

Longdean School



Sports Centre Policy

Overview

The Sports-Centre, located within the boundary, of Longdean School is a dual use centre that is open to the public at core community times and the school during core school hours.

Funding for the centre came from Herts County Council, Dacorum Borough Council, Sports England and Longdean School.

Under a variation to the original contract, the changing room area at the rear of the school is now under the control of Longdean school and not available for community use, unless agreed in advance. Longdean may from time to time hire the changing rooms to third party users.

TIMES:

COMMUNITY CORE TIMES ARE:

During the school term time the Community core times are:

Day/s	Start	End
Monday, Wednesday & Thursday	6.00p.m. *	10.30p.m. **
Tuesday (with 6.00p.m. being agreed termly with Longdean)	4.00p.m. *	10.30p.m. **
Friday	4.00p.m. *	10.30p.m. **
Saturday	8.30a.m. *	6.30p.m. **
Sunday	8.30a.m. *	9.30p.m. **

* earlier/later times by agreement

** any later time to suit the hours of operation of the Sports Centre but subject to planning.

SCHOOL CORE TIMES ARE:

During the school term time the school core times will be altered to be:

Day/s	Start	End
Monday, Wednesday & Thursday	8.30a.m. *	6.00p.m.
Tuesday (with 6.00p.m. being agreed termly with Sportspace)	8.30a.m. *	4.00p.m.
Friday	8.30a.m. *	4.00p.m.

- any earlier/later times by agreement

Management of Contract

The Centre is managed in the following manner:

Finance

1. The School will pay 31.6% plus VAT of :
 - a) The Managers salary and oncosts
 - b) Energy/utilities

- c) Maintenance
- d) Cleaning
- e) Equipment
- f) Administration
- g) Sinking Fund
- h) Longdean will take any fees from the hiring of the rear changing areas.

2. The Borough Council will pay all other costs for the building

Management of Site

1. LONGDEAN SCHOOL

- a) Will manage and supervise the facility during school core time.
- b) Ensure all school equipment is maintained to an agreed standard
- c) Pay the cost and make repairs for any accidental or malicious damage attributable to the School use of the facility
- d) Carry out minor repairs to the building to keep it in an operational condition
- e) Ensure the rear changing areas of the site, (including the PE office), disabled toilet and teaching room, both located on the first floor, are cleaned on a daily basis.
- f) Ensure the security of the facility during School core times.
- g) Ensure that where common equipment is used, it is utilised correctly and returned to its correct location before any community core time.

2. COMMUNITY HOURS

Dacorum Borough Council have appointed a charitable trust, Sportspace to manage the property and their responsibilities are:

- a) To manage and supervise the facility during Community Core time
- b) To ensure the security of the school site during community times e. g. The closure and lock of all security gates.
- c) To ensure all equipment is maintained to an agreed standard.
- d) To ensure all Health and Safety conditions are met.
- e) Pay the cost of repairing and making good any accidental or malicious damage attributable to the Community Use of the facility(including the rear changing area)
- f) Indemnify the property against all liabilities.

Holiday Arrangements

- a) During all school holiday periods the centre reverts to the sole use of Sportspace for hiring to the community as core time. Although Longdean maintenance staff may be on site the security of the centre and associated areas (Sportspace areas only) will be carried out and managed by Sportspace.
- b) Sportspace must ensure that no intrusions occur into the school site.

Handover

- a) At the end of the school day a joint audit will be carried out with representatives from Longdean and Sportspace.
- b) The results of the audit will be attended to/discussed as part of the normal maintenance regime for the centre.

Local Policy

1. The PE department are responsible for:

- a) The unlocking of the facility at the start of the school day.
 - b) The locking of the facility at times when it is not used during core time.
2. A lone working policy must be adhered to for any adult using the facility alone during the school core time e.g. on site staff must be made aware of the activity and carry out periodic checks on the safety of the lone worker
 3. Students over the age of 18yrs will be allowed into the building (groups only) provided staff have given permission and staff carry out periodic checks on these students (see note 5 regarding gym equipment)
 4. Students over the age of 18yrs who have been authorised to enter the building must exit the building by the designated exit point only and not open up fire doors unless an emergency situation arises.
 5. Students over the age of 18yrs who have been authorised to use the gym equipment will only be allowed to do so in groups and only while staff are in the building and are able to supervise the activity.
 6. All students must be supervised while in the facility, this including the changing areas.
 7. No student under the age of 18years is allowed to use the weights equipment, currently located in the gym.
 8. No student is to use the apparatus in the gym without first carrying out a training course. Once training has been completed, a card will be issued as proof of training. Staff may ask to see this card and students must have these available at all times.

Procedure for Amendments to the Sports Centre Policy

1. The policy will be subject to a review by the Board of Governors every third year.
2. For any amendment required within the three year period a change will be authorised by the Board of Governors and any amendment communicated to staff
3. A notice will be posted on an appropriate notice board giving details of the amendment/revision.
4. The person responsible for administration will be responsible for ensuring that an updated copy of this is kept in the employee staff manuals.