



BROADWAY SCHOOL COMMUNITY CENTRE

The Broadway, Perry Barr, Birmingham, B20 3DP



Opening times

Monday-Friday 18.00-22.00

Saturday 09.00-21.00

Sunday 09.00-19.00

Contact Number
0121 566 4344

JUNIOR BOOKINGS REQUIRE ADULT SUPERVISION IN THE CENTRE

SPORT/ACTIVITY USE

Football	<input type="checkbox"/>	Badminton	<input type="checkbox"/>
Basketball	<input type="checkbox"/>	Cricket	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>	Fitness	<input type="checkbox"/>
Meetings	<input type="checkbox"/>		

Other - Please state.....

FACILITY REQUIRED

Sports Hall	<input type="checkbox"/>	Drama 2	<input type="checkbox"/>
Gym	<input type="checkbox"/>	Full Artificial Pitch	<input type="checkbox"/>
Classroom	<input type="checkbox"/>	Half Artificial Pitch	<input type="checkbox"/>
Drama Studio	<input type="checkbox"/>	Main Hall	<input type="checkbox"/>

Other - Please State.....

Name of Group Age Range

Day Required Times Required

Start Date Finish Date

To Pay WEEKLY / MONTHLY / TERMLY (Please circle)

Weekly Payment: 1 Week in advance will be required at time of booking

Monthly & Termly Payment: Whole amount to be paid in advance

Under 18 - Junior rate applies. 18 and over - Adult rate applies

Name of Group Leader

Address:

Postcode:

Telephone (H) (W) (M)

Signed Date

TO BE COMPLETED BY THE MEMBER OF STAFF WHO RECEIVES THE ENQUIRY FORM

Date form received Taken by

CONDITIONS OF HIRE - CLASSROOMS/SPORTS FACILITIES

Please complete and return to the community centre office as soon as possible.

I confirm I have read and fully understand the attached conditions of hire.

I have also had a copy of the A Brief Summary of Child Protection.

Failure to adhere to any of these conditions will result in immediate cancellation of the booking.

Name: Signed:

Group: Date:



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NO SMOKING

IT IS AGAINST THE LAW TO SMOKE ON COUNCIL PREMISES

Any group that includes under 18's or vulnerable adults will be asked to provide the appropriate documentation e.g. CRB check and relevant sporting qualification.

ALL monies must be collected and handed in before the start of the session at the Reception Desk by the group leader or his/her representative. A receipt will be issued.

Groups should start and finish at the specified times.

At least 1 week's notice is required for any cancellations **(to be given into the office, during office hours)** otherwise full payment will be required.

NO eating, drinking or smoking in any of the facilities.

All rooms should be left in the same condition as they were found.

Please return all hired equipment to the Duty Manager or his/her representative, promptly at the end of each session.

Users are not allowed in equipment/storage areas, unless instructed by the Duty Manager or his/her representative.

Appropriate clothing and footwear should be worn in all sports areas at all times

Changing must only take place in the Male and Female changing rooms.

'Emergency Exit' doors should not be opened except in the event of emergency.

Please inform the Duty Manager or his/her representative that your group is vacating the room/facility so it can be made secure.

The management reserves the right to increase the prices.

The management reserves the right to withdraw all facilities without notice.

If while playing on the artificial turf your ball goes over the fence into a garden, or on to the school roof, **do not attempt to retrieve it. These gardens are private property, and you will be liable for any damage caused.** Inform the duty supervisor, who will loan you a ball from the community centre. We will then attempt to retrieve your football at a suitable time.



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A Brief Summary of Child Protection

This is a summary of what to do about child protection. For more information please refer to the Birmingham Schools and Education Services Child Protection Procedures.

Five key areas

- Statutory duty to safeguard children
- What is abuse and how can it be identified?
- What do I do if I notice something or a child makes a disclosure?
- What procedure should be followed?
- Safe working practices



Statutory duty to safeguard children

Section 175 of the Education Act 2002 places a statutory duty on LEAs and schools to make arrangements to safeguard and promote the welfare of children. Same duty applies to independent schools under Section 157 of the Education Act 2002.

Categories of abuse

Persistent or severe neglect

Unintentional persistent failure to meet a child's basic physical, emotional and/or psychological needs including failure to ensure access to appropriate medical care. Failure to protect from:

- Cold, Starvation;
- Danger including leaving a child unsupervised.

Physical abuse or injury

- Hitting, shaking, biting, scalding, drowning, suffocation;
- Giving of poisonous substances, inappropriate drugs and alcohol.

Sexual abuse

- Forcing or enticing a child to take part in sexual activities;
- May involve penetrative/ non-penetrative/ non-contact activities.

Emotional abuse

- Persistent or severe emotional ill-treatment or rejection in which the child feels unwanted, ugly, worthless, guilty or unloved;
- Caused by threats, verbal attacks, taunting, constant lack of love and affection.

Examples of possible signs and symptoms

- Visible marks e.g. bruises, burns, cuts on body,
- Inappropriate state of clothes, poor hygiene
- Behaviour e.g. centre of attention, aggressive & bullying, very withdrawn
- Relationships e.g. isolated with no peer group interaction, clingy/inappropriately close
- Patterns of behaviour or a change in behaviour
- Patterns in absences or punctuality

NEVER underestimate your information – PASS IT ON TO YOUR DSP (Designated Senior Person for Child Protection) – Mr.Grant Stewart(DHG); Ms Sativinder Chaggar(AHC)



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5 stages in dealing with disclosure

N.B. The role of the school is to establish whether there is a child protection concern. Schools must not investigate.

Receive

Listen, remain neutral, and accept what the child says.

Reassure

Stay calm, reassure the child that they have done the right thing, don't make promises including promises on confidentiality, try to alleviate feelings of guilt and shame, empathise with the child.

React

Only use open questions, don't criticise the perpetrator, explain what happens next, inform DSP, try to see the matter through.

Record

Make notes asap and use child's actual words where possible, keep notes safe, be objective.

Support

Create space and time for child throughout and after the process, get support for yourself.

Examples of open questions

- ✓ Has something happened to you?
- ✓ Can you tell me what happened?
- ✓ Where did it happen?
- ✓ When did it happen?
- ✓ Was anyone else there?
- ✓ Can you tell me about it in your own words?

Examples of leading questions that you should NEVER USE

- X Was it your dad that hit you? (or some other named person)
- X Does your brother bully you? (or some other named person)
- X Did it happen at home? (or some other named place)
- X So that must have upset/hurt you

Confidentiality and the need to know

Staff within a school can **NEVER** promise total confidentiality to a child. However that does not mean that you can tell everyone in the school about a disclosure. Pass any information onto the DSP but do not tell anyone else. The DSP will inform other staff (teaching and non-teaching) **if** they **need** to know any information about the child (this is different from people wanting to know).

How do I protect myself from the possibility of a false allegation?

- Be visible
- Let pupils do as much for themselves as they can
- Offer support/help rather than assume the child needs it
- Keep physical contact to a minimum and be able to justify it
- Think about the level and type of contact
- Be aware of reputation
- Only use physical restraint as a last resort
- If something goes wrong or could be misinterpreted then tell someone e.g. Headteacher