



Think Active Coventry, Solihull & Warwickshire

SCHOOL GAMES Welfare Plan



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Introduction

This Welfare Plan is designed to minimise the risks to the children*, young people & vulnerable adults taking part, and maximise their enjoyment and wellbeing.

To achieve this, everyone who receives this Plan is required to read it carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner.

It is recognised that all national governing bodies already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements. This Plan is intended to supplement, not replace, or reproduce those policies.

*A child is defined as a person under the age of 18 (The Children Act 1989)

Values and Principles

This Welfare Plan is underpinned by the following values and principles:

- The welfare of all young people is paramount
- All young people, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately

Teachers attending with their pupils are advised to read this document prior to the event. In particular schools should be aware of their responsibilities.

Event Management

Think Active, the Active Partnership of Coventry, Solihull and Warwickshire is leading on the County School Games Festivals. They are responsible for the management of all county competitions and related events. They will be supported throughout the programme by the Think Active Team, School Games Organisers, and partner organisations.

The Welfare Plan covers all multi-sport competitions, stand-alone competitions, as outlined in the County School Games Festival calendar, and also includes the Coventry, Solihull & Warwickshire Talent Auditions and appropriate training events. The competitions will be delivered by National Governing Body appropriately qualified Coaches or equivalent, officials, qualified PE teachers and School Games Organisers.

Roles

Event Manager:

The overall Event Manager will be responsible for the smooth running of the event.

Event Welfare Manager:

The Event Welfare Manager is responsible as the link and support to the Event Manager. **(For stand-alone events, the Event Manager will take on the Welfare Manager Role as well)**

Sport Competition Lead:

- This person will have a good knowledge of their own sport and be aware of any hazards/danger.
- They will have attended the appropriate training and undergone enhanced level DBS disclosures and safeguarding checks through their NGB.
- They will be responsible for ensuring **all sports specific personnel** working on the School Games event holds the appropriate qualifications and relevant DBS or has signed a self-disclosure form in accordance with their respective NGB safeguarding policies.

Risk Assessments



Risk assessments covering all aspects of the event will be in place for the duration of the event, together with this Welfare Plan, by the Event/Welfare Manager.

Risk Assessments will cover the following:

- Facilities Risk Assessment for each activity area (provided by the venue)
- Fire evacuation procedures (provided by the venue)
- Public Liability Insurance (provided by Think Active)
- Sporting activities risk assessment (provided by the Sport Competition Lead)

Emergency Procedures

In the event of a fire alarm activation at any time during the event, **immediate evacuation** is the mandatory response.

From the venue, everyone should make their way immediately to the nominated assembly point under the **direction of the Event Management and venue Staff**. Teachers, NGB coaches, officials, volunteers, and Event Management staff will stay with their group of participating young people to support this process.

The Event Manager will work with the School's Lead to complete a roll call and inform the venue or school person in charge of anyone not accounted for. If known, the location of where this person was last seen will also be shared.

Medical Provision

The venue staff are first aid trained and additional first aid provision will be provided at the larger, multi-sport and multi-site events. The Event Manager will ensure accident report forms are completed for any person sustaining an injury. Where accidents occur to school pupils the Event Manager will take responsibility to ensure that the school or parent/carer has been informed and that a copy of the accident report form is shared, where applicable.

Photography and Media

- Parents will be given the opportunity to sign a form giving or declining permission for their child to be photographed, this will be provided by the school (Schools will be provided with a Think Active CSW School Games Media Consent Form via the registration process). If there are any individuals whose photograph is **not to be taken**, then the participant or young volunteer will wear a coloured wristband and the event photographers should **NOT** take any photographs of those young people.
- At various times in the competitions, photographers will take wide angle, more general photos, particularly at the opening and closing ceremonies.
- Official Photographers and Media Personnel will be identifiable at all events.
- All staff and delegates must be always vigilant and report any concerns to the Event Managers.
- The following will not be permitted at the event
 - Unsupervised access to participants or one to one photo sessions
 - Unsupervised photo sessions
 - Photography in the changing areas
- All requests for interviews, photographs etc. from any media personnel must be referred to the Event Manager. If any member of staff or young leader is approached for a quote or interview, they must ensure that the journalist has the prior consent of the Event Managers and their school staff if appropriate.
- Guidance on safe use of photography and social media will be visualised at events.

Behaviour

- Participants are expected to always stay within the venue facility.
- Staff, volunteers, and participants are expected to always demonstrate positive behaviour during the event
- All adults involved in the School Games will ensure they:
 - Always work in an open environment
 - Treat all young people equally and with respect and dignity
 - Always put the welfare of each young person first, before winning or achieving goals
 - Maintain a safe and appropriate distance with players
 - Build balanced relationships based on mutual trust which empowers children to share in the decision-making process



- Make sport fun, enjoyable and promoting fair play
- Always ensure that if groups have to be supervised in the changing rooms', parents, teachers, coaches or officials will work in pairs
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Behave responsibly. Discriminatory, offensive, and violent behaviour towards any individual is unacceptable and will be acted upon

Practices never to be sanctioned

- All adults involved in the School Games will ensure they never:
 - Engage in rough, physical, or sexually provocative games, including horseplay
 - Allow or engage in any form of inappropriate language unchallenged
 - Make sexually suggestive comments to a child, even in fun
 - Reduce a child to tears as a form of control
 - Fail to act upon and record any allegations made by a child
 - Do things of a personal nature for children, that they can do for themselves

NB. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks will only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out activities. Avoid taking on the responsibility of tasks for which you are not appropriately trained.

School Information

Duty of Care

Please note that the duty of care for your pupils remains with the school both on the journey to and from the event and during the event.

This section of the Welfare Plan **MUST** be read by all teachers responsible for bringing young people to the School Games Event.

School Responsibilities

Schools will not be asked to submit participant consent forms but must be aware of their responsibilities:

- **Transport to and from the event** - Schools should ensure they follow their usual procedures for the transport of their young people including risk assessments and appropriate ratios of staff to pupil.
- **Contact details** – Teaching staff accompanying young people to the event should bring a register that includes, as a minimum, the child's name, emergency contact details and any relevant medical information. Schools are advised to bring a spare copy to give to another member of staff in the event of a child having to go to hospital.
- **Parental Consent** – Schools **must** have obtained parental/guardian consent for pupils to attend the event.
- **Media consent** – Schools **must** ensure they have obtained media consent for all participants and that every young person, not eligible to be photographed, is given the appropriate wristband, as identification to photographers and media team to avoid being photographed.
- **Care of participants** - During the event teaching staff who are accompanying their pupils should not leave the event site. If for any reason a teacher needs to leave their pupil/s the Event Manager must be informed first.
- **Prescriptions and medication** - **Teaching** staff/carers accompanying young people to the event should ensure they have full knowledge of any prescriptions or medication required by their pupils.

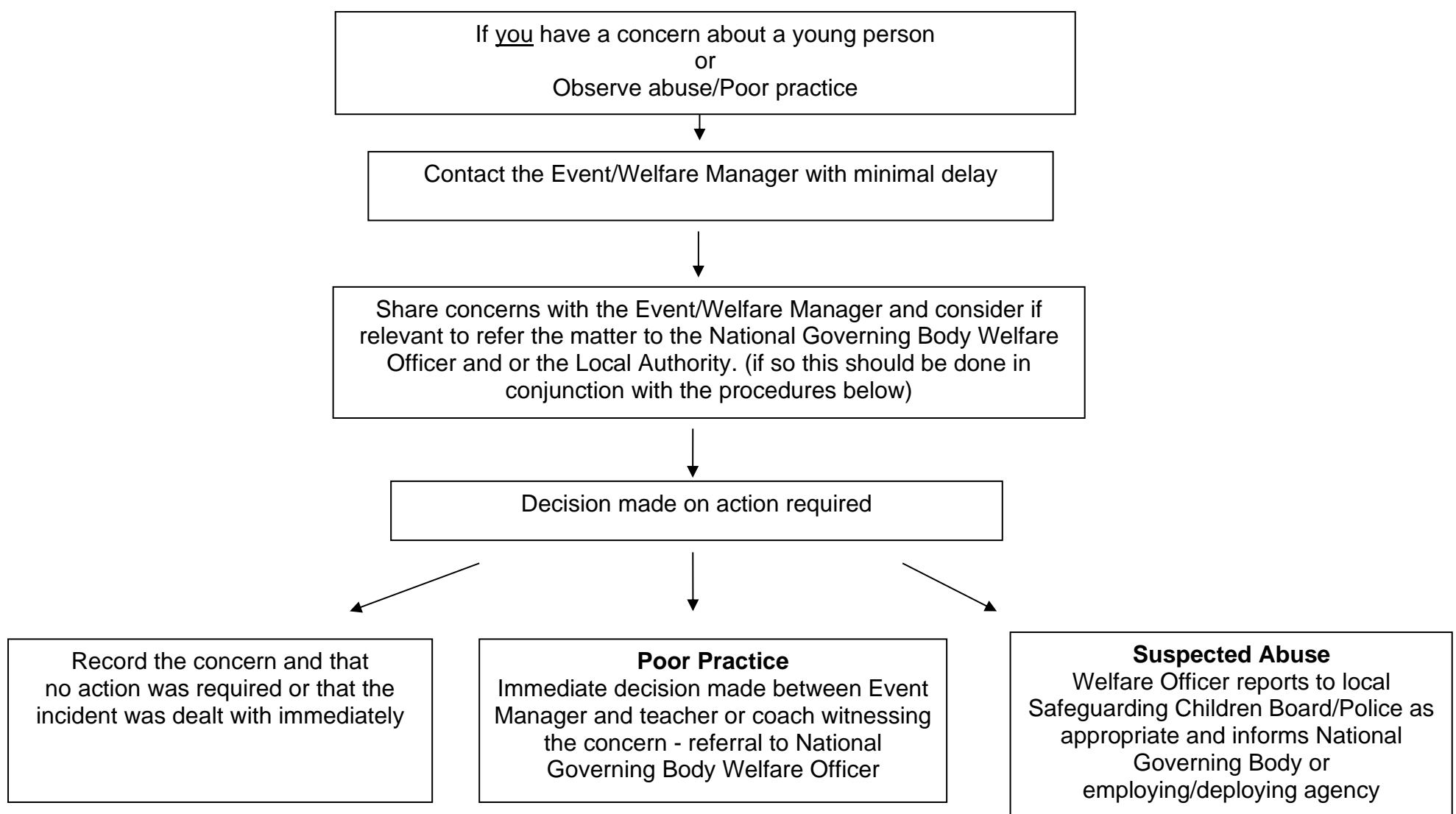
All schools will be asked as part of the registration process to confirm that they have met the above criteria.

Think Active Responsibilities -



- **Organisation of the event** – Think Active are responsible for the organisation of the event. The safety and welfare of all pupils, teachers, volunteers, and staff will be given a high priority throughout the event.
- **Risk Assessments for all sports** – Sport Specific Managers are responsible for providing Think Active with the appropriate risk assessment. Think Active will also ensure that the venue provides appropriate risk assessments for each location where sporting activities are taking place
- **Care and welfare of pupils** - Think Active have produced this Welfare Plan with the focus on protecting all participants throughout the event.

Reporting Flow Chart



Disclosures

Responding to a disclosure

It is important to listen carefully to the information a child/young person discloses to you. A child/young person may tell you something because they are away from their usual environment and feel that they can trust you.

When listening to a disclosure the following good practice must be followed:

- React calmly so as not to frighten the child/young person
- Show you are listening to the child/young person with positive body language and eye contact
- Reassure the child/young person and emphasise that he/she was right to tell
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what a child/young person in distress says, especially if they have communication difficulties such as a speech disability and/or differences in language
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Record what the child/young person has said and what you have observed



Disclosures – What not to do

When receiving a disclosure, do not:

- Panic
- Show shock, distaste, or disbelief
- Probe for more information than is offered
- Speculate or make assumptions
- Make comments about the person against whom the allegation has been made
- Introduce personal information from either your own experiences or those of other children
- Approach the individual against whom the allegation has been made
- Make promises or agree to keep secrets
- Give a guarantee of confidentiality

If required, please use the Disclosure Form at the back of this document. Once completed the form must be passed to a member of the Think Active Team, ideally the Event Manager or Welfare Manager. The appropriate action will then be taken.

**Remember it is not your responsibility to decide whether a child has been abused.
It is however everyone's responsibility to report any concerns.**

Child Protection Concerns

Concerns to be reported may include, but are not restricted to;

- General concerns about a child/children's welfare
- Any event or circumstance related to a child protection/welfare incident including bullying, poor practice and prejudicial behaviour
- Suspicions or allegations of:
 - Misconduct made against any member of staff
 - Abuse made against any member of staff, or other party on site
 - Misconduct made against a participant
 - Abuse within a child's family

Procedures for handling concerns

If any member of staff has concerns about an incident involving a child or young person that seems untoward or unusual, they must report their concerns as soon as possible to the Event Manager or Welfare Manager.

Concerns need to be recorded but this should not delay referral. **A Child Protection incident/concern/disclosure Referral Form is at the back of this document.**

Throughout the event, all staff should observe the following principles:

- Recognise** You have a concern, notice a problem, or receive a direct disclosure
- Respond** Reassure the individual, tell them what you will need to do
- Refer** Contact the Event Manager/Welfare Manager
- Record** Who, what, where, when – use the reporting form in this document

Allegations of abuse

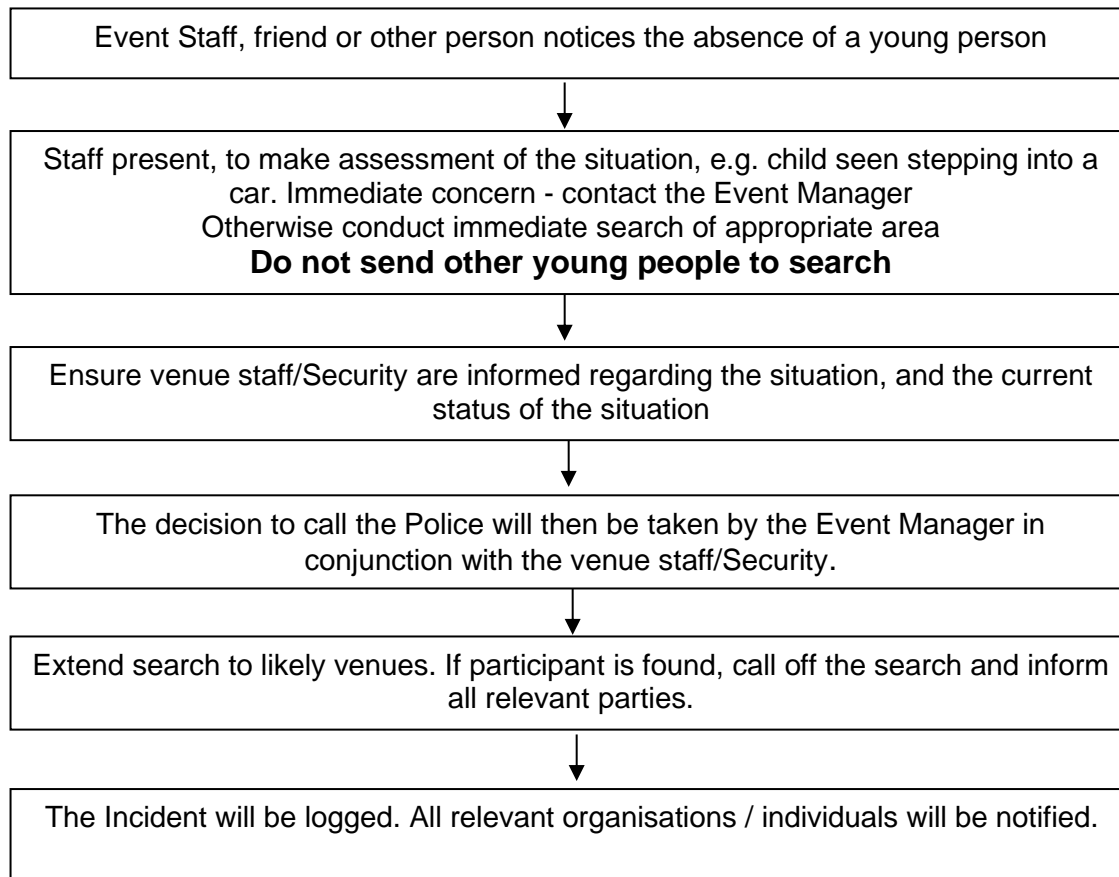
There are circumstances in which a child/young person might be placed at even greater risk if concerns are shared, e.g., where a coach, parent, guardian, or carer may be responsible for the abuse or not able to respond to the situation appropriately.

In all cases of suspected or alleged abuse, advice and guidance must first be sought from the Event Manager/Welfare Manager who will refer the matter to the relevant Welfare Officer.

Missing Young People Protocol



If a participant is suspected as missing, the flow chart below must be followed.
Please note: The first three steps of this process should take no longer than 20 minutes.



Child Protection (Incident/Concern/Disclosure) Referral Form

PLEASE READ CAREFULLY. Data Protection Act 1998. The details you provide on this form will only be used in connection with the School Games event



Please note from time to time incidents may occur that may upset a young person, or an adult's actions or language may be misinterpreted. These incidents must be reported using this form as soon as the incident occurs. The completion of this form for this type of incident should be viewed as a quality assurance procedure.

Please complete in block capitals. Remember to maintain confidentiality and do not discuss with anyone other than those who need to know.

Name of Child / Young Person:
Date of Birth:
School:
Emergency contact details:
Your name, position and contact details (address and phone number):
Are you reporting your own concerns or those of somebody else? If appropriate give details and include their contact details (name and address):
Brief description of what has prompted the concerns, include dates, times etc. of any specific incidents:
Any physical signs? Behavioural signs? Indirect signs?
Have you spoken to the young person? If so, what was said by you and them? (Remember do not lead the young person – record actual details)
Have you spoken to the parent/carer, any member of the Event staff or others? State to whom and what was said:



Please give details of anyone against whom an allegation has been made:	
Has the relevant National Governing Body /Think Active Welfare Manager been informed? If so please give details:	
Any additional information. If giving details of any witnesses include the contact details (name, address and phone number).	
Signature	Date
To be completed by the Event Manager Record any action taken/additional referral made:	
This form must be taken to the Think Active Welfare Manager	



Missing Young Person Reporting Form

PLEASE READ CAREFULLY. Data Protection Act 1998. The details you provide on this form will only be used in connection with the School Games Event

Please complete in block capitals

Name of Child / Young Person:
Date of Birth:
School:
Emergency contact details:
Your name, position and contact details (address and phone number)
Description of the young person – clothes, hair colour, glasses etc. Plus any relevant information on disability/impairment or specific medical needs.
Who first noticed that the young person was missing?
Where was the young person last seen? Location: Time:
Did you notice anything suspicious or see any unauthorised persons in the vicinity?
Which areas/venues were searched and for how long?
List of names of individuals involved in the search
The Sports Centre security were contacted at (time)
If police were contacted: Name and telephone number of person contacting the Police How long had the young person been missing at this point?
Outcome



The young person was found at Time Location
Name and telephone number of the person who found the missing young person
The Police were notified of the young person's return at (time)
Please state if this issue is now a Police investigation
This form must be taken to the Think Active Welfare Manager