

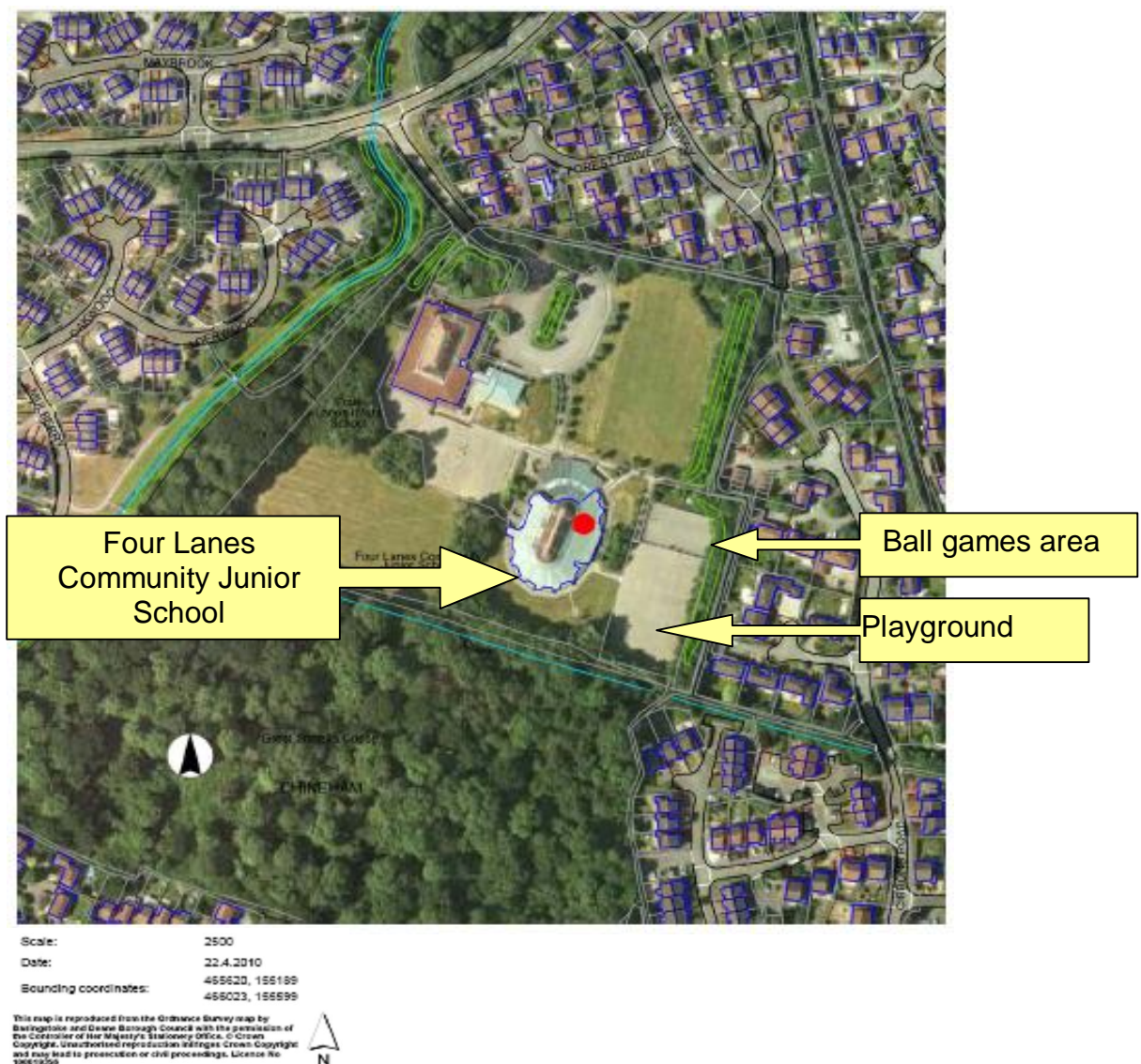
Four Lanes Community Junior School Ball Games Area - Management Plan

1. Responsibility for the ball games area

1.1 The Four Lanes Community Centre's Joint Management Committee (JMC) is responsible for the maintenance, upkeep and management of the ball games area. For operational purposes this role is delegated to the school's headteacher. Day to day matters relating to the ball games area are managed on behalf of the headteacher by the Community Centre Manager.

2. Location of the ball games area

2.1 The ball games area is located within the northern half of the junior school playground, as outlined below.



3. Availability of the ball games area

- 3.1 During the school day, the ball games area is dedicated for educational use by both the junior and infant schools. Outside of school hours, at weekends or during school holidays, the ball games area is available on an ad-hoc/casual basis for use by the wider community. Pre-bookings of the ball games area for use by organised groups or clubs can be made via the Community Centre manager.

4. Pre-bookings

- 4.1 Pre-bookings can be made by contacting Four Lanes Community School on 01256 810499.
- 4.2 A copy of the conditions of booking and details of hiring charges are available from the Community Centre Manager.
- 4.3 Hire charges for pre-bookings will be reviewed by the headteacher on an annual basis; and any new or revised charges agreed by the JMC.
- 4.4 Forthcoming pre-bookings will be outlined on a notice board located on the perimeter fence.

5. Safety inspections and maintenance regime of ball games area

- 5.1 The headteacher will arrange for a visual inspection of the ball games facility on a weekly basis and a record of these inspections will be maintained by the Community Centre Manager.
- 5.2 Any faults arising from these inspections will be actioned by the headteacher. In certain circumstances it may be necessary to close the facility on safety grounds. Pre-booked users will be notified of any closure. Ad-hoc users will be notified of any closure by means of notices erected on the boundary fence of the facility.
- 5.3 Responsibility for the day to day maintenance of the ball games area rests with the headteacher.

6. Monitoring use of the ball games area

- 6.1 During school hours the ball games area will be monitored by community school staff.
- 6.2 The Community Centre Manager (or a nominated representative) has a presence on the school site Monday to Thursday (4.30pm to 9.30pm) and Friday (3.30pm to 6.00pm). This person acts in a caretaker capacity when rooms within the school building and/or facilities within the school grounds are hired out. This person is responsible for monitoring usage and activities in these facilities, which includes the ball games area.
- 6.3 This on-site staff presence will cover all pre-bookings of the ball games area. There will also be a staff presence when there are pre-bookings of other community centre facilities, irrespective of whether the ball games area is pre-booked. This will ensure monitoring of the ad-hoc use of the ball games area during the majority of its usable hours.

6.4 The caretaker role will extend to ensuring that pre-booked groups/clubs have access to the games area and that they vacate it at the end of their pre-booked period.

7. Users' behaviour

7.1 Inappropriate behaviour by individuals or groups/clubs will not be tolerated and will be dealt with by a '*one warning and you are out*' approach, with future access being denied to the facility to the individual, group or clubs causing the nuisance.

7.2 For pre-bookings outside of normal community centre opening hours, community centre staff will be on site as required.

7.3 While present on site, the community centre staff will also monitor the behaviour of ad-hoc users. Outside of these times, there will be no monitoring of user behaviour.

7.4 A record of any inappropriate behaviour will be maintained by the Community Centre Manager and where appropriate, details will be passed to the police and other patrolling agencies.

7.5 Reports of inappropriate behaviour within the ball games area can be made as follows:

During the school day

School office: 01256 816326

During Community Centre opening hours (i.e. between 1630 & 2130 Monday to Thursday, and 1530 & 1800 on Friday)

Responsible person on site: 01256 810499

Outside of School and/or Community Centre opening hours

101 – for all non-emergency calls to the Police and patrolling agencies

In the event of an emergency and/or where life is at risk, the complainant should dial 999.

8. Flood lighting

8.1 Any floodlighting will be operational up to 2100hrs Monday to Thursday and up to 2000hrs on Friday only. Floodlights will be controlled by a timer switch. This will automatically switch off the floodlighting at these times and will not allow them to be re-illuminated until the following day.

8.1(a) For the avoidance of doubt the flood lighting will not be operational on Saturdays, Sundays, Bank Holidays or Public Holidays.

- 8.2 Pre-booked and ad-hoc/casual users will be able to switch on the floodlighting system by pressing a button which will be located nearby. This will provide floodlighting for a set period of 1hr, after which the floodlighting will automatically switch off. Therefore, if a pre-booking is made for a 2hr period, at the midway point the user will need to push the button to switch the floodlights back on for the second 1hr period.
- 8.3 A master switch will be available to the community centre's caretaking staff. This will allow for the floodlighting system to be switched off at any time if behaviour is considered to be inappropriate, or at the request of the police or patrolling agencies.

9. Monitoring of floodlighting

- 9.1 After installation, any floodlighting system will be monitored for a period of 12 months and the system will be adjusted as necessary to ensure that it complies with the parameters of the lighting design. Any amendments required will be undertaken within 10 working days.

10. Safety inspections and maintenance regime of floodlighting system

- 10.1 The headteacher will arrange for an annual electrical safety and maintenance inspection of the floodlighting system and a record of these inspections will be maintained by the Community Centre Manager.
- 10.2 Any faults arising from these inspections will be actioned by the headteacher. In certain circumstances it may be necessary to close the facility on safety grounds. Pre-booked users will be notified of any closure. Ad-hoc users will be notified of any closure by means of notices erected on the boundary fence of the facility.
- 10.3 Responsibility for the day to day maintenance of the floodlighting system rests with the headteacher.

11. Monitoring and review of this Management Plan

- 11.1 The JMC will monitor and review this action plan on an annual basis.