

# CLACKMANNANSHIRE COUNCIL

## LETTING SCHEME FOR NURSERY, PRIMARY AND SPECIAL SCHOOLS

### Community Organisation Approval Scheme

Clackmannanshire Council requires that any local community organisation wishing to let (hire) school premises must first be approved as a properly organised and constituted group, with procedures that are regarded as "proper" by the Council. The Facilities, Schools and Welfare Team carries out the approval function on behalf of the Council. The procedures set out in this Scheme conform to current advice from the Convention of Scottish Local Authorities (CoSLA)

Community organisations wishing to let school premises in Clackmannanshire should complete the following documentation (including a Declaration from each "responsible person" if the organisation has members under the age of 18) and submit it to:

Facilities, Schools and Welfare Team (Community Organisation Approval Scheme)  
Room 43  
Lime Tree House  
Alloa  
FK10 1EX

along with a copy of the organisation's current constitution, annual report (if appropriate), and audited accounts. If you do not attach these, it will delay your application.

Application may be made at any time and we will try to process your application as quickly as possible. Please note that until the application is approved, you will not be able to let school premises, so please do not apply as refusal can cause embarrassment. If your organisation is approved, you will be notified of this as soon as possible; if your organisation is not approved, you will be notified and given the reason(s) why approval has not been given.

Approval under the Scheme does not guarantee that you will be able to let the accommodation you seek; this will depend on availability of accommodation and staff.

Approved organisations **MUST** notify the Council of all material changes to their status, ages of members they cater to, changes in 'Responsible Persons, etc. Failure to do so may nullify the organisation's 'approved' status.

#### **Data protection**

Any information supplied will be considered against the Council's assessment criteria and, if approval is given as an 'Authorised Organisation', it will be stored securely and not used for any purpose other than that for which it was supplied.

Where an organisation does not receive approval as an 'Authorised Organisation', all information supplied will be retained for statistical and appeal purposes for a period not exceeding 6 months, after which it will be destroyed.

#### **Queries**

If you have any queries about the Approval Scheme or need help completing the form, please call 01259 452499 and a member of staff will be happy to help.

**CLACKMANNANSHIRE COUNCIL**

**LETTING SCHEME FOR NURSERY, PRIMARY AND SPECIAL SCHOOLS**

**Community Organisation Approval Scheme**

Please read the notes on the front of this form carefully.

**Organisation's Name:**

.....

**Please indicate the organisation's preferred school location for lets**

.....

**Organisation's 'Responsible Person'**

*(Note: 'responsible person' is a person who has authority under the organisation's constitution to act on its behalf and will assume responsibility for all actions of the organisation's members during lets).*

Name: .....

Home Address: .....

.....

..... Post code .....

Contact Telephone Number:.....

**What are the main purposes of the organisation:**

.....

.....

.....

**Membership of Organisation**

How many members does the organisation have: .....

What ages are the members of the organisation: (Under 18)..... (19-64)..... (Over 64).....

Composition of organisation's members: (Male)..... (Female).....

(Note: Where any members of the organisation are under 18 years of age, the organisation's Responsible Person(s) must sign a declaration that they are aware of, understand and agree to abide with the relevant child care legislation applicable when running groups. A Declaration Form is attached.

In the event that the organisation's Responsible Person (as detailed above) is not personally supervising the group during a let, his / her responsibilities must be undertaken by another nominated adult. Please list details of persons who may assume the 'Responsible Person' role such circumstances. Please note that organisations will ONLY be admitted to school lets if accompanied by a listed Responsible Person.

Name: .....

Home Address: .....

.....

..... Post code: .....

Telephone Number: .....

Name: .....

Home Address: .....

.....

..... Post code: .....

Telephone Number: .....

Each "responsible person" as listed above must complete the attached "Protection of Children Act 2003" declaration

Date application signed .....

On behalf of..... (Organisation)

Signature .....

Print Name .....

**For Office Use only: -**

Constitution supplied: Yes / No Date Received .....

Annual Report supplied: Yes / No Date Received .....

Audited Accounts supplied: Yes / No Date Received .....

Is the Form above fully completed: Yes / No

Discrepancies/Questions not answered: .....

.....

.....

Does the organisation serve a community within Clackmannanshire: Yes / No

Does the organisation undertake commercial activities: Yes / No

Have all declarations been signed with regards to supervision of children: Yes / No

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**Approval given: -** Yes / No

Reasons: .....

.....

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If approved, 'Approved Organisation Letter' issued to the organisation's Responsible Person on (date) .....

August 2008



**Community Organisation Approval Scheme  
Protection of Children (Scotland) Act 2003**

Application for Let of School Premises

The "Responsible Person(s)" of any community organisation, with members under the age of 18, that is seeking approval to apply for a let of school premises must complete this declaration. A separate declaration form must be submitted for and by all persons taking the role of "Responsible Person" as detailed above.

**Declaration:**

There is a need under the Protection of Children (Scotland) Act 2003 to ensure that those persons responsible for letting school premises, and for subsequently supervising or arranging supervision of members during lets, understand their obligations under the above Act and that they or their supervisors are not listed on the 'Disqualified from Working with Children' Lists or equivalent Lists kept for England, Wales and Northern Ireland. For the purpose of clarification, 'Children' are those under the age of 18 years.

Clackmannanshire Council requires that any individual organiser, or group organiser (whether they supervise directly or use others to supervise the let) indicates by signing this form that they are conversant with the relevant legislation and they have taken such steps as necessary to comply with that legislation.

Signed: .....

Name: .....  
(BLOCK CAPITALS)

On behalf of .....  
(Organisation's Name – BLOCK CAPITALS)

Date .....