

Shared Use of Venue Policy and Risk Management.

Summer Adventure Camp (SAC) delivers Ofsted registered childcare during the Easter and Summer holidays at a number of locations in West Sussex and Brighton & Hove.

In 2024 we are operating at:

- The Mill Primary Academy in Crawley
- East Grinstead Sports Club
- Cardinal Newman School in Hove

Our venues are chosen based on a number of criteria that includes:

- Location
- Accessibility
- Suitability

Meeting these criteria means that at times we are using venues that have shared use, this could be from organised school or youth group users, individual users or building works that are happening at the time. In order to ensure we meet our safeguarding duties it is important that we acknowledge and understand this use. This will be through a number of steps:

1. Agreeing with the venue where we have sole or shared use. This might be a mixture of arrangements such as sole use of the toilets but shared use of a playing field.
2. Understanding where there is shared use who the other users are, when they will be on site and what usage they have.
3. Identify any issues or problems.
4. Where needed discuss with other users to set clear boundaries / usage.

Inherent within this process will be Generic / Specific / Dynamic Risk Assessments.

**Risk assessment & Management
2024**
Venues (Shared Use)
Description.

Our Shared Use of Venues policy acknowledges that while there are many benefits associated with using schools and similar venues there can be risks that need to be managed around shared use.

Managing Risk Statement.

Much of the risk is managed by understanding who is on site and developing a good relationship with the site owners/managers

Benefits.

Using existing venues such as schools and sports clubs gives us access to venues that are often ideally suited for use by youth/school groups, in their location / accessibility and suitability.

The Hazard, what is causing a risk?	Who might be affected	How we manage the risk
Unsupervised or unknown access	Children and Young people.	Small group supervision Staff in obvious bright uniform Students identified by wrist band Understanding other site users and their access needs.

Specific assessments
The Mill Primary Academy in Crawley

We have sole use of one section of the Mill, this is fenced and gated and although it is possible – with effort – to gain unsupervised access/egress this is very hard.

Motorcycle training	Children and Young people	This is on the other side of the Mill, that is only accessible by staff who have been provided a electronic access key.
Work being undertaken upstairs.	Children and Young people	They know not to access our area, we are aware and will monitor their presence.

East Grinstead Sports Club

At EGSC we have sole use of the field we are based in, however there are surrounding areas that are public access that we might enter.

Car Park	all	Restricted use / access
Use of the Netball courts by the netball club 12th / 14th / 16th / 19th / 20th / 27th and 28th of August.	Children and Young people	Restriction of activities and access to that area.
dog walkers, sport centre users, general public	Children and Young people	Small Group supervision.

Cardinal Newman School in Hove

Site Manager= Darrin Carrick 07718404660 Darrin is on holiday the weeks commencing 12th & 19th August & he will give you the contact numbers for Graham & Glenn who will be the Premises Team on duty.

This Policy was adopted by SUMMERADVENTURECAMP Ltd

Adopted on: 1/2/2022

Signed By: *Bryn Beach*

Reviewed on: Jan 2023

Walk ways between different parts of the school	Children and Young people	
5 Ways Netball will be using the 2 netball courts on the following dates- WEDNESDAY 28th AUGUST 9AM- 3.30PM THURSDAY 29th AUGUST 9AM- 3.30PM FRIDAY 30th AUGUST 9AM- 3.30PM	Children and Young people	The head coach is Danielle Lewis Collins & her contact number is 07930 324022 . all coaches are DBS checked. They will be coming into school via the main school gate.
The new pitch is being used by the Rugby Academy on the following dates- WEDNESDAY 31st JULY 10AM - 2PM WEDNESDAY 7th AUG 10AM - 2PM TUESDAY 13th AUG 10AM - 2PM THURSDAY 15th AUG 10AM - 2PM TUESDAY 20th AUG 10AM - 2PM THURSDAY 22nd AUG 10AM - 2PM TUESDAY 27th Aug 10AM - 2PM	Children and Young people	The training sessions will be on the pitch & they will be using the changing rooms by the pitch. They will be using the main school gate & not the college gate. The sessions are run by Wes Horscroft & Neil Lester Card who are both teachers at the school. They will also use the gym which is in the basement of the main school & will not need to be accessing the college.
Contractors on site FB Builders Complete Roofing They will be working on the Newman Gym roof.	Children and Young people	All of their staff are DBS checked
Exam results days THURSDAY 15th & 22nd AUGUST 2024	Children and Young people	Use the toilets in the Octagon on these 2 days and keep children outside