



## **School Games Event Management**

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## **Outline of School Games**

The Gipping valley and Thurston School Sport Partnerships aim support the delivery of high quality Physical Education (PE) and school sports opportunities for all pupils in schools.

The Sport Partnerships operate across the Stowmarket and Thurston area and undertake the delivery of the nationally funded School Games programme. This is delivered by the school games organiser with the aim to organise and deliver high quality sporting events that drive the success of the School Games programme.

The SSP play an active role in the development of physical education and school sport. Their core delivery includes:

Driving participation in PE and school sport by organising and delivering a wide variety of sports competitions for the School Games

Delivery of the Change 4 Life health related programme in schools.

A bespoke competition programme for pupils with a disability

Training for teachers and other school staff in PE and sport.

Developing leaders of the future through sport.

The impact of the School Games programme being delivered by the SSPs/ sports network in Suffolk has resulted in:

- Significantly more children playing competitive school sport via the School Games
- More children entering sports clubs
- More teachers being trained in PE and sport delivery
- Increasing number of young people becoming leaders through sport
- Promoting the Change 4Life strategy and helping to tackle obesity
- Developing school based sports clubs
- Developing sporting pathways for children from school sport to community sport.

The SSPs have received confirmation that funding for the SGO role is in place until at least 2020.

## **Health and Safety & Risk management**

Suffolk Pe and Sport Network - James Payme and Andrew crowe (Suffolk sport)

GVTSSP PDM/ School Games Organiser - William Hopkin-Jones

### Managing Risk

Risk assessments have been completed as part of a site visit for all of the facilities that will be in use on the day of the event. The National Governing Bodies will also be completing risk assessments for each of their activities prior to any competitions taking place. All activities taking place as part of the activity market places will be required to produce a risk assessment before they will be allowed to set up.

Risk Assessments can be found in the appendix 1.

### Responsibility

School Game Organiser or delegated officer by SGO, is responsible for risk assessing the competition or activity and for ensuring the facility being used has an up to date risk assessment in place for the facilities being used.

The School is expected to meet their schools policy on visits and excursions and have the responsibility for first aid for their pupils.

Appendix 2 LCC Trips letter note/form.

### INCIDENT RECORDING

Each SGO have an incident report book that is located at the control point for each event. This will be used to record any incidents that may occur on the day; these will then be reported to the host SGO to deal with accordingly. Copies of all incidents will also be available on request.

Appendix 3 incident report form.

### RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information is included in the incident log.

A summary of injuries and occurrences which must be reported include:

For IMMEDIATE reporting:

- Death (also to Police)
- Major Injury –
- Amputation,
- Fracture (except fingers and toes)
- Loss of sight (even temporarily)
- Penetrating eye injury
- Injury from electric shock
- Loss of consciousness
- Acute illness
- Non consensual violence (i.e. not a boxing match)
- Injury to non employee

requiring hospitalisation • Dangerous occurrences (major power failure, structural collapse etc) • For reporting within 15 days of occurrence • Death of employee within 1 year of accident • Hospitalisation of employee for more than 24 hours • Absence from work for more than 3 days (employee or visitor) • Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases). This must be sent within 10 days even if you have already reported by phone etc. The forms are held in the incident log files.

N.B. A '7 day' should be calculated as follows:

- Note the day of accident
- Includes weekend and bank holiday
- On the 4th day, if still absent, report on.

N.B. need mode of notification from First Aid provider to report under RIDDOR.

## **HEALTH AND SAFETY EXECUTIVE**

The School Games Organiser will contact the HSE if required- See above.

## **INSURANCE**

The partnership manager and school Games Organiser has Insurance cover for the running of events on the selected site and each facility will be appropriately insured to run the selected sports. Insurance documentation can be issued on request.

## **Safeguarding**

In the running of the School Games event the event lead plus the Schools attending must follow their safeguarding policies at all times.

All adults attending events must ensure that both they and their pupils stay within the defined area as identified by the event lead whilst at the event.

All adults must sign in as directed and on occasions spectated will not be allowed to attend events other than those transporting children.

## **Safeguarding Procedures**

- In the event of a safeguarding issue, either a disclosure or concern arising from another source you must speak with one of the Designated safeguarding leads immediately
- If you are unable to speak with them, then you must make contact with partnership manager (or member of the host school SLT )
- If it is outside of the normal working day you should speak with a member of the SLT in person as soon as possible.
- Concerns cannot be left

Speaking directly to the right person is essential; text messages, voice mail or emails should be avoided and not regarded as an end to your responsibility

If you are in any doubt about any potential safeguarding issue or concern do not hesitate to follow the procedure above.

## **Emergency Procedures and Policies**

### Social Media policy

#### INTRODUCTION

The internet provides a range of social media tools that allow users to interact with one another, for example from rediscovering friends on social networking sites such as Facebook to keeping up with other people's lives on Twitter and maintaining pages on internet encyclopaedias such as Wikipedia.

While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that the SGO are expected to follow when using social media.

It is crucial that pupils, parents and the public at large have confidence in the SGO decisions and services. The principles set out in this policy are designed to ensure that staff members use social media responsibly so that confidentiality of pupils and other staff and the reputation of the school are safeguarded.

Staff members must be conscious at all times of the need to keep their personal and professional lives separate.

#### SCOPE

This policy applies to the School Sport Partnership, all teaching and other staff, teacher trainees and other trainees, volunteers and other individuals who work for or provide services on behalf of the School Sport Partnership. These individuals are collectively referred to as 'staff members' in this policy.

This policy covers personal use of social media as well as the use of social media for official partnership purposes.

This policy applies to personal webspace such as social networking sites (for example Facebook, MySpace), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media - the principles set out in this policy must be followed irrespective of the medium.

#### LEGAL FRAMEWORK

The partnership is committed to ensuring that all staff members provide confidential services that meet the highest standards. All individuals working on behalf of the school are bound by a legal duty of confidence and other laws to protect the confidential information they have access to during the course of their work. Disclosure of confidential information on social media is likely to be a breach of a number of laws and professional codes of conduct, including:

- the Human Rights Act 1998
- Common law duty of confidentiality, and
- the Data Protection Act 1998.

Confidential information includes, but is not limited to:

- Person-identifiable information, e.g. pupil and employee records protected by the Data Protection Act 1998
- Information divulged in the expectation of confidentiality
- School business or corporate records containing organisationally or publicly sensitive information
- Any commercially sensitive information such as information relating to commercial proposals or current negotiations, and
- Politically sensitive information.

Staff members should also be aware that other laws relating to libel, defamation, harassment and copyright may apply to information posted on social media, including: • Libel Act 1843 • Defamation Acts 1952 and 1996 • Protection from Harassment Act 1997 • Criminal Justice and Public Order Act 1994 • Malicious Communications Act 1998 • Communications Act 2003, and • Copyright, Designs and Patents Act 1988.

The partnership could be held vicariously responsible for acts of their employees in the course of their employment. For example, staff members who harass co-workers online or who engage in cyberbullying or discrimination on the grounds of race, sex, disability, etc or who defame a third party while at work may render the partnership liable to the injured party.

#### RELATED POLICIES

This policy should be read in conjunction with the following school and County Council policies:

Lincolnshire County Council Code of Conduct for Employees or academy code of conduct.

#### PRINCIPLES – BE PROFESSIONAL, RESPONSIBLE AND RESPECTFUL

You must be conscious at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your work for the school and your personal interests.

You must not engage in activities involving social media which might bring the partnership into disrepute.

You must not represent your personal views as those of the partnership on any social medium.

You must not discuss personal information about pupils, the partnership staff and other professionals you interact with as part of your job on social media.

You must not use social media and the internet in any way to attack, insult, abuse or defame pupils, their family members, colleagues, other professionals, other organisations or other people.

## PERSONAL USE OF SOCIAL MEDIA

Staff members must not identify themselves as employees of the partnership or service providers for the school in their personal webspace. This is to prevent information on these sites from being linked with the school and to safeguard the privacy of staff members, particularly those involved in providing sensitive frontline services.

Staff members must not have contact through any personal social medium with any pupil, whether from the partnership or any other school, unless the pupils are family members.

The partnership does not expect staff members to discontinue contact with their family members via personal social media once the school starts providing services for them. However, any information staff members obtain in the course of their employment must not be used for personal gain nor be passed on to others who may use it in such a way.

Staff members must not have any contact with pupils' family members through personal social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Staff members must decline 'friend requests' from pupils they receive in their personal social media accounts.

On leaving the partnership service, staff members must not contact the partnership pupils by means of personal social media sites. Similarly, staff members must not contact pupils from their former schools by means of personal social media.

Information staff members have access to as part of their employment, including personal information about pupils and their family members, colleagues, and other parties and school corporate information must not be discussed on their personal webspace.

Photographs, videos or any other types of image of pupils and their families or images depicting staff members wearing school uniforms or clothing with school logos or images identifying sensitive school must not be published on personal webspace.

School email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media.

Staff members must not edit open access online encyclopaedias such as Wikipedia in a personal capacity at work. This is because the source of the correction will be recorded as the employer's IP address and the intervention will, therefore, appear as if it comes from the employer itself.

The partnership corporate, service or team logos or brands must not be used or published on personal webspace.

The partnership only permits limited personal use of social media while at work (In own time using own device). However, staff members are expected to devote their contracted hours of work to

their professional duties and, in practice, personal use of the internet should not be on the school's time.

Caution is advised when inviting work colleagues to be 'friends' in personal social networking sites. Social networking sites blur the line between work and personal lives and it may be difficult to maintain professional relationships or it might be just too embarrassing if too much personal information is known in the work place.

Staff members are strongly advised to ensure that they set the privacy levels of their personal sites as strictly as they can and to opt out of public listings on social networking sites to protect their own privacy. Staff members should keep their passwords confidential, change them often and be careful about what is posted online; it is not safe to reveal home addresses, telephone numbers and other personal information. It is a good idea to use a separate email address just for social networking so that any other contact details are not given away.

#### MONITORING OF INTERNET USE

The partnership monitors usage of its internet and email services without prior notification or authorisation from users.

Users of the partnership email and internet services should have no expectation of privacy in anything they create, store, send or receive using the school's ICT system.

#### BREACHES OF THE POLICY

Any breach of this policy may lead to disciplinary action being taken against the staff member/s involved in line with the partnership or County Council Disciplinary Policy and Procedure.

A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of the partnership or the County Council or any illegal acts or acts that render the partnership or the County Council liable to third parties may result in disciplinary action or dismissal.

#### Photograph statement

##### Data Protection

- The partnership will ensure that parental permission is given before images of pupils are published. This applies to webcam pictures, video or stills. Permission will be sought by each schools attending the partnership event.
- A consent letter will go out to all school attending the partnership; irrespective of when in a the partnership year they join. Only the results of parents who forbid use of photographs will be required by partnership staff.

##### Appropriate use of images

- Consideration on whether to name a child when using a photograph will be given, with a final decision resting with the headteacher of the pupil.
- Only use images of children in suitable dress to



reduce the risk of inappropriate use. This is a judgment for the SGO to make but some activities – swimming, gymnastics and athletics – clearly present a greater risk of potential misuse. With these activities, the content of the photograph should focus on the activity, not on a particular child, and should avoid full face and body shots. So for example with swimming, shots of children in a pool would be appropriate or, if possible, seen waist or shoulder up. • Never use an image of a child who is subject to a court order. • Make sure images are stored securely and used only by those authorised to do so.

#### Websites

- Staff in the partnership must be particularly aware of the extra potential danger of inappropriate use on external websites, such as social networking sites.

#### Newspapers

- No photographs of children may be taken unless permission has been granted by the parents. • It will be appropriate to have named photographs of individuals providing consent has been granted. For large group photographs, it should not normally be necessary to give all names. • Names of pupils in newspaper articles may not be given without parents' consent.

#### Filming events

- If consent is given, and filming is allowed by the partnership or parents, care should be taken concerning the appropriate nature of the images and how they will be used. • Issue the film crew with identification, which must be worn at all times. • Ensure parental consent for the use of video is produced in the partnership. • Do not allow unsupervised access to children or one-to-one video sessions at events.

#### Camera Phones

- The present policy of the partnership is that mobile phones may be brought to the partnership, but their use is not permitted throughout the day, by pupils. Unless express permission is granted, mobile phones must not be used to take photographs.

#### Consent

- The attached parental consent form has been produced in order to cover the partnership and the principles of the LEA policy. • Staff at the partnership and any other adults will also be asked to complete a consent form to agree that their images may be used. • The consent form will form a part of the admission procedures of new students. • The partnership will advise parents of the need to amend their consent should circumstances change.

#### Weather

##### General Weather

The events will be run throughout the year and all schools attending events are expected to prepare their pupils for all weather events. The weather forecast shall be monitored by the School Games

Organiser in the build-up to the event. Any activities deemed to be unsafe due to weather conditions shall be cancelled. Information about the weather shall be obtained from the Met Office website.

Cancellation could be made up to four hours before the start time of the event but where possible at least 24 hours' notice will be given.

#### Extreme Weather

Health and safety considerations will be communicated on the day to all participants and staff. There will be adequate shaded areas for participants and spectators to take shelter from the weather.

Letters have gone out to all schools explaining the above and these will be located in the appendix 5.

If extreme weather affects the event appropriate action will be taken and any activities deemed inappropriate or unsafe for the weather conditions will not take place.

#### Statement for Fire/ Bomb

As determined by the host venue and communicated by the SGO.

#### Emergency evacuation procedure

As determined by host venue and communicated by the SGO.

#### Cancellation process

A decision has been made to cancel an event, this is the process:

- SGO informs all Schools of cancellation, we will contact the PE coordinator via email and the school office by telephone.
- Schools to confirm receipt of cancellation via email or phone to SGO.
- Cancellation will be made as soon as possible and can be on the day of the event but the expectation is to give 24 hours' notice.
- Where schools are not attending an event they also give 24 hour notice.
- SGO will inform the venue of the cancellation and rearrange the event and inform the school of the new date.
- Schools must inform transport and parents, it is not the responsibility of the SGO.
- The SGO is not responsible for any costs incurred via schools as a result of a cancellation.

## **Competitions/ Events Calendar**

School Game Organiser will publish a calendar of events setting out competition for academic year with the published list being made available to schools by 2nd week of that academic year.

All School Games Organisers are committed to meeting the following minimum standards when running School Games events.

Prior to the event

Schools email SGO to enter the competition

SGO to email confirmation of entry to competition- sent to nominated school lead.

SGO to email 1 week prior to competition remind of entry and of details of the competition

SGO to use social media to promote event that are coming up

At the Event

SGO to use social media during the event

Photos and interviews

Branding used throughout the event

Music used throughout the event (where possible/appropriate)

Club links

Wider learning experience (Social, Moral, Spiritual and cultural)

Post the event

Social media used to promote the results, congratulations to schools and thanks

Pictures

Level three promotion

Promote next Level two event.

Rules

The rules for each competition will be sent with entry form and on website

## Code of Conduct

The School Games Code of Conduct is designed for coaches, Teachers, parents, team supporters and volunteers to follow.

This can be found on website

## First Aid Statement

Purpose

Purpose – what constitutes First Aid?

First Aid protects students and staff by creating a safe environment.

What constitutes First Aid?

The following areas are problems that is considered should be dealt with only by First Aiders. First Aid is considered the first port of call after an accident, or seizure: • Bleeding/cuts/grazes • Burns • Fainting • Head injuries – always dealt with very seriously – all head injuries, however minor, lead to the student being sent home with a letter or sent straight to hospital. • Epilepsy • Asthma

Minor health issues that First Aiders cannot deal with:

• Period pains • Headaches • Students complaining of feeling sick, fever, etc. • Sore throat • Existing problems such as backache, previous accidents that may have happened at the weekend or outside of school hours are deemed the responsibility of the parents/ carers. Further treatment from First Aiders in school is unnecessary. • Paracetamol or Ibuprofen tablets cannot be issued at school for these ailments.

First Aid provision at School Games events

The attending teacher to a level two event is responsible for ensuring that there is an adequate number of qualified First Aiders accompanying the pupils attending the school games event. In the first instance, the attending school staff should deal with first aid matters concerning their pupils.

The School Games Organiser is not responsible for first aid, but may provide first aid.

At level three events, there is an expectation that the event coordinator provides first aid.

- Accident form/ register
- Date Name School Accident Details
- First Aid Treatment
- First Aider name and contact
- Letter Issued Yes or no

## Appendices

### SECTION A - ALL VISITS

#### Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.

#### Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

#### Staffing

#### PROVIDER FORM

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4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.

There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.

The provider has never been dismissed from any employment or had a contract ended.

#### Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

#### Accommodation (if provided)

8. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.

9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

## SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit  YES  
 OUT OF SCOPE

13. If YES, AALA Licence number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

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### Activity management

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.

15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.

17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is inline with current good practice within the UK, and this includes appropriate instructor competencies.

18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.

19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.

20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

## SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers eg. ski establishments, transport operators or accommodation, the tour operator must ensure that

each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.

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24. ATOL, ABTA or other bonding body name and numbers.....

Sections D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3).  
If any of the above specifications cannot be met or are not applicable, please give details:  
Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed Date.....

Name (print): ..... Position in organisation.....

Full name and address of company, firm, person or corporation.....

.....

Tel:.....

Fax:.....

Email.....