



WARBLINGTON  
SCHOOL

# MANAGEMENT PLAN

For  
Warblington School Sports and Recreation Facilities

Current document may be accessed under the policies tab at: [www.warblington.hants.sch.uk](http://www.warblington.hants.sch.uk)

## Document Control

Baseline Document	Comments/ Scheduled/ Review Date	Reviewed by	Approved by the Governors
February 2013	Reviewed due to change in the focus of the development	J Vincent	
September 2014	Reviewed due to proposed variation to planning permission	J Vincent	
May 2015	Reviewed due to WDRA / Warblington holding regular meetings	J Vincent/WDRA	Site & Finance Committee
October 2015	Reviewed due to Liaison Committee/Warblington holding regular meetings	J Vincent/Liaison Committee	

**Document Owner: The Governing Body, Finance & Site Committee**

Leadership Team member responsible: Mrs Julia Vincent, Headteacher

## 1. Principles

- 1.1. The purpose of this Management Plan is to provide a framework for use and letting of the school facilities.
- 1.2. The facilities are available for community hire subject to the Conditions of Hire.
- 1.3. The School aims to provide a sports environment that is safe, secure, and operates sensitively in its environment and the community.
- 1.4. The school leaders, Warblington & Denvilles Residents Association Facilitative Group along with other invited members shall meet termly regarding consultation with residents to review the Management Plan and its operation with regards to the school and residents.
- 1.5. The liaison group will be advisory to the Governing Body.
- 1.6. The school recognises its position within the community, acting as a focal point for purposeful recreation. This Management Plan shall be monitored and reviewed in the light of experience at meetings of the Site and Finance Committee of the Governing Body.

## 2. Roles and monitoring responsibilities

- 2.1. The Site Team, which is part of the school organisation appointed by the Headteacher shall:
  - 2.1.1. take day-to-day operational decisions in consultation with the PE department and ensure implementation of a health and safety policy with regard to the sports facilities.
  - 2.1.2. consider particular risk situations; e.g. individual welfare, lone working, challenging behaviour and act as the first monitoring point.
  - 2.1.3. provide clear guidance to students, staff, visitors on expectations and consequences when using the facilities.
  - 2.1.4. monitor hirers' compliance with the Conditions of Hire Agreement (CHA) attached as **Appendix 1**.
  - 2.1.5. monitor the alignment of lights and the condition of fencing, pitches and other associated infrastructure, taking repair action as required to maintain the facility in accordance with the regulated use consent.
  - 2.1.6. report to the Headteacher through regular line management meetings on issues relating to the operation of the Facilities.
- 2.2. All users will be expected to abide by the Conditions of Hire before using the facilities and sign a copy of the Conditions of Hire (available on the school website) in confirmation of an agreed hire before using any of the facilities.

## 2.3. Communications and Complaints Procedure

2.3.1. Concerns and Complaints may be made to any member of the Site Management Team by telephoning the School, during week days, between the hours of 08:00 and 16.00 or by visiting the School Main Reception. Additionally, email can be used, and should be addressed to [admin@warblington.hants.sch.uk](mailto:admin@warblington.hants.sch.uk).

2.3.2. During non-school hours (i.e. after the school working day, at weekends and during school holiday periods) contact can be made to the school via a dedicated mobile phone line, the number of which can be found on the school website:  
[www.warblington.hants.sch.uk/content/community-lettings](http://www.warblington.hants.sch.uk/content/community-lettings).

A member of staff will undertake to check any messages left on the phone prior to the end of a letting period. They will address concerns with the team concerned and the school will contact the complainant within 24 hours to give a fuller response.

2.3.3. Should the complainant be dissatisfied with the response they should submit a formal written complaint to the Headteacher. Complainants should expect to receive an initial response within 24 hours. Once the complaint has been fully investigated a full response can be expected within 10 working days.

In the event that a complainant fails to receive a satisfactory response to a complaint, the complainant may arrange a meeting with a member of the School's Leadership Team via the Headteacher's PA. Should the situation remain unresolved, the complainant should follow the school's complaints policy. We seek to resolve complaints at the earliest opportunity and preferably through a face to face meeting.

## 2.4. Floodlighting

2.4.1. Floodlighting will be operated by the Site Team. Floodlighting will only be used in accordance with the terms of the regulated use consent and will be switched off within 15 minutes of the final let to enable hirers to leave the premises safely.

## 2.5. Facilities for Disabled Visitors / Users

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

2.5.2. The School shall comply with the Equality Act 2010.

2.5.3. Wheelchairs are not permitted on the STP unless flat board protection is used between the wheels and turf.

## 2.6. Safeguarding Practices

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

2.6.2. 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.

2.6.3. 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.

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

2.6.4.1. nomination of a responsible person with DBS accreditation.

2.6.4.2. that responsible person to confirm that all other adults with supervisory responsibility will also have DBS accreditation.

## 2.7. Health and Safety / Accident and Emergency

2.7.1. All Site Team members have access to First Aid boxes and can make these available in the event of an incident.

2.7.2. The school has a comprehensive Health and Safety Policy. The relevant sections on 'Community Users / Lettings / Extended Services' and "Emergency Procedures" published on the School's Website, will apply.

## 2.8. The School's Priority Hours

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

## 2.9. Opening and Closing times

2.9.1. Use of an STP by a hirer may commence at the following times:

2.9.1.1. Week days 09:00

2.9.1.2. Saturdays 09:00

2.9.1.3. Sundays and Bank Holidays 10:00

- 2.9.2. Use of an STP will cease at the following times:
  - 2.9.2.1. Week days 21.00
  - 2.9.2.2. Saturdays 19.00
  - 2.9.2.3. Sundays 16:00 and Bank Holidays 18.00

## 2.10. Summer Usage

- 2.10.1. During the period 1st May to 31<sup>st</sup> August inclusive, use of the STP will cease at the following times:
  - 2.10.1.1. Week days 21.00
  - 2.10.1.2. Saturdays 18.00
  - 2.10.1.3. Sundays 16:00 and Bank Holidays 18.00