

Education Procedure Manual 1/02

ORGANISING OFFICIAL AND SPECIAL EVENTS WITHIN EDUCATION SERVICES

For

Teachers and Employees on Scottish Negotiating
Committee for Teachers (SNCT) Conditions of Service

Effective from: September 2023

Education, People & Business



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本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

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ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

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Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
-	Oct 1998	<ul style="list-style-type: none"> • Updated to new template • Updating terminology <ul style="list-style-type: none"> ○ Community Services → School Planning & Improvement Team ○ Education Office → School Planning & Improvement Team ○ Director of Community Services → Chief Education Officer • Retiral of procedure Manual 01/03 – details amalgamated into this procedure. 	09/09/23	1.0

GDPR Statement

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Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management

1.0 Purpose

- 1.1 The Education Committee has agreed that following the occupation of a new school or pre-5 establishment an official opening ceremony should take place. This Procedure Manual outlines the process for arranging such events.
- 1.2 In addition, there may be functions where the presence of the Provost is requested/appropriate. This procedure manual outlines the process for requesting the presence of the Provost.

2.0 Scope

- 2.1 This Procedure Manual applies to all official openings of Educational new build and refurbished properties.
- 2.2 This procedure manual also applies to any function where the presence of the Provost is requested.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
 - SNCT Handbook
 - Equalities Act 2010
- 3.2 Forms:
 - PM01/02/F01 Special Events within Educational Services

4.0 Official Openings and Inaugural Functions

- 4.1 Formal events are arranged to mark the completion of major extensions, significant refurbishments, and certain school mergers and relocation's particularly where substantial investment has been made in modifications to the campus which is continuing in use.
- 4.2 Arrangements for official openings and inaugural functions, which will be mounted within modest cost limits, will be made by a member of the School Planning & Improvement Team in consultation with the Head of Establishment and Corporate Communications.
- 4.3 Procedures will be initiated by the School Planning & Improvement (SPI) Team.
- 4.4 A member of the SPI team, in conjunction with the Chief Education Officer, will contact the Head of Establishment to prepare and arrange the function, recording requirements on form PM01/02/F01 (Special Events within Educational Services).
- 4.5 In circumstances where the presence of the Provost is required, the procedure detailed in section 5 will also be followed.

5.0 Significant Events

- 5.1 East Dunbartonshire's Provost is the first representative of the council and accordingly Education Services requires to consult with the Provost's office regarding the recognition or celebration of significant events in the life of educational establishments, particularly when it would be appropriate to invite a civic dignitary to participate.
- 5.2 Such events might include the following:
- i) visits to your establishment by official parties, dignitaries or exchange groups from other countries which in your view merit civic recognition,
 - ii) visits by your staff and/or students to other authorities within the UK or abroad which are likely to attract civic recognition in the area(s) visited, and
 - iii) special activities or occasions, particularly jubilees, in the life of your establishment which in your view are of sufficient significance for the local community to merit civic participation in recognition of the activity or in celebration of the occasion.
- 5.3 Before making arrangements for such significant events, it is imperative that heads of establishment consult with the Chief Education Officer as far in advance as is practicable.
- 5.4 Under no circumstances should arrangements be made until the views of the Education Service and the decisions of the Provost have been made known.
- 5.5 At the earliest possible stage therefore the 'Special Events within Educational Services' form (PM1/02/F01) should be completed and sent to the School Planning & Improvement Team. Thereafter matters will be progressed and you will be notified of the outcome in due course.
- 5.6 In order to facilitate the central planning required when processing a number of requests for recognition from across the council, establishments will be asked annually in the early autumn for an initial indication of their intentions for relevant events in a coming financial year. Naturally, further contact using the full attached pro-forma is required nearer the time once individual events have been confirmed and firm dates and details secured.
- 5.7 A similar notification should be adopted for those activities which although you may not deem them to have the significance meriting formal civic recognition are nevertheless sufficiently noteworthy to be brought to the attention of the Chief Education Officer and the Convener of the Education Committee.