



# 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 well being.**

In order 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

## Event Management

The CSW Sport School Games Partnership Development Officer, leading on School Games, is responsible for the Management of this event and they will be supported by members of the CSW Sport Team and Partner organisations.

The competitions will be delivered by National Governing Body appropriately qualified coaches and officials.

Sports Specific Personnel will hold the appropriate qualifications and relevant DBS or have signed a self disclosure form in accordance with their respective NGB safeguarding policies.

Volunteers will also be supporting the event to ensure a high level of care for those taking part.

All CSW Sport staff will be DBS checked and wearing appropriate identification. General volunteers will have completed a 'self declaration' form and will be easily identified. Staff and volunteers will attend a pre event briefing which will cover their role, fire evacuation and safeguarding procedures.

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

## Roles

### Event Manager/Welfare Director

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.

### Sports Specific Welfare Officers

- This person will have a good knowledge of their own sport and be aware of any particular 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 CSW Sport)
- Sporting activities Risk Assessment (provided by the NGB Lead)

## Emergency Procedures

In the event of 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 main assembly point designated in **Car Park 13** 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. 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 and or videoed, this will be provided by the school. If there are any individuals whose photograph or video is **not to be taken** then the participant or young volunteer will wear a luminous wrist band and the event photographers should **NOT** take any photographs of those young people.
- Any photographers and media personnel attending the event will be given a wrist band as identification. This band must be worn at all times.
- All staff and delegates must be vigilant at all times 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.

## **Behaviour**

- Participants are expected to stay within the Venue facility at all times.
- Staff, volunteers and participants are expected to demonstrate positive behaviour at all times 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
  - 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 particular activities. Avoid taking on the responsibility for 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.

CSW Sport has produced this Welfare Plan, procedures and relevant referral forms included. A full briefing with all National Governing Body Coaches, Officials, Volunteers and Event Staff involved in the event will be delivered prior to the Event.

### School Responsibilities

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

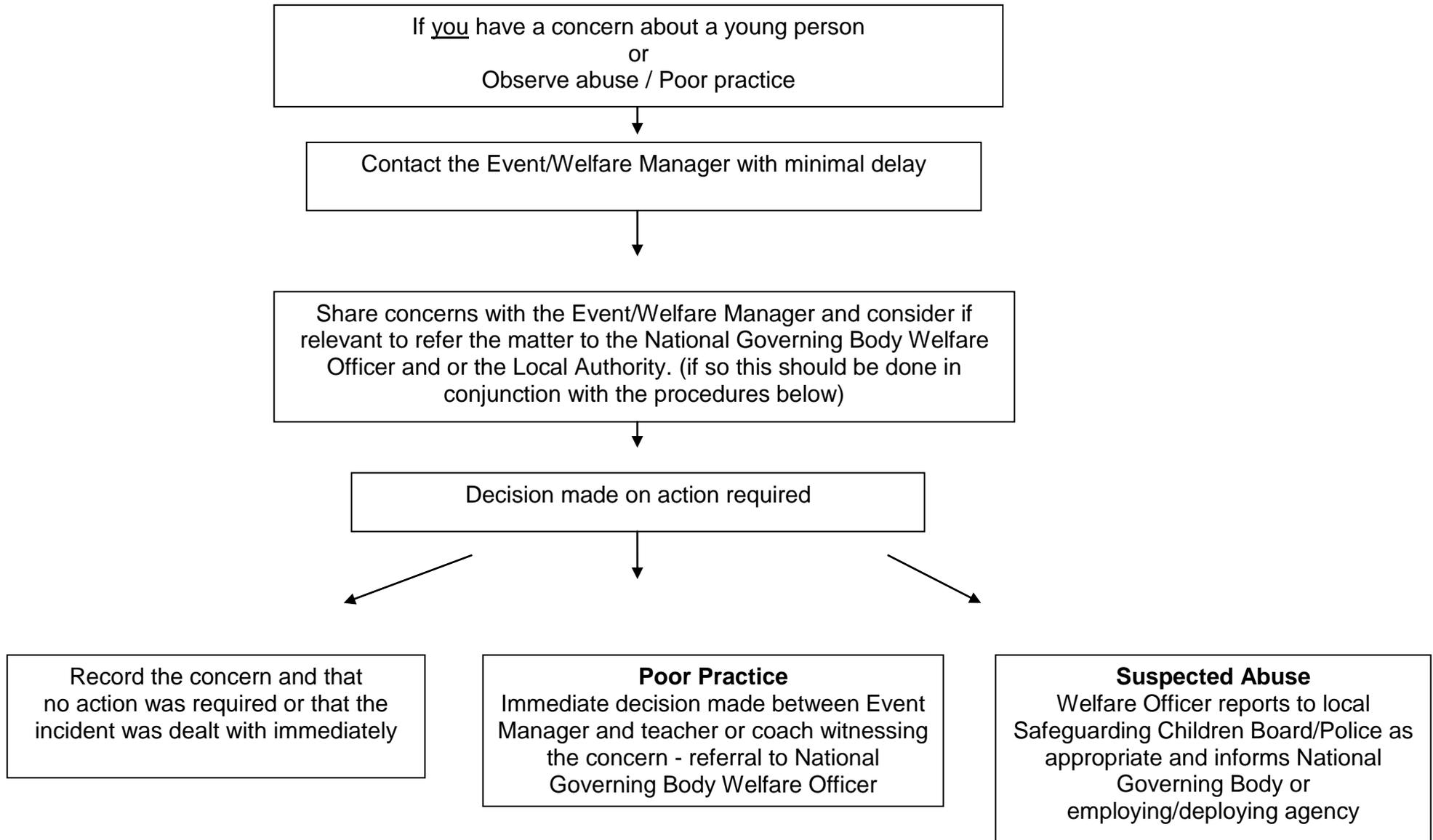
- **Transport to and from the event** - Schools should ensure they follow their usual procedures for the transport of their young people including Risk Assessments and appropriate ratios of staff to pupil.
- **Contact details** – Teaching staff accompanying young people to the event should bring a register 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.
- **Photo consent** – Schools **must** ensure they have obtained photo consent for all participants and that every young person, not eligible to be photographed or videoed, is given the appropriate yellow wristband, as identification to photographers 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 at the School Games to confirm that they have met the above criteria.**

### CSW Sport Responsibilities

- **Organisation of the event** - CSW Sport 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 CSW Sport with the appropriate risk assessment. CSW Sport will also ensure that the Venue provides appropriate risk assessments for each location where sporting activities are taking place
- **Care and welfare of pupils** - CSW Sport 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 CSW Sport Team, ideally the Event Manager or Welfare Manager. The appropriate action will then be taken.**

**Remember it is not your responsibility to decide whether or not 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:

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

## **Allegations of abuse**

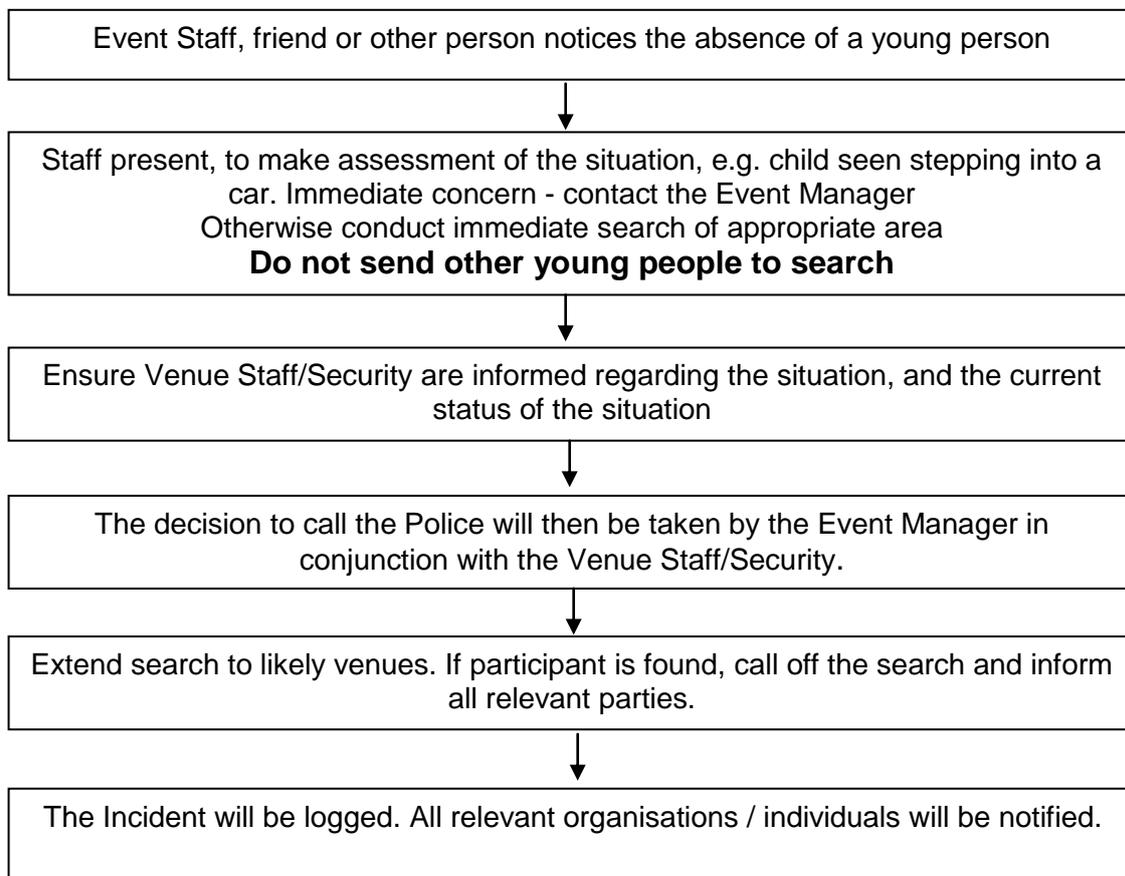
There are circumstances in which a child/young person might be placed at even greater risk if concerns are shared, e.g. where a coach, parent, guardian or carer may be responsible for the abuse or not able to respond to the situation appropriately.

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 of being 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 Playground to Podium 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.**

<b>Name of Child / Young Person:</b>
<b>Date of Birth:</b>
<b>School:</b>
<b>Emergency contact details:</b>
<b>Your name, position and contact details (address and phone number)</b>
<b>Are you reporting your own concerns or those of somebody else? If appropriate give details and include their contact details (name and address)</b>
<b>Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents</b>
<b>Any physical signs? Behavioural signs? Indirect signs?</b>
<b>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)</b>

**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 /CSW Sport 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 CSW Sport 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**

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

**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 CSW Sport Welfare Manager**

# SAMPLE FORM

## *Date and Venue Information*

### Parental Consent and Medical Information Form

<b>Child's Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Date of Birth:</b>	<b>Telephone Number:</b>
<b>Emergency Contact Name:</b>	<b>Emergency Contact Number:</b>
<b>School:</b>	<b>Doctor's Name:</b> <b>Doctor's Surgery Address:</b>

I, \_\_\_\_\_ being  
\*parent/guardian of the above named child hereby give permission for them to attend the CSW  
Partnership School Games Event on *(insert Date)*

I can confirm that my child \* WILL / WILL NOT be able to attend on the day.

\* Please delete as appropriate.

Signature:

\_\_\_\_\_  
(consent by parent/guardian)

Date: \_\_\_\_\_

### **Medical Information**

Please tick Yes or No and complete further details as necessary

***Does your child have any specific medical conditions requiring medical treatment and/or medication?***

<input type="checkbox"/> <b>Yes</b>	If Yes, give details:
<input type="checkbox"/> <b>No</b>	

***Does your child have any allergies?***

<input type="checkbox"/> <b>Yes</b>	If Yes, give details:
<input type="checkbox"/> <b>No</b>	

***Does your child take any medication for asthma?***

<input type="checkbox"/> <b>Yes</b>	If Yes, give details:
<input type="checkbox"/> <b>No</b>	

***Does your child require wheelchair access?***

<input type="checkbox"/> <b>Yes</b>	If Yes, give details (eg. Electric or manual wheelchair etc):
<input type="checkbox"/> <b>No</b>	

***Does your child require assistance?***

<input type="checkbox"/> <b>Yes</b>	If Yes, please give brief details of assistance required
<input type="checkbox"/> <b>No</b>	

***Will your child be accompanied by a helper?***

<input type="checkbox"/> <b>Yes</b>	If Yes, please indicate who that will be (eg. School Assistant, Parent, Carer etc)
<input type="checkbox"/> <b>No</b>	

***If Yes above, please provide the full name and contact phone number for the helper***

<b>Helper Name:</b>	
<b>Helper Phone Number:</b>	

# SAMPLE FORM

## Photographic Permission

Coventry Solihull & Warwickshire Sport (CSW Sport) recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with the CSW Sport's Safeguarding and Protecting Young People Policy, we will not permit photographs, videos or other images of young people to be taken without the consent of the parent/carer.

CSW Sport would like to take photographs and digital images of the activity\*, which may include your child/young person, for promotional purposes.

These images may appear in our printed publications and promotional materials, on our website, or both in perpetuity\*\*. To comply with the Data Protection Act 1998, we need your permission before we take any images of your child/young person.

### Activity Information (To be completed by staff):

*Activity Date:	
Activity Venue:	
Activity Description:	<b>Level Three School Games Event</b>

### Consent (To be completed by Parent/Carer):

<b>I consent/do not consent (please delete as appropriate)</b> to the photographing/videoing and publication of images. I confirm that I am legally entitled to give this consent. CSW Sport can use my child/young person's image in printed and promotional publications and on the CSW Sport website.	
Signed: (Parent/Carer)	
Print Name (Parent/Carer)	
Print Name (Child/Young Person)	