

*DRAFT 5: 9.11.10*

# MANAGEMENT PLAN (MP)

for

## WARBLINGTON SCHOOL SPORTS & RECREATION FACILITIES

### 1. Principles

- 1.1. The purpose of this MP is for the Governing Body of Warblington School (the School) to address its statutory responsibilities for regulation of its sports and recreation Facilities
- 1.2. During the school day and during after school sessions, students use the Facilities to develop sporting skills and expertise as well as gain enjoyment working towards improving personal health and fitness
- 1.3. The Facilities are available for community hire subject to certain restrictions contained herein
- 1.4. The School aims to provide an outdoor environment that is safe, secure, and operates sensitively in its environment. The School promotes an ethos of 'Learning the Warblington Way' to which all those with responsibility for managing and using the Facilities must comply
- 1.5. This MP shall be monitored and reviewed in the light of experience at meetings of the Building Premises and Marketing Committee of the Governing Body (BP&MC)
- 1.6. The Governors, Headteacher and Leadership Team recognise the requirements of this MP

### 2. Roles and monitoring responsibilities

- 2.1. The Governing Body shall approve, monitor and review this MP through the BP&MC at not exceeding one year intervals
- 2.2. The Headteacher and Leadership Team shall:
  - 2.2.1. implement this MP as approved from time to time by the Governing Body
  - 2.2.2. monitor that staff have a clear understanding of their particular responsibilities through training and staff briefings
  - 2.2.3. invite the Warblington & Denvilles Residents' Association, not less than once each school year, to send a committee member to attend a meeting in school monitoring/reviewing the operation of the MP
- 2.3. The Site Management Team, which is part of the school organisation appointed by the Headteacher shall:
  - 2.3.1. report to the Headteacher through regular half termly line management meetings on issues relating to the operation of the Facilities
- 2.4. The Site Management Team shall:
  - 2.4.1. take day-to-day operational decisions in consultation with the PE department

- 2.4.2. consider particular risk situations; e.g. individual welfare, lone working, challenging behaviour and act as the monitoring and initial escalation focal point
- 2.4.3. provide clear guidance to students, staff, visitors and users of the Facilities on expectations and consequences
- 2.4.4. Monitor hirers' compliance with the Conditions of Hire Agreement (CHA).
- 2.5. The School staff shall:
  - 2.5.1. support the Headteacher and the School Leadership Team in implementing this MP
  - 2.5.2. be aware of their individual responsibilities in implementing this MP
- 2.6. Students of the School shall:
  - 2.6.1. follow the school rules - which are noted in the student planner and student support booklet regarding the use of a Synthetic Turf Pitch (STP), a tennis court and the school playing field, and not use the Facilities without authorisation
- 2.7. Parents, Community Users and Visitors hiring the Facilities shall:
  - 2.7.1. sign a CHA in confirmation of an agreed hire before using any of the Facilities
  - 2.7.2. abide by the requirements of the CHA and only use STPs and other sports facilities responsibly
  - 2.7.3. be encouraged to provide feedback to the Chairman of the BP&MC

**3. The following practices shall be followed:**

- 3.1. Smoking
  - 3.1.1. Smoking is strictly prohibited in any part of the school building or school grounds
- 3.2. Control of Litter
  - 3.2.1. Litter bins are strategically placed around the Facilities which will be emptied and cleaned on a regular basis by the School's Site Team
  - 3.2.2. Hirers shall sign a CHA in which they will agree to clear all litter found in the hired area
  - 3.2.3. Failure to comply with this requirement will result in the charging of a remedial site management fee for litter clearance and/or damage repairs, and future use may then be denied
- 3.3. Noise
  - 3.3.1. Hirers will be encouraged to respect and act responsibly towards neighbours by keeping noise generation minimised and in accordance with the terms of the regulated use consent
  - 3.3.2. The School will engage co-operatively with the Environmental Health authorities to manage any issues arising from the use of the Facilities

- 3.3.3. At the sole discretion of the Site Team, the School shall withdraw the CHA with no financial refund to the hirer if unacceptable noise levels continue contrary to reasonable verbal warnings
- 3.4. Behaviour
- 3.4.1. Hirers will be encouraged to respect and act responsibly towards neighbours by controlling behaviour and language to socially acceptable levels at all times:
- 3.4.2. A formal warning notice will be issued if unacceptable disruption takes place. Upon repetition of a similar incident a CHA may be terminated with no financial liability to the School
- 3.5. Right of Access
- 3.5.1. The School Governing Body and its agents reserve the right of access to all school premises during a letting under a CHA
- 3.6. Dogs
- 3.6.1. Dogs are NOT permitted into school buildings or exercised in the school grounds
- 3.7. Car parking
- 3.7.1. As a condition of hire of the Facilities the hirer must require and monitor that all vehicles for users/ supporters / spectators shall park within the school grounds, which will accommodate 120 car spaces and 5 coach spaces; alternatively, a further 50 cars can be parked if there are no coaches. Hirers shall provide car park marshals to ensure that on-site car parking is used effectively and efficiently for events that are likely to cause congestion
- 3.7.2. The CHA terms and conditions will disallow the parking of vehicles so as to cause an obstruction to the queuing and flow of traffic in Southleigh Road
- 3.7.3. If an event is planned by a hirer which would exceed the existing on-site car parking facilities, the hirer shall provide for a park and ride and park and walk scheme from a Havant Town Centre car park such as:
- Town Hall / Spring Arts and Heritage Centre
  - St Faith's Church / Havant Station Car Parks
  - Havant College
- 3.8. Communications and Complaints Procedure
- 3.8.1. Communications and Complaints may be made by telephoning the School between the hours of 08:00 and 16.30 or call in to the Main Reception. Telephone messages may be left outside these hours. (telephone number will be advised when available)  
Additionally, email can be used, and should be addressed to [admin@warblington.hants.sch.uk](mailto:admin@warblington.hants.sch.uk)
- 3.8.2. In the event that a complainant fails to receive a satisfactory response to a complaint, they may arrange a meeting with a member of the School's Leadership Team
- 3.8.3. Complainants should expect to receive a response within 5 working days.

### 3.9. Floodlighting

3.9.1. Floodlighting will be operated by the Site Team. Floodlighting will only be used in accordance with the terms of the regulated use consent

### 3.10. Facilities for Disabled Visitors / Users

3.10.1. The School accepts that it has a duty to ensure that all events at the school are accessible to disabled people

3.10.2. The School shall comply with the Disability Rights Act 1995 and the Single Equality Act 2010

### 3.11. Changing and Toilet Facilities

3.11.1. Such facilities shall be made available to hirers in accordance with such requests contained in a CHA

3.11.2. Four large changing rooms with toilets and showers for teams and separate toilet facilities for spectators will be made available. Changing rooms for use in connection with a CHA will be clearly signposted to identify which changing rooms are to be used by each organisation, team or hirer

### 3.12. Safeguarding Practices

3.12.1. The School has its own Child Protection Policy outlining the school's commitment to protect children and young people in its care

3.12.2. Similarly, all organisations working on or using the school site should have no less regard for child protection and safeguarding requirements than the school itself

3.12.3. It is important that any individual working or volunteering on the school site is aware of, and agrees to work within the School's policies, procedures and child safeguarding guidelines

3.12.4. For those organisations whose hirer will include children and / or young people the CHA will require the following:

3.12.4.1. Nomination of a responsible person with Criminal Record Bureau (CRB) accreditation

3.12.4.2. That responsible person to confirm that all other adults with supervisory responsibility will also have CRB accreditation

### 3.13. Health and Safety / Accident and Emergency

3.13.1. All Site Team members are first aid trained

3.13.2. The school has a comprehensive Health and Safety Policy. The relevant sections on 'Community Users / Lettings / Extended Services' and "Emergency Procedures" will apply.

### 3.14. The School's Priority Hours

3.14.1. The School shall have priority use of the Facilities between the hours of 08:00 and 18:00 on week days

3.15. Opening and Closing times

3.15.1. Use of an STP may commence at the following times:

3.15.1.1. Week days 08:00

3.15.1.2. Saturdays 09:00

3.15.1.3. Sundays and Bank Holidays 09:00

3.15.2. Use of an STP will cease at the following times:

3.15.2.1. Week days 21.30

3.15.2.2. Saturdays 19.00

3.15.2.3. Sundays and Bank Holidays 18.00

3.16. Summer Usage

3.17. An STP will not be available for hire to adult football teams during the months of June and July

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