



SAFEGUARDING AND EVENTS Policy 2022 – 2023

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The aim of this Event Planning and Safeguarding Policy is to promote good practice:

- Promoting and prioritising the safety and wellbeing of children and young people whilst participating in Trusted Sports' Alliance (TSA) events.
- Allow all staff /volunteers to make informed and confident responses to all safeguarding issues.
- Ensuring that all staff and volunteers understand their roles and responsibilities in relation to event management and risk assessment.
- Ensuring all children, young people, parents and carers of those participating in the school games are informed of the policies and procedures as appropriate.
- Provide guidance and support to those organising and managing TSA events to promote consistently high-quality opportunities for young people

Core Values:

- Professionalism
- Educational background
- Providing experience
- Creating positive personal relationships
- Listening and responding to needs

Our Vision:

Improving the mental and physical wellbeing of young people and developing character through physical education, physical activity and sport

Policy aims

1. Involving all stakeholders in strategic and operational decisions
2. Model School Games values of Teamwork, Passion Respect, Determination, Self-belief, Honesty
3. Support each partner school to be actively engaged in intra and inter school competition
4. Collaborate and build relationships with professionals and experts from the local and wider community to enrich our delivery of High-Quality PE, physical activity and School Sport
5. Provide appropriate exit routes for young people into additional activities, encouraging a sporting habit for life and leading a healthy active lifestyle
6. Build capacity through sharing best practise and creating a high-quality PE and School Sport workforce
7. Engage as many young people as possible across our network of schools in meaningful physical education, physical activity and sport
8. Improve the quality of PE teaching in the primary sector
9. Develop character and personal life skills of young people through PE and School Sport
10. Support the transition of young people from primary to secondary school
11. Monitor and evaluate performance to ensure progress is made for the benefit of young people
12. Provide a sound financial footing that secures a bright and sustainable future
13. Maintain professional standards in relation to our delivery of PE and School Sport

Event Process

The School Games Organiser/School Games Coordinator team will publish a calendar of events setting out competition for academic year with the published list being made available to schools during summer term (2) of each academic year. We will endeavor to keep as close to published dates within this calendar; however, events could be subject to change due to issues relating to facility availability, staffing issues or other unforeseen circumstances.

The TSA team is committed to meeting the following minimum standards when running all events:

Prior to the event:

Provide all partner schools with entry information:

- For all events this will take the form of an electronic entry forms sent at least 3 calendar weeks prior to each competition
- If an event is taking place in the local community, the TSA will endeavour to raise awareness within the local area of the event taking place, particularly if this could lead to safeguarding issues
- Provide all schools with a written risk assessment specific to each event
- Provide confirmation details all schools entered, including relevant event information, competition format, rules, etc. as appropriate approx. 1 week prior to each event

*NB the above information will be sent to each partner school's nominated school lead for PE.

Appendix 1 – example risk assessment

At the Event:

- TSA lead event officer to set-up each event, including carrying out a visual risk assessment, using the written RA as a guide
- Provide a nominated, trained emergency aid lead at each event
- TSA event lead to hold a staff briefing session (**see appendix 5**)
- TSA team will use social media during the event to promote our work
- TSA to provide a trained workforce via our Leadership Academy. Student leaders will be mentored by suitably trained adults at all events, who will have duty of care for them at all times. We will endeavour to ensure leaders acting as officials do not officiate in their old primary schools' fixtures where possible
- TSA team/leaders to obtain photos and video footage
- Branding used throughout the event where possible
- Music used throughout the event (where possible/appropriate)
- Try to promote local exit routes into ongoing activity, e.g. through sports club links

Safeguarding Procedures

- In the event of a safeguarding issue, either a disclosure or concern arising from another source schools **must** speak with the host school designated Child Protection lead as soon as reasonably possible followed by their own school DSL/ policy and procedures
- The TSA event lead will also act as the Welfare lead for each event. In the event of a concern or disclosure this person must also be notified.
- Where the Welfare lead cannot be contacted the TSA Lead Officer or SGO must be contacted
- Where the TSA Lead Officer/SGO cannot be contacted Child Protection lead for Shropshire must be contacted (**see Appendix 2**)
- 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.

Post event:

- Social media used to promote the results, congratulations to schools and thanks.
- Keep a record of attendance via the School Games Website and TSA spreadsheet (this will be provided to all partner schools at the end of each academic year as evidence towards School Games Mark applications)
- Publish full results to partner schools (on request)

What we expect from partner schools:

Prior to the event:

- Enter events using electronic entry forms provided by the date of the deadline for each event
- The 'School' is expected to follow their own school policy in relation to visits and excursions
- Ensure confirmation details provided are read (including forwarding confirmation details to other staff I/C teams if not nominated lead)
- Once entered if any matters arise which prevent you from attending notify event lead at least 1 week prior to the date. If this is followed it will not result in your school losing one competition slot from your allocation. **Failure to do so will result in your school losing one competition from its allocation in line with your level of service purchased.**
- Provide names of adults accompanying teams as team managers/pupil support at least 3 days prior to the event date.
- Ensure all adults accompanying teams are part of the TSA central register of suitable staff and have appropriate school ID

At the Event:

- Notify TSA lead staff on arrival of any pupils unable to be photographed/used in media
- Ensure your team has adequate equipment as per entry details, e.g. set of bibs, balls to practice/warm up
- Ensure your team is prepared for the event (carrying out a warm up – TSA may be able to provide leaders to support this dependant on the event)
- Ensure your team plays according to the rules and format of each competition (player code of conduct – Appendix 3)
- Support event lead in ensuring all staff/adults I/C teams and parent spectators (where appropriate) act in an appropriate manner according to the TSA code of conduct (displayed at events)
- Support event lead in ensuring all school staff/adults I/C teams and parent spectators (where appropriate) follow event guidance in relation to visiting adults, e.g. use of toilets, changing facilities, etc.
- Ensure teams are at relevant pitches/courts at the designated time according to each event format
- Ensure you have all relevant medical information and emergency contact details for all your pupils in your care at the event at all times

Appendix 3 – players code of conduct

Post event:

- Use social media used to promote your team's participation if possible
- Provide feedback to event lead/TSA in relation to any aspect of the event

ASSESSMENT

1. DEFINITIONS:

1. HAZARD – An activity or element where there is potential for harm to be caused

2. RISK – The likelihood of harm being realised

1. Identify an activity, process, situation or operation where there is potential for injury or damage (this could include emotional as well as physical injury/damage).
2. Identify the hazards within the activity. (Under normal circumstances everyday activities such as crossing the road or walking up/down stairs do not need to be considered – however, living in an unfamiliar environment would mean these may be considered a risk).
3. Determine the risks involved and what type of incident is anticipated, considering who and how many people may be affected.
4. Include everything that you believe could impact on the children/adults in the environment.
5. Estimate the risk level without the benefit of any control measures.
Risk = severity x likelihood

HIGH - certain or near certain that harm will result in serious injury/damage
MEDIUM - harm will probably occur frequently with minor injury/damage
LOW - it is unlikely that harm will be caused and the outcome would result in very minor injury/damage
6. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by safety procedures and working practices, specialist training, etc.
7. Re-assess the risk level considering the effect of the control measures.
8. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long-term levels of low risk.
9. A procedure will be developed for the necessary action to take in the event of an emergency.
10. The final (collated) risk assessment will be reviewed prior to and at the Event.

Name of responsible person	Role	Contact
Chris Jew	TSA Lead Officer/SGO	Email: chris.jew@trustedcsat.co.uk
Grace Rock	School Games Coordinator BES family	Email: grock@bridgnorthendowed.co.uk
Noah Bourton	School Games Coordinator WBS family	Email: nbourton@williambrookes.com

Becky Thompson	School Games Coordinator IDS family	Email: bthompson@idsall.shropshire.sch.uk
Ben Bennett	School Games Coordinator Trust Central	Email: ben.bennett@trustedcsat.co.uk

INCIDENT RECORDING

All TSA staff 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 in relation to safeguarding, near misses and minor injuries; these will then be reported to the SGO to deal with accordingly. Copies of all incidents will also be available on request.

TSA staff also have Child Protection reporting forms at each event for reporting any concerns/incidents of a Child Protection nature.

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 TSA Lead Officer/Trust Central SGCo have Insurance cover via TrustedCSAT Alliance as host organisation for an unlimited amount for the running of events on all nominated event sites and each facility will be appropriately insured to run the selected sports. Insurance documentation can be found in the appendix or by request. Each School Games Coordinator is likewise insured via their host school for an unlimited amount for the running of events on their school site.

Safeguarding

The TSA will ensure that all adults deemed to be involved in supporting regular, regulated activity as part of the TSA event calendar will be DBS checked at enhanced level in accordance with their role and responsibility at each event. TSA will also ensure that individuals hold suitable insurance cover and level of qualification according to the activity they are involved in and level of responsibility they hold. The TSA event lead will notify all schools of the Safeguarding lead for each event during the event briefing. If club coaches are involved in the delivery of events, it is the responsibility of the TSA to ensure they hold relevant qualifications have attended safeguarding training and have been subject to DBS clearance via their NGB/host club.

In the running of the School Games events the event lead plus schools attending must follow their safeguarding policies at all times:

- Where events occur on secondary school sites during the school day only adults in charge of school teams are permitted to remain with pupils during the event. In this instance all members of staff need to be included on the TSA central register of suitable staff.
- 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.
- Event leads will identify appropriate toilet facilities/changing areas (if applicable) to be used by children and those to be used by adults at each event. Event lead will try where possible to include adequate toilet breaks for AOTT's and pupils.
- Parent spectators are permitted to attend events on school site starting after the school day has finished, including collecting pupils at the designated time for each event. All adults may be required to sign in with TSA staff as directed on the day of each event and wear identification provided at all times.
- It is the organisers' responsibility to ensure clear instructions are provided for each event in relation to visiting adults and that these are complied with.

Emergency Procedures and Policies

First Aid Statement

Purpose

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 TSA events

The attending teacher to an event run by the TSA is responsible for ensuring that there is an adequate number of qualified First Aiders accompanying the pupils attending the 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 (County School Games finals), there is an expectation that the event coordinator provides first aid.

Appendix 4 First Aid reporting form

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 TSA are expected to follow when using social media.

It is crucial that pupils, parents and the public at large have confidence in the TSA 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 partner schools 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 TSA, all teaching and other staff, teacher trainees and other trainees, volunteers and other individuals who work for or provide services on behalf of the Trusted Sports Alliance. 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*, *Instagram*), 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 *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.

PRINCIPLES – *BE PROFESSIONAL, RESPONSIBLE AND RESPECTFUL*

Staff members:

- Must not use social media in a way that identifies pupils or live locations of events
- Must be conscious at all times of the need to personal and professional lives separate. Staff should not put themselves in a position where there is a conflict between work and personal interests.
- Must not engage in activities involving social media which might bring the TSA into disrepute.
- Must not represent their personal views as those of the TSA on any social medium.
- Must not discuss personal information about pupils, TSA staff and other professionals they interact with as part of their job on social media.
- Must not use social media and the internet in any way to attack, insult, abuse or defame pupils, 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 TSA 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 TSA 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 if the TSA 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 TSA service, staff members must not contact any 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 TSA 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.

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 TSA or host schools' disciplinary policies and procedures.

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

Photograph statement

Data Protection

- The TSA will ensure that parental permission is given before images of pupils are published via individual school's lead staff. This applies to webcam pictures, video or stills. Permission will be sought from all schools attending TSA events.

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 TSA 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 TSA 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 TSA 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 TSA.
- Do not allow unsupervised access to children or one-to-one video sessions at events.

Camera Phones

- The present policy of the TSA is that mobile phones may be brought to events, 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.

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 TSA event lead 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 BBC weather or Met Office website.

Cancellation could be made up to 3 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 in relation to extreme weather occurring once an event has begun will be communicated on the day to all participants and staff.

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, which may result in the cancellation of an event that has already started.

Statement for Fire/ Bomb and Emergency evacuation procedure

As determined by the host venue and communicated by the event lead.

Cancellation process

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

- TSA event lead informs all Schools of cancellation, via telephone call to school office.
- Schools to confirm receipt of cancellation via email or phone to TSA event lead.
- 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.

- TSA event lead will inform the venue of the cancelation 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 TSA.
- The TSA is not responsible for any costs incurred via schools as a result of a cancelation.

Appendices

Appendix 1 – example risk assessment

1. *Risk Assessment and*

1. Risk Assessment for Indoor KS2 handball – Year 4 - 6 Oldbury Wells School Sports Hall/gymnasium

14th February 2017

Date of assessment: 16th January 2017

Date of Review : 17th January 2018

ASSESSOR _____ **C Jew** _____

Hazards/Risks (identifying groups affected)	Working Procedures Risk Control	Action Required
School staff/event organiser do not possess the necessary qualifications / experience / confidence.	Ensure the professional development needs of school staff are met prior to the event. SSP staff.	Activity organiser is aware of staff expertise.
Volunteers (including Sports Leaders) and paid coaches do not possess the necessary qualifications / experience / confidence.	Volunteers (including Sports Leaders) and paid coaches are aware of the limits of their role / responsibility and communicate effectively with school staff.	Activity organiser is aware of volunteers' expertise.
Pupils' behaviour is inconsistent / unacceptable.	Pupils are made aware of expectations for behaviour prior to the event.	Activity organiser sets clear expectations for pupils' behaviour. Behaviour monitored by staff i/c each team
Pupils' suffer from medical conditions which could be affected by participation in the activity.	Pupils' medical conditions are known prior to the event.	Activity organiser ensures teachers responsible for their school have medical information available.

<p>There are hazards within the facility (e.g. a slippery floor).</p> <p>The space available is insufficient for the size of the group / type of activity.</p>	<p>The facility is checked prior to the event to ensure it is hazard-free.</p> <p>The space available is checked prior to the event to ensure sufficient space is available for the size of the group / type of activity.</p>	<p>Activity organiser carries out a check prior to and during the event to ensure the area is hazard-free.</p> <p>Activity organiser carries out a check prior to the event to ensure the space is sufficient.</p>
<p>Equipment is not used for the purpose for which it is designed / unsuitable for the activity.</p> <p>Clothing and footwear worn for the activity is inappropriate.</p> <p>There are no First Aid procedures / equipment in place.</p> <p>The activity does not match the ability of the pupils.</p>	<p>Equipment (goals) are checked before use and careful consideration is given to whether it is suitable for the activity (junior handballs only to be used).</p> <p>The pupils' clothing and footwear is checked prior to the activity.</p> <p>First Aid equipment / procedures are in place and used.</p> <p>Those leading the activity have prior knowledge of the pupils' ability levels and ensure the activity is appropriate.</p>	<p>Activity organiser carries out an equipment check prior to event.</p> <p>Event organiser / school staff check that the pupils' clothing and footwear is appropriate for the activity prior to the day.</p> <p>Activity and event organiser checks that First Aid equipment is available and nominated first aider is present for the duration of the event.</p> <p>School staff provide activity organiser with information about the ability levels of their pupils prior to the event. Activities are made known to visiting schools prior to the day</p>

<p>The size of the group / ratio of school staff to pupils / level of supervision is inappropriate for the activity.</p> <p>Pupils are unsupervised during the activity.</p> <p>The pupils are not sufficiently warmed up for the activity.</p> <p>Those leading the session display inadequate group control.</p> <p>Pupils at risk from injury during running activities – twisting, turning, sprinting, walking: Contact injuries (pulled/torn muscles, bone fractures, cuts and bruises.</p> <p>Those leading the activities are not aware of emergency / accident procedures / contingency plans.</p>	<p>Those leading the activity are aware of the size of the group and ensure that the level of supervision is adequate.</p> <p>Those leading the activity know the number of pupils involved / have a register of names / regularly scan the area / carry out head counts.</p> <p>Staff I/C competing teams ensure the pupils are sufficiently prepared for the activity.</p> <p>Those leading the session ensure the teaching style is appropriate for the activity and display adequate class control.</p> <p>Pupils to be wearing appropriate footwear – trainers with sufficient grip. Organisers to ensure adequate, experienced staff are present to supervise all activities.</p> <p>Those leading activities are aware of and follow emergency / accident procedures / contingency plans.</p>	<p>Activity organiser is aware of the size of the group and the number of staff required to supervise the activity.</p> <p>Staff i/c each school check the number of pupils they have at regular intervals.</p> <p>Those leading the activity ensure sufficient time is allocated for warming up.</p> <p>Those leading the activity adopt a variety of strategies to control the pupils</p> <p>First aid available in event of injuries occurring</p> <p>The event organiser should ensure emergency procedures / contingency plans are in place prior to the activity.</p>
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Appendix 2 – Child Protection Reporting Form

If you think a child or young person is being harmed or is at risk of being harmed then you must contact Children Services and tell them your concerns.

It might be you that's being harmed. Don't delay, please contact us straight away - we're here to help you.

You can report your concerns by calling **0345 678 9021**.

You can also speak to:

Public Protection Unit (West Mercia Police): 0300 333 3000

NSPCC: 0800 800 5000

Childline: 0800 1111

If a child is in immediate danger

If you think a child is in immediate danger, call the emergency services on 999.

Appendix 3 - Code of conduct for children and young people

Children and young people are expected to:

- ☐ Be loyal and give their friends a second chance.
- ☐ Be supportive and committed to other team members, offer comfort when required.
- ☐ Keep yourself safe.
- ☐ Report inappropriate behaviour or risky situations to staff.
- ☐ Play fairly and be trustworthy.
- ☐ Respect officials and accept decisions.
- ☐ Show appropriate loyalty and be gracious in defeat.
- ☐ Respect opponents.
- ☐ Not cheat or be violent and aggressive.
- ☐ Make your team a fun place to be.
- ☐ Keep within the defined boundary of the playing/coaching area.
- ☐ Behave and listen to all instructions from the coach/teacher. Play within the rules and respect the official and their decisions.
- ☐ Show respect to other pupils/leaders and show team spirit.
- ☐ Take care of equipment owned by the school/organisers.
- ☐ Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- ☐ Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- ☐ Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- ☐ Refrain from bullying or persistent use of rough and dangerous play.
- ☐ Wear suitable kit

Children / Young People have the right to:

- ☐ Be safe and happy in their chosen activity.
- ☐ Be listened to.
- ☐ Be respected and treated fairly.
- ☐ Privacy.
- ☐ Enjoy your sport in a protective environment.
- ☐ Be referred to professional help if needed.
- ☐ Be protected from abuse by other pupils or outside sources.
- ☐ Participate on an equal basis, appropriate to their ability.
- ☐ Experience competition and the desire to win.
- ☐ Be believed.
- ☐ Ask for help.
- ☐ Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the event lead and reported verbally to the designated member of staff I/C the relevant school/team. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from attendance at TSA events. Disciplinary action can be appealed to the TSA with final decisions taken by the TSA Steering Group.

Code of conduct for staff and volunteers

All partner schools coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- ☐ **Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times.**
- ☐ **Consider the wellbeing and safety of participants before the development of performance.**
- ☐ **Encourage and guide participants to accept responsibility for their own performance and behaviour.**
- ☐ **Treat all young people fairly and ensure they feel valued. Have no favourites.**
- ☐ **Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.**
- ☐ **Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.**
- ☐ **Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.**
- ☐ **Be positive, approachable and offer praise to promote the objectives of the school at all times.**
- ☐ **Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the schools procedures. Parents will be informed.**
- ☐ **Never use sanctions that humiliate or harm young people.**
- ☐ **Report accidents or incidents of alleged abuse or poor practice to the designated person.**
- ☐ **Administer minor first aid in the presence of others and where required refer more serious incidents to the event "first aider".**
- ☐ **Have access to telephone for immediate contact to emergency services if required.**
- ☐ **Foster team work to ensure the safety of pupils in their care.**
- ☐ **Ensure the rights and responsibilities of pupils are enforced.**
- ☐ **Establish and address the additional needs of disabled participants or other vulnerable groups.**
- ☐ **Respect and listen to the opinions of young people.**
- ☐ **Develop an appropriate working relationship with participants, based on mutual trust and respect.**
- ☐ **Be a role model, displaying consistently high standard of behavior and appearance (disciplined/committed/time keeping), remember children learn by example.**
- ☐ **Make the sport/activity fun.**

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the event. Dismissals can be appealed by the member of staff/volunteer with final decisions taken by the TSA Consultation Group.

Codes of conduct for parents/carers and spectators

As parents you are expected to:

- ☐ **Positively reinforce your child and show an interest in their chosen activity.**
- ☐ **Do not place your child under pressure or push them into activities they do not want to do.**
- ☐ **Ensure your child has clothing and kit appropriate to the weather conditions**
- ☐ **Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.**
- ☐ **Encourage your child to play by the rules, and teach them that they can only do their best.**
- ☐ **Ensure that your child understands their code of conduct.**
- ☐ **Behave responsibly on the side-line; do not embarrass your child.**
- ☐ **Show appreciation and support the coach/school/event staff.**
- ☐ **Be realistic and supportive.**
- ☐ **Accept the official's judgment and do not enter the field of play**
- ☐ **Promote your child's participation in playing sport for fun.**

As a parents/carer and spectators you have the right to:

- ☐ **Be assured that your child is safeguarded during their participation in sport.**
- ☐ **Be informed of problems or concerns relating to your children.**
- ☐ **Be informed if your child is injured.**
- ☐ **Have any concerns about any aspect of your child's welfare listened to responded to.**

Any breaches of this code of conduct will be dealt with immediately by the TSA Lead.

Persistent concerns or breaches may result in you being asked not to attend events if your attendance is considered detrimental to the welfare of young participants.

Appendix 4 – First Aid Reporting form

Accident form/ register

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

Appendix 5 – Staff briefing sheet for events

TSA event lead to inform all staff of:

- Name of event lead and support staff present
- Nominated first aid lead
- Location of first aid station
- Location of pupil and adult toilets for the event and any procedures for access
- Emergency procedures as relevant to event location
- Nominated photographer and request details of any pupils without consent
- Any changes to risk assessment/control measures
- Any changes/confirm event format, rules, etc.
- Re-affirm player/staff/spectator (if necessary) code of conduct