Photography

Photographs and videos may be used in future publicity by the Telford & Wrekin School Sport Partnership and its partners (specifically Schools, Sports Clubs , the Local Authority and National Governing Bodies) either in printed publications, in media and/or on websites.

Every school is responsible for ensuring they have gained consent for each individual child from their school attending events as to whether permission is given or not given in relation to photography/videoing.

It is the schools responsibility to inform event organisers prior to the commencement of the event of any young person who hasn't got consent for photography/videos.

Telford & Wrekin School Sport Partnership

Competition Guidance & Safeguarding Policy 2018-19

TELFORD & WREKIN SCHOOL SPORT PARTNERSHIP

The aim of this Competition Planning and Safeguarding Policy 2018-19 is to promote good practice:

- ◊ Promoting and prioritising the safety and wellbeing of children and young people whilst participating in Telford & Wrekin School Sport Partnership (TWSSP) 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 young people, parents and carers of those participating in the Telford & Wrekin School Sports Partnership events are informed of the policies and procedures as appropriate.

- ◊ Provide guidance and support to those organising and managing SSP events to promote consistently high quality.

Cancellation Process

If a decision has been made to cancel an event, this is the process that will be followed:

The Telford & Wrekin School Sport Partnership event lead will inform all schools of cancellation via telephone call to school office and an email will be sent to all PE Coordinators. Schools are to confirm receipt of cancellation via email or phone to the SSP event lead.

Cancellation will be made as soon as possible and can be given on the day of the event, but the expectation is to give 24 hours notice. **Where schools are not attending an event, they must give 48 hours notice.**

The TWSSP event lead will inform the venue of the cancellation and rearrange the event and inform all schools of the new date. Schools must inform transport and parents, this is not the responsibility of the TWSSP. The TWSSP is not responsible for any costs incurred via schools as a result of a cancellation.

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Weather

All schools attending outdoor events are expected to prepare their pupils for all weather eventualities. The SSP will monitor the weather in the build up to SSP events. Any activities deemed to be unsafe due to weather conditions will be cancelled. Weather forecasts will be obtained from the BBC Weather and Met Office websites.

Cancellation can be made up to two hours prior to the start of an event, but where possible, at least 24 hours notice will be given.

If unforeseen extreme weather takes place during the event appropriate action will be taken. Any activities deemed inappropriate or unsafe due to weather conditions will not take place. This may result in the cancellation of an event that has already started. Considerations in relation to extreme weather occurring once an event has commenced will be communicated on the day to all participants and staff.

Event Organisation

The Telford & Wrekin School Sport Partnership publish an annual calendar of events setting out competition and CPD for academic year. This is distributed to all schools at the beginning of the academic year. In addition, the calendar is published on the School Games website. Every effort is made to ensure events take place on the specified dates, however dates could be subject to change owing to issues relating to facility availability, staffing issues or other unforeseen circumstances.

Invitations, event rules and risk assessments are sent out to all schools well in advance of the competition taking place. Schools are given a deadline date with which to reply by. Where possible, results will be shared on the day of the event, however in some cases results will be distributed via email after the event. A record of attendance will be kept and will be accessible via the School Games website

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Schools Attending Competitions

Schools should confirm their attendance at competitions by the agreed deadline using the official reply slip included in their invitation. Once confirmed, schools should attend in line with the agreed start/registration time.

Each participant, school team manager and helper will need to bring:

- Sports kit appropriate for the sport you are competing in.
- Change of clothes in case of inclement weather.
- Water bottle, snacks (packed lunch if the event occurs during lunchtime).
- Items applicable for the weather—waterproofs, hat/ cap, suntan lotion.

Each school team will need to bring:

- A register containing children's names, medical conditions and emergency contact details.
- The correct number of participants together with the correct ratio of boys and girls (where applicable) as stated in the competition rules and format.
- Equipment appropriate for the sport (including practice equipment) as requested in competition invites. For example, Tag Belts, Hockey Sticks, Shin-pads etc.
- First Aid Kit

First Aid Provision at SSP Events

Staff accompanying their school at an event organised by the Telford & Wrekin School Sport Partnership are responsible for ensuring there is an adequate number of qualified first aiders accompanying their pupils to the event. In addition, they are responsible for bringing a first aid kit and any relevant medication required by young people in their care. In the first instance, the attending school staff should deal with first aid matters concerning their pupils and record the incident using their normal school policy.

The Telford & Wrekin School Sport Partnership is not responsible for first aid, but may provide first aid for major events. More serious cases will be referred to the Princess Royal Hospital.

Emergency Action / Evacuation Procedures

Schools will receive a briefing on the evacuation procedures according to the venue requirements.

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Sport Rules and Schedules

Sport Specific Rules will be sent out to all schools with their initial invitation. Playing schedules where possible, will be emailed to all participating schools in advance of the competition date. It is the school's responsibility to print off the schedule prior to the event.
Teams winning TWSSP Level 2 competitions are expected to progress to the next stage of the competition (i.e. Level 3 County School Games). If schools are unable to attend Level 3 events then they should make event organisers aware in advance so that the place can be offered to another school.

Team Registration

All attending schools need to ensure they arrive in good time for registration and the event briefing. Some sports will require a declaration sheet prior to the day of the competition.

Late Arrivals

If a team arrives at an event after the designated start time because of an unavoidable delay, organisers where possible will reschedule fixtures to accommodate the late team. However, please be aware it may not always be possible to rearrange schedules without jeopardising the structure of the event. In this case, schools will forfeit any fixtures they have missed due to their late arrival.

Welfare—Duty of Care

As with all school trips you are required to complete your regular off-site paperwork for your school. We expect all school teams to abide by their school policy on the use of adult helpers to support the teams traveling to the event and providing support on the day.

DUTY OF CARE remains with the accompanying school at all times. We expect all schools to have taken responsibility for ensuring all the team managers and adult helpers have undergone the appropriate checks and briefings on safeguarding of young people on school trips.

Transport

It is the responsibility of each school to make their way to each of the competitions. Schools must follow their own policies regarding risk assessments for travel.

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Code of Conduct

Young people, team managers and spectators are reminded that the Telford & Wrekin School Sports Partnership competitions are played in the spirit of the School Games Values: Determination, Honesty, Passion, Respect, Self Belief and Teamwork.

The emphasis of the competition is enjoyment and inclusion. Staff, parents and young people involved in Telford & Wrekin School Sport Partnership competitions should advocate appropriate behaviour at all times.

Winning at all costs is **NOT** encouraged and teams/ individuals must compete within the rules of the competition.

We ask that everyone takes pride in themselves and their team. Always respect the officials and referees decision. Have fun and enjoy the competitions.

Where events occur on school sites during the school day, only adults in charge of school teams are permitted to remain with pupils during the event unless otherwise stated.

Parents

Please be reminded that young people participate in sport for their enjoyment and benefit and not for their parents.

Encourage players to play by the rules and respect the officials decision.

Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches, teachers or officials.

Applaud good performance and effort by your team and the opponents. Congratulate both teams.

Show respect for all young people, teams and officials.

Recognise the value and importance of teachers, coaches and officials, and show your appreciation.

Never ridicule or criticise young people for making a mistake during competition. Mistakes are part of learning.

Any breaches of the Telford & Wrekin School Sport Partnership Codes of Conduct will be dealt with an appropriate sanction and if your attendance is considered detrimental to the welfare of others you will be asked to leave the venue. Persistent concerns or breaches may result in an individual or group being asked to leave the event and may impact on future attendances.

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