



PREVENT

Preventing Extremism – Responsible venue hire

If you rent out your property or part of it you may be allowing extremists to have a platform to spread messages of hate and division. The aim of the Prevent strategy is to ensure that people who are susceptible to radicalisation are offered appropriate interventions and that communities are protected against radicalising influences. This is achieved by challenging extremist ideas where they are shared and intervening to stop people moving from extremist groups into terrorist-related activity.

Prevent is intended to deal with all kinds of extremist threats including Extreme Right-Wing and Islamist extremism. It is worth considering the purpose of events/venue booking requests and whether they could lead to issues around radicalisation and terrorism. In following the guidance below we hope to safeguard the reputation of your organisation, prevent vulnerable people from being exploited, and help to prevent radicalising influences impacting our communities.

About the responsible booking form

The responsible booking form is designed to support you when taking bookings for events. It will help you to assess whether there are any risks that can be identified and managed before you confirm a booking at your venue. The principles of the responsible booking form can also be applied to other decision-making processes such as those for commissioning and contracting services to third party organisations or groups, or leasing property on a longer-term basis.



The decision about who at your venue should complete the responsible booking form is your responsibility. This document will not apply to all events but provides a helpful starting point if you have concerns – your judgement on such events is important. For more information about Prevent, to inform your decision-making, please see [Prevent duty training: Learn how to support people susceptible to radicalisation](#).

The decision about what your form includes is up to you. A template is provided to guide you, but the decision about whether to adapt this to ensure it is proportionate to the function you are carrying out is your responsibility.

The decision about when to complete the responsible booking form is your responsibility. We advise that if you decide to complete the document you should not confirm the booking until you have finished the responsible booking process.

The responsible booking form should be used alongside your existing policies and procedures. You may not have all the information needed to complete the document when you first receive a request and you may need to contact the requestor for further information. If you receive requests at short notice and want to discuss any concerns please refer to the key contacts listed at the end of this document. For more on existing policies and procedures please see [South Cambridgeshire District Council's Prevent Plan](#).

The decision about whether to accept a booking and take any further action is your responsibility. To allow fair and transparent decision making basic information should be obtained and considered when booking events.

Templates

A template booking form can be found at [South Cambridgeshire District Council's Prevent Plan - South Cambs District Council \(scambs.gov.uk\)](https://www.scambs.gov.uk)



Decision making

- It is important to document your decision making and communicate this clearly
- Ensure that you store any information in line with your venue's records management policy and your data protection arrangements
- Make it clear that you reserve the right to refuse or cancel any booking, particularly where groups or individuals are dishonest with the information they provide
- Where an event is to proceed consider additional conditions to ensure it is managed correctly, and make it clear that breaching these conditions could lead to the cancellation of the event. **Such conditions could include:**
 - Making an event open to the public
 - Mandatory attendance of persons who can provide an alternative voice to ensure fair debate
 - Giving guidelines regarding language or topics that will not be tolerated
 - Insisting upon an independent chair or observer
 - Restricting the sale of alcohol or other products
 - Asking speakers to provide copies of presentations in advance and agree not to deviate from this
 - Restricting what banners, placards, leaflets, electronic materials, etc are allowed at the event
 - Insisting that the event is recorded in case of future complaint.

USEFUL CONTACTS

Cambridgeshire Constabulary

<https://www.cambs.police.uk/report> or live chat function to report non-urgent crime, or potential crime-related information. Alternatively use non-emergency telephone number 101. For Prevent reports you can use [Refer someone to the Prevent Team | Cambridgeshire Constabulary \(cambs.police.uk\)](#)



Act Early

Telephone: 0800 011 3764 in confidence to share concerns about a group, or to access support for an individual in whom you spot signs of radicalisation, or visit <https://actearly.uk/>



South Cambs District Council

Community Safety Partnership  communitysafety@scambs.gov.uk

To report a Hate Crime

You can report hate crime by:

- Calling Cambridgeshire Police on 101
- Reporting to www.stophateuk.org/report-hate-crime/cambridgeshire/ or 0800 138 1625
- Reporting online via the True Vision www.report-it.org.uk/
- If it is an emergency, calling the Police on 999