kept up to date. A sessional attendance register should also be kept.
- Location of telephone, first aid kit and fire exits is noted.
- A fire safety briefing is carried out with each group and/or practice fire drill with each group once per school term.
- Young people should not be allowed to enter building or commence activity prior to arrival of approved adult.

- Equipment and facilities must:
 - meet safety standards
 - be regularly checked
 - be appropriate to the age and ability of participants.
- Activities must be appropriate for the age, experience and ability of participants.
- Groups should make the following information available to parents:
 - the group's activities;
 - the adults involved;
 - the details of times, venues etc.
- Permission for excursions and detailed arrangements for the safe return of the young people should be obtained from the parents.

CODE OF BEHAVIOUR

Adults working with young people under the age of 18 must:

- Never use any form of physical punishment to discipline participants;
- Avoid participating in physical contact games with young people;
- Encourage an environment where each individual treats all others with respect;
- Respect a young person's right to personal privacy;
- Give positive reinforcement and encouragement whenever possible;
- Have separate sleeping accommodation for leaders and young people on all residential trips;
- Give all young people equal opportunities to participate as appropriate to their age and development;
- Project a positive role model;
- Be aware of the emotional development of young people in relation to those performing leadership roles;
- Not drink alcohol, use illegal substances, or smoke when working with young people;
- Avoid being alone in a vehicle with a child/young person;
- Be aware of procedures regarding reporting of suspected child abuse.

ADDITIONAL GUIDANCE

- Council Staff have the right to visit groups at any time.
- Any damage to property must be reported to the Janitor/Caretaker.
- In the event of an accident complete an accident form available from the Janitor/Caretaker.

PLEASE RETAIN THIS CODE FOR INFORMATION AND REFERENCE.



EDUCATION EXECUTIVE

COMMUNITY PLAYGROUPS UPDATE

REPORT BY HEAD OF EDUCATION (DEVELOPMENT)

A. PURPOSE OF REPORT

This report provides an update to the report dated 16 April 2013 in the progress of implementation of a new model of management for playgroups through Community Playgroups (SCIO).

B. RECOMMENDATION

1. To note the progress made in relation to the implementation of the new model of management for playgroups through Community Playgroups (SCIO).
2. To note the progress made in relation to the provision of places for eligible two year olds within a playgroup setting.
3. To agree to provide funding to support the management model - £25K per annum.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; Being honest, open and accountable; Providing equality of opportunities; Making best use of our resources; Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	An equality impact assessment has been completed.

III	Implications for Scheme of Delegations to Officers	n/a
IV	Impact on performance and performance Indicators	n/a
V	Relevance to Single Outcome Agreement	<p>Parents/carers are responsive to their children's developmental needs. Children are ready to start school.</p> <p>Everyone's life chances are maximised (by improved educational attainment) to become successful learners, confident individuals, responsible citizens and effective contributors.</p> <p>We support strong, resilient communities.</p>
VI	Resources - (Financial, Staffing and Property)	<p>Budget provision for playgroups in 2015/16 is £54,000 and is currently allocated proportionately to all registered playgroups in West Lothian that meet set criteria regarding their governance.</p> <p>Playgroups mainly operate in Council premises without charge.</p>
VII	Consideration at PDSP	<p>Approved for submission to Executive by PDSP on 9 February 2016.</p> <p>Education PDSP report – 16 November 2010</p> <p>Education PDSP report – 25 November 2011.</p> <p>Education PDSP report – 16 April 2013</p> <p>Education PDSP report – 9 December 2014</p>
VIII	Other consultations	<p>Extensive consultation took place through a representative group of playgroup committee members from September 2011 to June 2012.</p>

D. TERMS OF REPORT

D1 Background

Community Playgroups (SCIO) was formed in April 2013 and they are a registered charity which is regulated by the Office of the Charity Regular (OSCR). Community Playgroups is managed by an Executive Board and they have strengthened the relationship between the local authority, parents/carers and the third sector to deliver playgroup services within local communities.

D2 Progress to date

Over the last three years, Community Playgroups have successfully transferred six playgroups into the organisation – Armadale, Bathgate, Crofthead Hickory House, Livingston Village, Kirknewton, and West Calder. Thus achieving the number of transfers agreed within the Business Plan for support by the Council by 31 December 2014. Community Playgroups are also currently in discussion with two other playgroups with the aim for the groups to join the organisation within the next twelve to eighteen months.

The Council officers have supported Community Playgroups with the work to transfer playgroups in to the organisation, utilising the funding previously allocated from the Early Years Change Fund. Challenges have included the recruitment/retention of staff, promotion and upgrading premises to meet new Care Inspectorate standard introduced in 2014 in relation to nappy changing.

D3 Eligible 2 Year Olds

In August 2015, the eligibility criteria for two year olds was extended to those children from low income families. Local playgroups have been essential in the provision of places for eligible two year olds along with childminders and family centres in areas where no council provision is currently available. In turn, the provision of places for eligible two year olds have become an essential source of regular income for playgroups to enable them to meet staffing costs.

Up to December 2015 of the 206 applications for an eligible two year old place which have been granted, 112 places have been provided by playgroups.

D4 Funding

Playgroups across West Lothian currently receive grant support on a proportionate basis of £54,000 per annum.

Although the Executive Board of Community Playgroups are all volunteers, the Board have now employed a part time Group Manager (30 hours /39 weeks) and a part time Business Support Officer (18 hours/39 weeks) to manage the daily operations across the six settings.

Without these two posts the Community Playgroup, who now employ twenty staff across six setting would be unable to fulfil the duties of a reputable employer and ensure compliance with Care Inspectorate regulations. The organisation has been able to fund these posts until 31 March 2016 using a portion of the monies provided through the Early Years Change Fund but they will require an additional £25K per annum to sustain these positions.

E. CONCLUSION

The model of management provided through Community Playgroups strengthens governance for playgroups to sustain choice for parents/carers in relation to early learning and childcare. However, sustainability remains a challenge for all playgroups and to ensure the continuation of Community Playgroups further grant support - £25K per annum is required.

F. BACKGROUND REFERENCES

Education PDSP Report – Playgroup Provision 16 November 2010

Education PDSP Report – Playgroup Update 25 February 2011

Education PDSP Report – Support for Playgroups Across West Lothian 16 April 2013

Education PDSP Report – Support for Playgroups Across West Lothian 9 December 2014

Appendices/Attachments: None

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e-mail: donna.adam@westlothian.gov.uk

Tel; 01506 281646

Donna McMaster

Head of Education (Development)

Date: 1 March 2016