

# SUSSEX SCHOOL GAMES 2018



## WELFARE & SAFEGUARDING

WEDNESDAY 27 JUNE 2018, K2, CRAWLEY

[www.sussexschoolgames.org](http://www.sussexschoolgames.org)



Corporate partner:



# WELFARE AND SAFEGUARDING

The Welfare & Safeguarding Manger for the event is Gemma Finlay-Gray(gfinlay-gray@activesussex.org). In addition there will be a welfare team to support on related issues provided by Sport Welfare Officers (SWO) Area Welfare Officers, a first aid team and two general welfare leads. Schools have the duty of care to their children and the emphasis is on the Team Manager for welfare and safeguarding.

Welfare Team		
Gemma Finlay-Gray	Event Welfare Manger and Active Sussex Safeguarding Lead	07760 164001
Adrian Gaylon	General Welfare Lead	07740 082386
Sandra Redhead	General Welfare Lead	07525 667076

The event procedures and documentation to support a safe and enjoyable event are outlined below.

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# WELFARE AND SAFEGUARDING

## Overview

The Local Organising Committee, Active Sussex and partners involved in staging the Sussex School Games are committed to the welfare of all participants.

Set out below is an overview of the Event Welfare Procedures, which have been developed to give due care and consideration to all involved on the day.

The disability events and people with disabilities taking part in the Sussex School Games are incorporated into this document with a specific section which acknowledges the wellbeing of vulnerable children and the role of the schools bringing participants.

The main purpose of welfare at the event is:

- To improve vigilance and safety
- To keep the event enjoyable
- To ensure the wellbeing of the children

Within the event the following positions will be fulfilled:

- Event Welfare Manager (EWM) – Gemma Finlay-Gray
- Event Manager (EM) – Ed Bartram
- Area Welfare Managers (AWM)
- Sports Welfare Officers (SWO)
- 2 x General Welfare Leads – delegated support to the Welfare Team as above

Contact details of all the welfare team above will be circulated prior to the Games. There will be pre-event welfare briefing sheets on procedures and a morning briefing to ensure each person is clear as to their role and responsibilities. There will be a first aid briefing at 8.00am. The briefings will be in Briefing Room which is upstairs. The EWM will contact all members of the welfare team directly with the details.

## Personnel and Roles

### Event Welfare Manager

The overall Event Welfare Manager (EWM) for the event will be Gemma Finlay-Gray. She is responsible for coordination and management of the welfare plan.

### Area Welfare Manager

The Area Welfare Manager is responsible for:

- The welfare of the participants from within their designated School Games Area at the Sussex School Games 2018
- Ensuring they have all the appropriate consent and details for arrival, departure and emergencies for participants and their parents/carers
- Being Accountable to the School Games Organiser, Director of Sport or the person with overall responsibility for the area on that day
- Working closely with the person responsible for all their teams, – Sports Managers and Sports Welfare Officers and coaches of their, area teams
- Responding to welfare incidents during the event

Area Welfare Managers should work in partnership with the person who has overall responsibility for the area in the following areas:

- Registration of children on area transport and on arrival at K2, Crawley
- Where appropriate and relevant assist in the communication with parents regarding registration, transport arrangements, activity information in communication with the person with overall responsibility for the area
- Implementing their agreed departure procedure from the Games and signing the team out from their venue
- Coordination and management of participant consent as well as holding key information on the day

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- Implement reporting procedures and completion of incident report forms
- Liaise with SWO, Team Managers, Event Management on incidents where required, vigilance (i.e. photography, temperature, water)
- Reinforcing the 'Spirit of the Games' and ensuring parents, participants, coaches adhere to the codes of conduct
- Ensuring participants are happy and enjoying themselves
- Responsible for ensuring criminal records checks of all staff with child care responsibilities associated with their area and appropriate training is carried out prior to the event, in line with own organisations policies
- The AWM should have no other responsibilities on the day
- Reinforcing the 'Spirit of the Games' and ensuring parents, participants, coaches adhere to the codes of conduct
- Responsible for ensuring criminal records checks where relevant of all staff with child care responsibilities associated with their sport and appropriate training is carried out prior to the event in line with own organisations policies
- Be aware of additional variabilities of any children competing in that sport as identified by schools and inform competition leads.
- The SWO may support the running of the competition, but shouldn't be responsible for running the competition or have any other responsibilities

## Sports Welfare Officer (SWO)

Appointed for each sport being delivered at the School Games, their role:

- Responsible for ensuring a safe play zone and responding to initial welfare incidents. Handing over to AWM where appropriate and possible
- Work in conjunction and supported by the Site Manager and Event Welfare Manager
- Work closely with the Sports Manager for the sport

Sports Welfare Officers (SWO) should work in partnership with the Area Welfare Managers, Sports Manager and officials, to assist in the delivery of the following:

- Registration of teams on arrival at the sports' competition location
- Implement if necessary photography policy at sports
- Liaise with Area Welfare Manager, EWM and Event Managers where required
- Vigilance (e.g. photography, temperature, strangers)
- Ensure participants are happy and enjoying themselves
- Implement reporting procedures and lead the completion of incident report forms – provided or ensure they are completed by the appropriate person

## Event Management

The Manager (EM) will support and provide management for the delivery of the welfare plan at this event, including:

- The safe set up of the venue as agreed with the Sports Manager and carried out in conjunction with K2, Crawley
- The logistical implementation of the agreed welfare plan (i.e. the provision of water, radios and event forms)
- Support the welfare plan in the delivery of the Photography policy, emergency procedures etc.
- Liaise with all necessary authorities in advance of the event (e.g. the emergency services)

# WELFARE AND SAFEGUARDING

## Young Leader Volunteers

Where Young Leader volunteers come from a school and include individuals under 16 they should be managed as a team with a designated Team Manager responsible for them during their volunteer period.

Young Volunteers should:

- Report to their lead SGO on arrival or go to the info point and await instruction of a member of the event team.
- Be responsible throughout the day carrying out their duty and advising of any problems

Should any issues arise, Young Leader volunteers should contact their lead SGO or speak to an adult.

Their welfare will come under the auspices of the Team Manager and School.

Volunteers who are under 18 will be treated as participants in all relevant procedures such as photo accreditation, registration, consent, incident management and all other procedures within this document.

## Parents / Guardian Responsibilities

- Communicating any changes to the Team Manager / SGO
- Ensuring that appropriate clothing and footwear is provided for the event
- Completing all forms on consent and emergency contacts on time and returning to the agreed person
- Providing appropriate refreshments and a plentiful supply of water

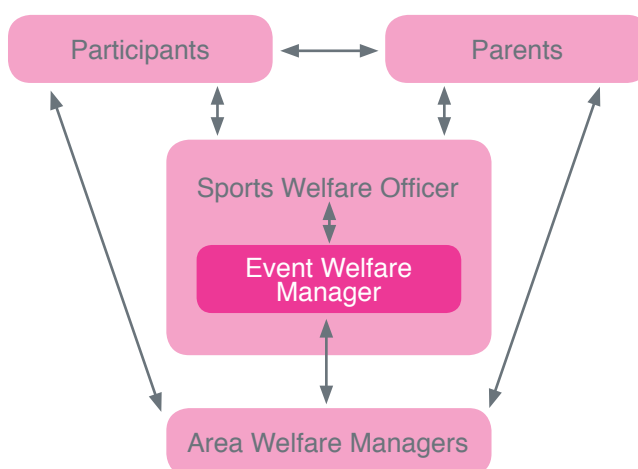
## First Aid

As described previously, there will be professional first aid cover across the site, covering all sports. Participants and team staff if required can access this provision. All the appropriate paperwork should be completed.

## Overall Statement

School Games Organisers, Area Welfare Managers and Sports Welfare Officers are responsible for the appropriate and reasonable supervision of the children and young people. This responsibility starts on the collection of the children and does not end until the agreed departure procedure (as agreed with the parents / guardian) has occurred. The duty of care lies with the participant or young volunteer's school.

## Welfare Communication Structure



Radios will be allocated to the Sports Welfare Officers, First Aiders, Adult Volunteer Manager, General Welfare Leads and the Event Management Staff for communication on the venue. Area Welfare Managers can ask for communications to be made through these should an incident occur being mindful not to divulge personal detail over the radio.

# WELFARE AND SAFEGUARDING

The Event Welfare Manager and Event Manager can be contacted by anyone who has a concern or issue however in the first instance, this should be sought to be resolved locally. The Event Manager will support the Event Welfare Manager in any aspect of their work throughout the event.

NOTE: Mobile phone numbers of coaches and volunteers should not be given to participants.

The mobile phone numbers provided for the event should be used for the purposes of professional communication only in relation to the event.

## Guidelines on dealing with Welfare Incidents

### Reporting Procedures

Set out below are structures to deal with incidents of:

- Arrival and registration
- Bullying
- Missing Persons
- Poor Practice or Abuse
- Home Sickness
- Suspicious stranger on site
- Minor accident / incident occurs
- Major accident / incident occurs

It is recognised that in most cases the Area Welfare Manager will be the first person on the scene / on hand to implement these procedures.

Should an issue cause breach of the Code of Conduct, the issue should be referred to the Event Referee

### Criminal Activity

In the event of any suspected criminal activity by participants or spectators, the Site Manager, EWM and EM should be informed immediately. If necessary the police should be called immediately.

### Welfare for Arrival, Registration and Departure Procedure

- It is the schools responsibility for the participants at all times
- Schools on arrival will register their team at the designated registration point on the ground floor before making their way to the sports hall.
- Team Managers need to record the children's attendance'

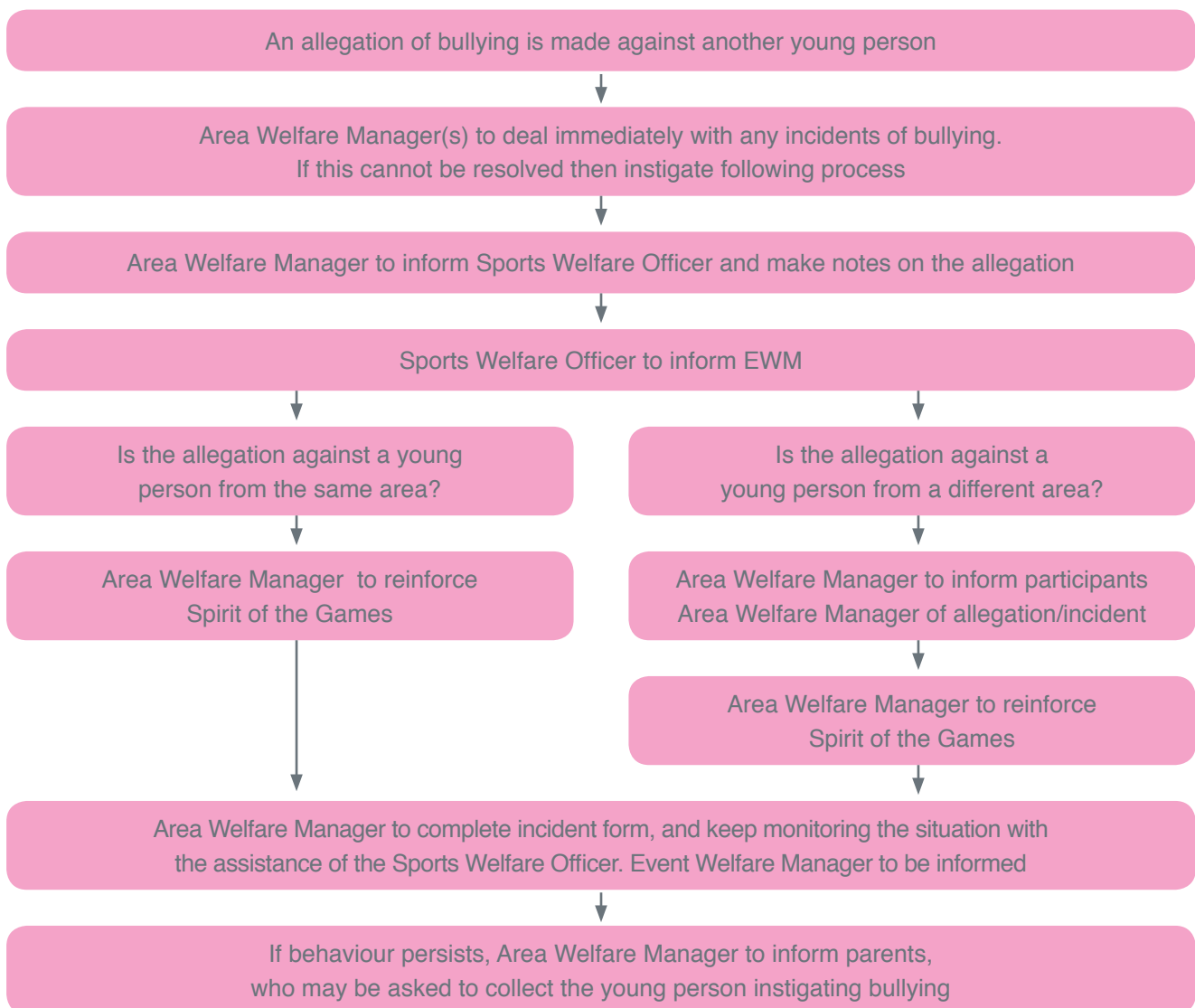
- Team Managers must collect lanyards for themselves and any school staff on arrival. These must be worn and visible at all times. Staff without lanyards will be refused entry to sporting competitions.
- The Team Manager should have parental consent for all participants, photography consent, medical details, emergency contact details and names of who will collect their child etc
- All participants attending the event MUST have been registered and have submitted the appropriate consent form to their school
- Stickers should ONLY be given to all participants who DO NOT have photographic consent; these should be worn in a visible place at all times. An identifier will also be given to press and other photographers so the children's images are not taken. Photographic consent includes still photographs and video, which may be published online, in print and on television.
- Team Managers are responsible for ensuring all participants are accredited on arrival and need to put in place a system for the early arrival of participants to register those travelling direct (this should not happen due to NO PARKING on site for cars). No participant should be left by the parent until the Team Manager has arrived. The Team Manager should be aware of the arrangements to travel home and who has authority to collect the participant. No participant should be left alone until a parent / guardian has collected them if they are not returning on the allocated school transport
- Team Managers should report any specific vulnerabilities of competitors that the Event staff and Competition Leads should be aware of at the time of registering the team
- Team Managers should be aware of and have access to all emergency contact details of participants for arrival and departure procedure

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## Departure Procedure

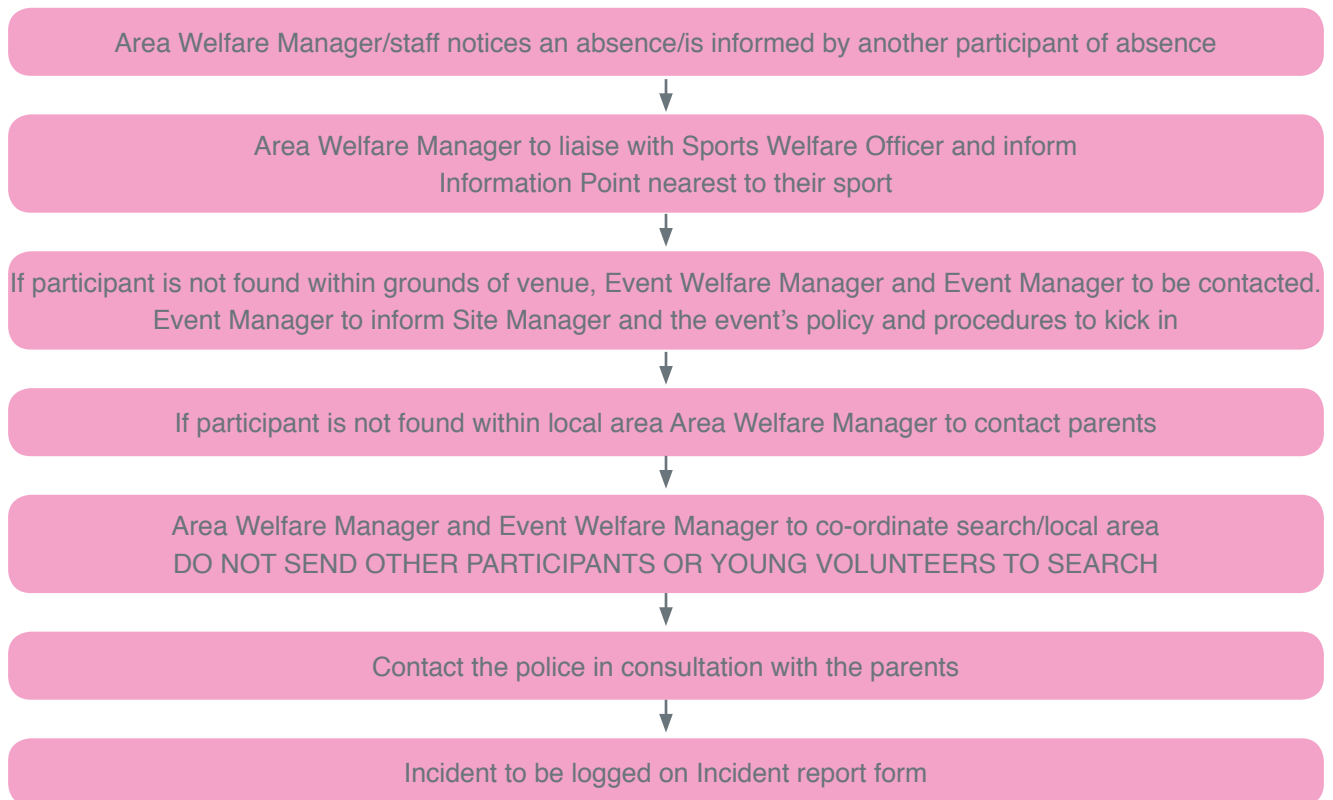
Team Managers are responsible for recording the departure of participants and they must put arrangements in place to ensure the effective communication of independent travel home. Team Managers should only sign out from the venue once they are confident they have accounted for every member of their team and should not leave until all participants have been registered back on the school transport or have been collected.

## Procedure for Dealing with Bullying



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## Procedure for Missing Participants

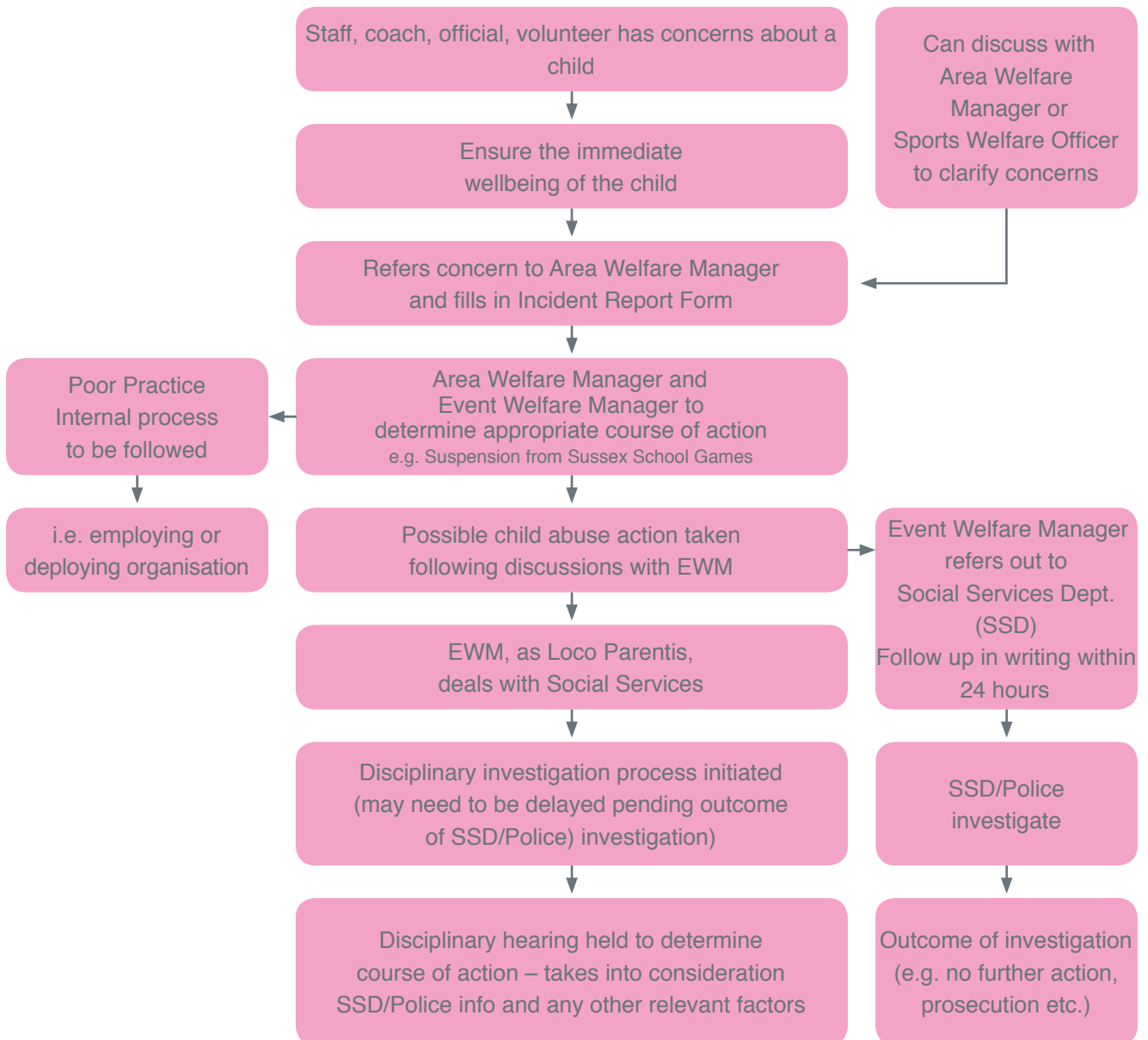


Any participant found on the event site that is lost should wait with person who found them for 10 minutes in the area they are in. Following this time lapse if they have not been found by Area Welfare Manager or Sports Welfare Officer they should report to an Information point or event control.



# WELFARE AND SAFEGUARDING

## Reporting Concerns about Children



# WELFARE AND SAFEGUARDING

## Home Sickness

- Reassure the Young Person
- Inform Sports Welfare Officer and EWM if appropriate
- Appropriate action agreed in consultation with parents / guardians

## Suspicious 'Stranger' is seen on site

- Ensure that young people are safe
- Inform Sports Welfare Officer IMMEDIATELY
- Inform Sports Manager if appropriate
- Inform Event Manager and Event Welfare Manager, appropriate action will be taken (i.e. Calling the police)

## A Major Health and Safety Incident Occurs

- Ensure everyone is safe
- Radio used to inform all staff on site IMMEDIATELY
- First Aider to arrange 999 call and Event Manager to liaise with the venue making sure that staff on site are aware that they have been called
- Area Welfare Managers, instructed by venue staff to ensure the safety of teams and muster at fire evacuation points, if safe to do so and if evacuation is appropriate
- All available staff to support this evacuation / cordon, co-ordinated by SWO, supported by Event Staff and Venue staff
- Inform Event Welfare Manager and Site Managers as soon as possible

## In the event of a Minor injury

- Young person to inform SWO and / or AWM
- SWO or AWM to decide on appropriate course of action – First Aider called, rest etc.
- EWM to be contacted and appropriate forms to be completed

## In the event of a Major Injury

As above and

- SWO and Area Welfare Manager to co-ordinate action
- First Aider to investigate injury initially
- If an ambulance is required Event Management to co-ordinate ambulance arrival
- Area Welfare Manager to contact parents
- Venue staff to be informed
- Appropriate people to travel with participant – children taken off site must be accompanied by two

adults. This must not be the SWO or anyone required to stay with the rest of the team

- Event Manager to be informed

## Photography Accreditation

Young people who have not got permission to be photographed will be issued a visible sticker. This policy is perceived to be the best policy the event can implement but is not 100% effective.

This consent relates to 'identifying' photographs/footage and therefore parents/carers and children should be aware that wide angled and more general photos of the event sites, opening and closing ceremonies, and so on will be taken during, or at specific points during the event, and it has been deemed unreasonable, practical or proportionate to require parental consent for non 'identifying' photographs/footage.

If any Area Welfare Manager deems this to be inappropriate for a certain participant they are asked to contact the SWO or EWM to discuss the individual situation and how best to ensure the young person can participate safely. It is the responsibility of Area Welfare Managers to manage any participant who cannot have their photo taken (i.e. ensuring team photos are not taken or they are removed from the photo or the photographer deletes the picture immediately afterwards).

Anybody wishing to take photographs (using cameras or phones with photo capability) must have completed a photography & video footage form. These are available from the information points and at the registration point on the day and can be circulated in advance with the consent forms.

If completed in advance, this form must be exchanged at one of the Information points for a photography consent label. All accredited personnel MUST wear a label at all times during the event which must be clearly visible. Forms will also be available at the entrance to the Medal Ceremonies and at each competition.

Anyone taking unauthorised pictures will be asked to register. If they refuse they will be asked to leave and if necessary the Police will be informed.

# WELFARE AND SAFEGUARDING

## Variable Weather

- To be advised pre-event to participants that they should come prepared
- All participants to supply their own drinks and re-fillable bottle
- All staff to observe weather and participant exposure
- Water dispensers will be available at each sports venue

## Emergency Call Out

The nearest Accident & Emergency Department can be found at:

East Surrey Hospital  
Canada Avenue  
Redhill  
Surrey  
RH1 5RH  
01737 768511

There is an urgent treatment centre at:

Crawley Hospital  
West Green Drive  
Crawley  
West Sussex  
RH11 7DH  
01293 600300

EWM to be informed immediately of all major incidents requiring ambulance attendance and appropriate sections of the incident report form completed and submitted.

It is the responsibility of Area welfare Managers to inform the EWM of any outcomes following hospital attendance as soon as possible.

## Nearest Police Station:

Crawley Police Station  
Northgate Avenue  
Crawley  
West Sussex  
RH10 8BF  
0845 607 0999

## Health & Safety

Together with the welfare of the participants, the Health & Safety of everyone attending the event is paramount. Risk assessments have been carried out and collated for each sport.

## Health & Safety Statement

We are committed to a safe environment for all that attend the Sussex School Games. The event will promote standards of Health and Safety within each sport and will comply with all National Governing Bodies of sport recommendations.

We will ensure that all sports have carried out suitable and sufficient risk assessments, that all safe systems of work are implemented, and that all reasonable care and practical measures are taken to avoid risk. SWO are responsible for ensuring their risk assessment is implemented on the day.

All safe practices and continuous improvements will be sought throughout the event. All personnel should be familiar with any health and safety rules and obligations regarding the sports to which they are attached and those issued by the Event Management.

The Event Management and the Event Welfare Manager, considering the Active Sussex Safeguarding Policy, will carry out an Event Risk Assessment.

If you would like further information on Health & Safety please contact the Event Manager, ebartram@activesussex.org or 01273 644103 or on the day 07707 335153

# WELFARE AND SAFEGUARDING

## Security

Event Organisers have worked closely with the venue and local agencies to ensure that all elements of safety for both participants and staff have been considered. Adults should be vigilant and keep an eye out for any potential security issues. If anything is of concern, please notify a member of the Welfare Team or Event Staff as soon as possible. If deemed a major threat contact the emergency services immediately.

## Accreditation

Every individual associated with the event will receive a Sussex School Games identity badge, which will act as the accreditation for the event. School staff will be able to collect their identity badge at registration, and must collect badges for support staff at this point.

## Quiet Rooms

### IMPORTANT NOTE

Should a child require a quiet room to sit and talk about any issues with two or more adults, one is available at K2, Crawley. The Event Manager or the Event Welfare Manager will be able to advise you.

If you would like further information on the Welfare Structure, please contact the Event Welfare Manager, Gemma Finlay-Gray, gfinlay-gray@activesussex.org 07760 164001.

### Key Welfare Points to consider throughout the event:

- Always ensure young people are safe
- Never be on your own with a young person
- Never make false promises
- Inform Sports and Area Welfare Managers and/or Site Manager of all incidents
- Always ensure that appropriate records are logged

## Vulnerable Adults

This group of people can be defined as adults (18 years plus) with a disability and / or additional circumstances that means they could be vulnerable related to the circumstance / environment they are placed within. For instance, a sports leader who has a learning disability acting as a sports volunteer. The same care and level of welfare needs to be applied to this individual as a child whilst still empowering and enabling the individual who is of adult age.

## Meeting Individual Need

It is acknowledged that some participants at the Sussex School Games may have aspects of challenging behaviour. The Event Organisers will do as much as possible to work with Area Welfare Managers to manage challenging behaviour and to deal with any incidents with sensitivity and co-operation with Area Welfare Managers, personal assistants and the Welfare Team. To help with this planning is a key component, Area Welfare Managers are asked to supply Event Organisers with appropriate information and guidance before the event if it is deemed necessary.

Team Manager's are asked to discuss this with a member of the event team at registration.

Personal/hygiene care is the responsibility of an appropriate and recognised individual for the participant such as a Teaching Assistant. Volunteers and event staff will not under any circumstances assist with personal hygiene care. Specialist equipment to assist care staff must be requested in advance.

