



Lancashire
School Games

Events Welfare Plan

Summer 2016



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1.1 Introduction to Lancashire School Games 2015

The Lancashire School Games Events 2015 are being organised by a Local Organising Committee (LOC), which is chaired by Karen Stephens, Headteacher at Buckshaw Primary School, with representation on the group from a wide range of organisations, including the Youth Sport Trust, School Games Organisers, Lancashire Sport Core Team (County Sport Partnership), Primary and Secondary School Head teachers, HE and FE and a number of National Governing Bodies of Sport (NGBs).

The Lancashire School Games 2016 brings together a wide network of voluntary and professional sports leaders, development staff and Local Authority officers to stage a series of events which involve up to 3600 children from across the 12 boroughs of Lancashire and the 2 unitary authorities Blackburn with Darwen and Blackpool. Many of the activities and programmes which build up to the Lancashire School Games are implemented and delivered by officers of Local Authorities, Sports Clubs, National Governing Bodies of Sport and other partner organisations.

1.2 Introduction to the Events Welfare Plan Summer 2016

The Events Welfare Plan Summer 2016 has been formulated in order to help safeguard and protect children and young people competing in and volunteering at the Lancashire School Games.

Whilst safeguarding young people and vulnerable adults is of paramount importance for Lancashire Sport Partnership (LSP), it resolutely affirms that **the welfare and safety of children, young people and vulnerable adults is the responsibility of everyone that is involved within sport, whatever their role.**

LSP recognises that, in the first instance, schools should follow their own school policy regarding the safeguarding and protection of children. However, if school policies are not sufficiently robust, fit for purpose or adequately understood, LSP has developed a Lancashire School Games Events Welfare Plan Summer 2016 (this document), which provides guidelines and procedures that should be followed at each event, should an incident or accident occur. A copy of the Events Welfare Plan Summer 2016 can be downloaded at <http://www.lancashiresport.org.uk/projects/school-games> (tbc)

The Events Welfare Plan Summer 2016 is based on the standard policy and procedures of Lancashire Sport Partnership, which draws on current good practice and is informed by legislation and guidance as produced from a wide range of governmental and non-governmental agencies and organisations.

The policies and procedures outlined in this Events Welfare Plan Summer 2016 apply to the Lancashire School Games events only, defined as the sports and associated activities taking place as follows:

Disability Swimming Gala:
16th March 2016 at Salt Ayre Sports Centre

SPAR Lancashire School Games:
Tuesday 5th July 2016 at Blackpool Sports Centre.

The SPAR Lancashire School Games Events

Primary Competitions

Event	Lead SGO	Team size
Years 3/4 Gymnastics	Jane Johnson	5 +3 individuals
Years 5/6 High 5 Netball	Alison Jones	9
Years 5/6 Girls Football	Nathan Bibby	10
Years 5/6 Orienteering	Fiona Callaghan	6
Years 5/6 Tag Rugby	Steven Jamieson	11
Year 3/4 Tri Golf	Lee Cadwallader	8
Years 3/4 Mini Tennis	Kevin Loughran	4

Secondary Competitions

Event	Lead SGO	Team size
Years 8/9 Boys Handball	Tim Fletcher	10
Year 9 Girls Rounders	Dean Brandwood	15
Year 7 Super 8 Athletics	Mark Forster	16
Girls Cricket	Andrew Mercer	12
Triathlon	Gemma Stokes	5

Inclusive Competitions

Event	Target Group	Lead SGO	Team Size
Inclusive Gymnastics		Jane Johnson	5
Key Stage 3 Tee-Ball	Mainstream & Special Schools – MLD	Helen Tyson	9
Under 13 PAN Disability Football	Mainstream Schools – MLD	Nathan Bibby	10
Key Stage 3 Orienteering	Mainstream & Special Schools – MLD	Fiona Callaghan	8

Swimming Gala

Event	Target Group	Lead SGO	No. Competitors
Swimming Gala	Special Schools	Steven Jamieson	150

Any 'associated' sports events taking place away from the Lancashire School Games sites, or at different times, are not covered by this Events Welfare Plan Summer 2016, and all matters of safeguarding children and vulnerable adults for those events are the responsibility of the organising/overseeing bodies of the activities concerned. All activities of Borough teams away from the sites (e.g., travel to and from the Lancashire School Games events) are not covered by these policies and procedures and should be governed by School/Borough/Organisation policies.

Where the delivery of events is the responsibility of partner organisations, this document represents a statement of the position of LSP in relation to those programmes, and may contain opinions in relation to good practice, but does not purport to impose policies or procedures onto those events.

Conversely, the policy and the procedures it contains in no way reduce the need for all partner organisations to formulate, implement, monitor and review their own safeguarding policies and procedures, nor does the LSP accept any responsibility for any failings of partner organisations.

1.3 Statement of Policy

LSP makes the following statements of general policy in relation to safeguarding for all those children and young people who participate in the event.

Principles

- Children and young people have a right to enjoy physical and creative activities free from all forms of abuse and/or harm.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have equal rights to protection from harm and/or abuse.
- All children and young people should be encouraged to fulfil their potential. Inequality will be challenged in whatever form(s) it may emerge.
- Whilst it is the responsibility of the safeguarding experts to determine whether or not abuse has taken place, it is everyone's responsibility to support the care and protection of children.
- Sports and Arts organisations have a duty of care to children and young people who take part in activities.
- The welfare of children and young people is paramount, including their rights to confidentiality.

LSP as organisers of the Lancashire School Games will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children and young people, safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes and feelings of children and young people.

- Recruit, train and supervise our employees and volunteers to adopt best practice to safeguard and protect children from abuse, and reduce the likelihood of allegations being made against them.
- Require all staff, coaches and volunteers to adopt and abide by the appropriate Codes of Conduct and the safeguarding and protecting children Policy and Procedures outlined within this document.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures, in conjunction with local LSCB procedures.
- Review this policy every year, or whenever there is a major change in the organisation or in relevant legislation, or following a significant incident of abuse.

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Definitions

- According to The Children Act 2004 "child" means a person under the age of eighteen (and "children" is to be construed accordingly); any reference to a child includes, in addition to a person under the age of 18, a person aged 18, 19 or 20 who :-
 - (a) has been looked after by a local authority at any time after attaining the age of 16; or
 - (b) has a learning disability.
- The term 'parent' is used throughout this document as a generic term to represent parents, carers and guardians.
- The term 'staff' in relation to the Lancashire School Games includes all those on the Local Organising Committee, Lancashire Sport Partnership Operations Group and venue providers.
- The term 'coach' in relation to the Lancashire School Games includes all those working in coaching roles for the purposes of the events.
- The term 'volunteer' in relation to the Lancashire School Games includes all those working as part of the event team on a voluntary basis.
- The term 'Event Welfare Officer' refers to the member of the Lancashire Sport Partnership staff appointed to take lead responsibility for handling safeguarding concerns and allegations at the Lancashire School Games events.
- The term 'School Staff/Teacher/Team Manager' refers to the individual(s) responsible for the care and welfare of each team of participants at the Lancashire School Games events.
- The term 'Competition Organiser' refers to the individual(s) responsible for the planning and implementation of the sports competition for each sport taking part in the events.
- The Lancashire School Games event sites, for the purposes of this document, are as follows:
 1. Blackpool Sports Centre, West Park Drive, Blackpool, Lancashire, FY3 9HQ
Telephone: 01253 478 470
 2. Salt Ayre Sports Centre, Doris Henderson Way, Lancaster, LA1 5JS
Telephone 01524 847 540

Abbreviations

LOC	Local Organising Committee
EWO	Event Welfare Officer
LA	Local Authority
LSP	Lancashire Sport Partnership
LSCB	Local Safeguarding Children Board
NGB	National Governing Body of (a) Sport
CO	Competition Organiser
SS/T/TM	School Staff/Teacher/Team Manager
SGO	School Games Organiser

1.4 Aims of the Events

The aims of the events are:

- To provide a sub-regional school sport competition for young people, inspired by the legacy of the London 2012 Olympics and 2016 Rio Olympics & Paralympics.
- To provide an opportunity for young talented sports people from across Lancashire to compete against one another in a variety of sports. The most talented youngsters at the event will then progress and participate in a high profile national event to further showcase their talents.
- To signpost the young people to additional opportunities in their preferred sport(s), including providing them with advice and guidance on how to join local clubs, so that they can continue to participate on a regular basis after the event (should they not already be in a club or performance pathway).
- To promote physical activity and the benefits of exercise as part of a healthy lifestyle.
- To promote the fun and enjoyment of sport and physical activity in a safe environment.
- To provide young people with the opportunity to socialise with children from other schools in Lancashire.
- To provide leaders, volunteers and officials with the opportunity to gain experience of working on a major sporting event and appropriate recognised training.

2 Roles and Responsibilities

Role & Name	Contact Numbers	Responsibilities
Lead Event Co-ordinator: Liz Forshaw (Events Officer)	Pre Event: 01772 299834 On the day: 077456 99739	Person who has the overall responsibility for the organisation and running of the events. <i>Responsible for:</i> 1.1 Supporting the promotion of the Events Welfare Plan Summer 2016 and helping to manage its implementation. 1.2 Ensuring, where and when possible, that the standards identified within the Events Welfare Plan Summer 2016 are met and that the appropriate policies and procedures are in place and are implemented. 1.3 Helping to ensure that she and all staff (including entertainment and attraction staff) and volunteers involved in the delivery of the events understand and adhere to the Events Welfare Plan Summer 2016 (including being aware of their responsibilities in relation to the Code of Conduct).

Event Welfare Officer: Jayne Wilson (Lancashire Sport) Ronan McMahon (Lancashire Sport)	Pre Event: 01772 299838 On the day: 07735 079778	Persons with the overall responsibility for the development, production and implementation of the Events Welfare Plan and the co-ordination of welfare issues at the events. <i>Responsible for:</i> 2.1 Producing the Events Welfare Plan Summer 2016, communicating it to all relevant personnel involved in the delivery of the Lancashire School Games events 2016 and managing its implementation. 2.2 Ensuring, where and when possible, that the standards identified within the Events Welfare Plan Summer 2016 are met and that the appropriate policies and procedures are in place and are implemented. 2.3 Ensuring that all staff and volunteers involved in the delivery of the events understand and adhere to the Events Welfare Plan Summer 2016 (including being aware of their responsibilities in relation to the Code of Conduct). 2.4 Ensuring that appropriate site and activity risk assessments are undertaken prior to the events commencing. 2.5 Monitoring on site activity and being a point of contact on site during the events.
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Summer School Games 30th June 2015

Competitions	Competition Organisers	NGB Staff and SGOs
Years 3/4 Gymnastics	Jane Johnson	People with the overall responsibility for

Years 5/6 High 5 Netball	Alison Jones	<p>organising and co-ordinating the sport specific sessions/competitions at the events and for the supervision and safety of all staff, volunteers, participants and spectators when they attend their sessions/competitions.</p> <p><i>Responsible for:</i></p> <p>3.1 Promoting the Events Welfare Plan Summer 2016 and managing its implementation within their designated sports area.</p> <p>3.2 Ensuring, where and when possible, that the standards identified within the Events Welfare Plan Summer 2016 are met and that the appropriate policies and procedures are in place and are implemented.</p> <p>3.3 Ensuring that they and all the staff and volunteers that are involved in the delivery of the event, understand and adhere to the Events Welfare Plan Summer 2016, (including being aware of their responsibilities in relation to the Code of Conduct) and have complied with the request for an appropriate DBS check, particularly if they are likely to be responsible for supervising children on their own.</p> <p>3.4 Producing and submitting a written sport/competition specific risk assessment to the Event Welfare Officer prior to the start of their session/competition, reporting any deficiencies.</p> <p>3.5 Postponing or cancelling their event as a result of severe weather or other unforeseen circumstances.</p>
Years 5/6 Girls Football	Nathan Bibby	
Years 5/6 Orienteering	Fiona Callaghan	
Years 5/6 Tag Rugby	Steven Jamieson	
Year 3/4 Tri Golf	Lee Cadwallader	
Years 3/4 Mini Tennis	Kevin Loughran	
Years 8/9 Boys Handball	Tim Fletcher	
Year 9 Girls Rounders	Dean Brandwood	
Year 7 Super 8 Athletics	Mark Forster	
Girls Cricket	Andrew Mercer	
Triathlon	Gemma Stokes	
Inclusive Gymnastics	Jane Johnson	
Key Stage 3 Tee-Ball	Helen Tyson	
Under 13 PAN Disability Football	Nathan Bibby	
Key Stage 3 Orienteering	Fiona Callaghan	
Swimming Gala	Steven Jamieson	

Staff	Role	Responsibility
School Staff/ Teachers/ Team Managers:	People with the overall responsibility for the staff (including volunteers) and participants from their schools prior to, and on the day of, the events.	<p><i>Responsible for:</i></p> <p>4.1 Promoting the Events Welfare Plan Summer 2015 and helping to manage its implementation.</p> <p>4.2 Ensuring, where and when possible, that the standards identified within the Events Welfare Plan Summer 2016 are met and that the appropriate policies and procedures are in place and are implemented.</p> <p>4.3 Ensuring that they, and all of their accompanying staff and volunteers, understand and adhere to the Events Welfare Plan Summer 2016 (including being aware of their responsibilities in relation to the Code of Conduct).</p> <p>4.4 Ensuring that all of their participants are aware of their responsibilities in relation to the Code of Conduct.</p> <p>4.5 Ensuring that any children that do not have written consent for their photographic images to be taken are not photographed or videoed.</p> <p>4.6 Ensuring that they produce and have with them a register detailing a) the emergency contact</p>

		<p>details, b) medical information and c) if the school has written permission for images to be taken for all of the participants from their school (*1). (The register should be distributed to accompanying staff, as necessary.)</p> <p>4.7 Being the first point of contact for the individual participants from their school and act in loco parentis for the children on the day of the events.</p> <p>4.8 Ensuring that all young people participating are safely transported to and from the events, and have detailed knowledge of transport arrangements for every individual.</p> <p>4.9 Ensuring that all young people participating are appropriately and adequately clothed for their events and that those participating outdoors also bring spare dry warm clothing with them to change into if necessary.</p>
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Participants	Young people selected to participate in the events	<p>Responsible for:</p> <p>5.1 Ensuring that they follow the Code of Conduct for the events.</p> <p>5.2 Ensuring that they know the name of the school teacher/team manager that is responsible for them, and how to contact them.</p> <p>5.3 Ensuring that they always tell their teacher where they will be if they are leaving their playing area/the group.</p> <p>5.4 Staying on the site at all times during the events.</p> <p>5.5 Arriving promptly for pick up times, activity sessions, medal ceremonies, etc.</p> <p>5.6 Ensuring that their parents have the information for collection times and venues.</p>
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Young Volunteers	Young people selected to support the delivery of the events.	<p>Responsible for:</p> <p>6.1 Supporting the promotion of the Events Welfare Plan Summer 2016 and helping to manage its implementation.</p> <p>6.2 Ensuring, where and when possible, that the standards identified within the Events Welfare Plan Summer 2016 are met and that the appropriate policies and procedures are in place and are implemented.</p> <p>6.3 Ensuring that they, as volunteers involved in the delivery of the events, are appropriately trained and understand and adhere to the Events Welfare Plan Summer 2016 (including being aware of their responsibilities in relation to the Code of Conduct).</p>
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Venue Managers/Staff	Staff responsible for the	<p>Responsible for:</p> <p>7.1 Promoting the Events Welfare Plan Summer 2016 and supporting its implementation within their</p>
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	operational/ resource management, logistics, health & safety and security of the host organiser's School Games event venues and grounds	<i>centre/club/grounds.</i> 7.2 <i>Ensuring, where and when possible, that the standards identified within the Events Welfare Plan Summer 2016 are met and that the appropriate policies and procedures are in place and are implemented.</i> 7.3 <i>Ensuring that all the venue staff and volunteers that are involved in the delivery of the event, understand and adhere to the Events Welfare Plan Summer 2016, (including being aware of their responsibilities in relation to the Code of Conduct).</i> 7.4 <i>Producing a written venue/activity specific risk assessment (one per activity/entertainment/activity area) at least 2 weeks prior to the date of the event/competition and sending it/them to the Event Welfare Officer for agreement and sign off.</i>
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Entertainment and Attraction Staff	People contracted by LSP to provide entertainment and attraction services during the events	<i>Responsible for:</i> 8.1 <i>Supporting the promotion of the Events Welfare Plan Summer 2016 and helping to manage its implementation.</i> 8.2 <i>Ensuring, where and when possible, that the standards identified within the Events Welfare Plan Summer 2016 are met and that the appropriate policies and procedures are in place and are implemented.</i> 8.3 <i>Helping to ensure that they and all staff and volunteers involved in the delivery of the events understand and adhere to the Events Welfare Plan Summer 2016 (including being aware of their responsibilities in relation to the Code of Conduct).</i> 8.4 <i>Producing a written activity specific risk assessment (one per activity/entertainment/activity area) at least 2 weeks prior to the date of the event/competition and sending it/them to the Event Welfare Officer for agreement and sign off.</i> 8.5 <i>Hold appropriate Public Liability Insurance.</i>
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NB

*1 LSP recognises the practical difficulty for School Staff/ Teachers/ Team Managers to “Ensure that any children that do not have written consent for their photographic images to be taken are not photographed or videoed.”

To assist with this issue the Event Welfare Officer (EWO) has requested that each School Team Manager (or SGO, if they wish to collate) should inform them of any participant who does not have written consent for their photographic images to be taken as early as possible on the day of the event. The EWO will compile a list of the **teams** which contain the children who should not be photographed to be displayed at the Event Information Tent (where camera registration takes place) **and** to be distributed to any press or professional photographers. (see 7.1 of the *Events Welfare Plan Summer 2016*)

3 Incident/Accident Procedures

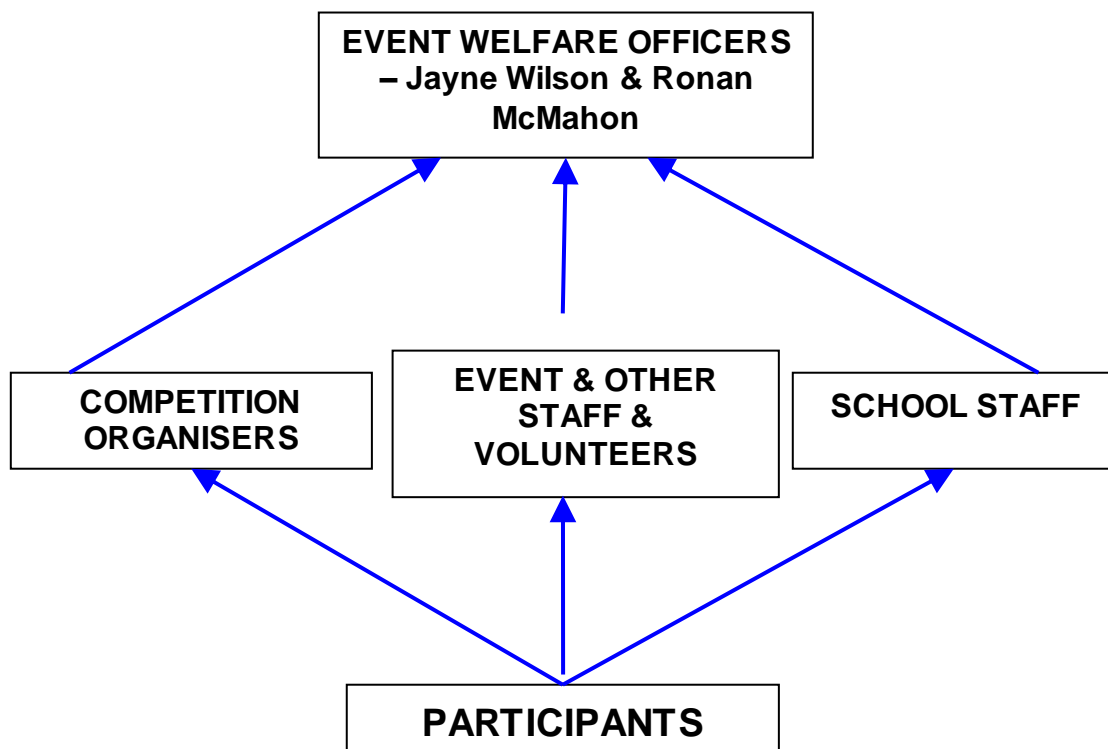
All welfare issues, such as incidents and accidents/injuries, including minor ones, should be reported to the appropriate Competition Organiser, School Teacher/Team Manager or event staff, other staff or adult volunteer. They should then record the incident or accidents/injury on the relevant form immediately (see Appendix C and D for a copy of the Incident and Accident Forms), and report it to the Event Welfare Officer, who has the responsibility to respond to concerns.

Please note that if an accident or incident form is completed, the person completing the form should keep the original. However, copies of the form should be handed/sent onto the appropriate Competition Organiser/School Teacher/Team Manager and to the Event Welfare Officer after the event for their records.

The Competition Organiser/School Teacher/Team Manager should have copies of the relevant forms with them on the day (although spares will be provided by the Event Welfare Officer, if required).

The diagram below gives a very brief flow diagram to follow for reporting accidents and incidents.

COMPETITION & ASSOCIATED ACTIVITIES



If the unfortunate circumstance arises that an allegation of child abuse has occurred please refer to Appendix A and Appendix B for the procedures to follow and for a copy of the Safeguarding Report Form. The Event Welfare Officer should be contacted immediately, and given a copy of the completed form.

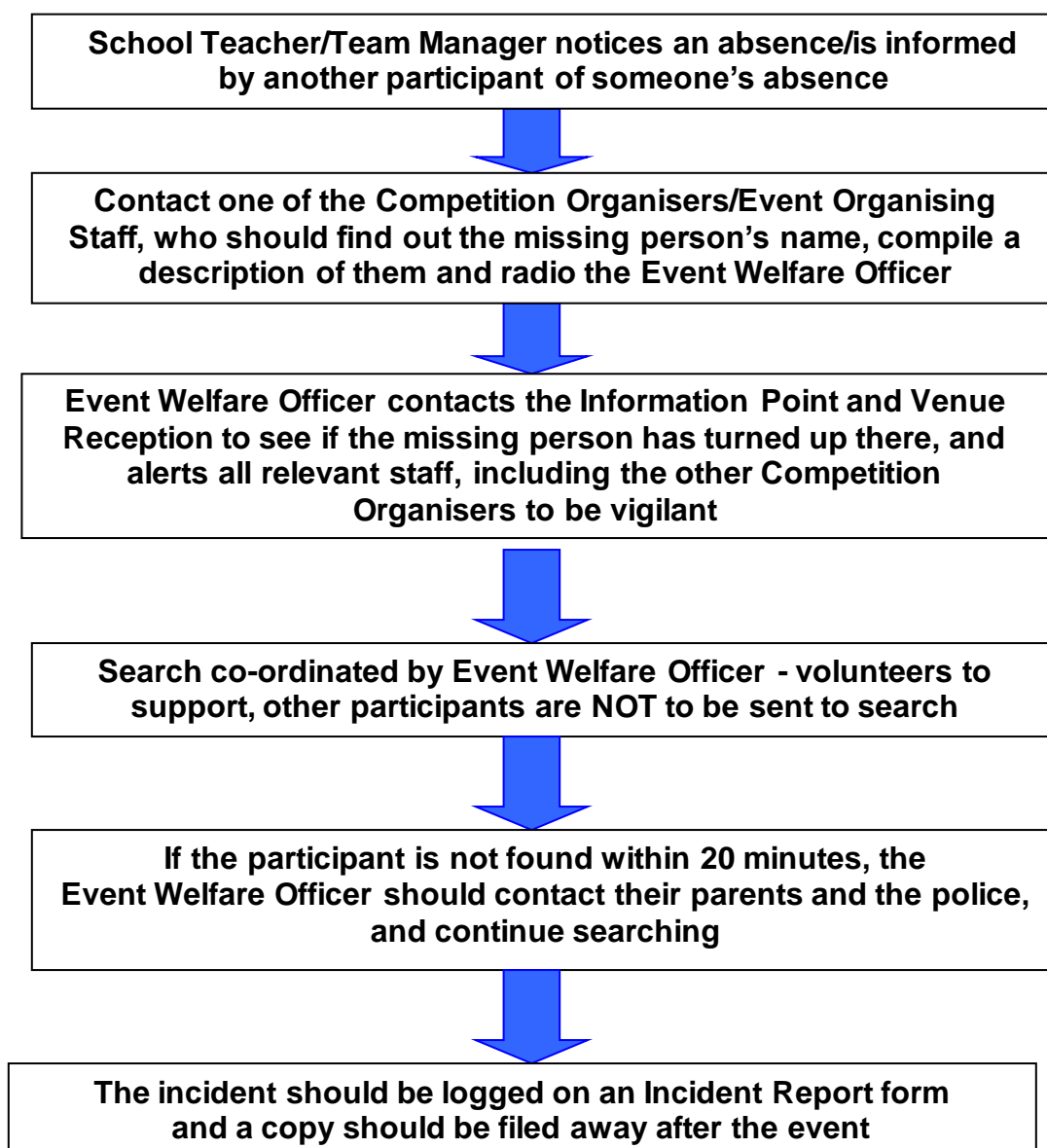
4 Supervision and Missing Participants

From the moment children and young people are gathered to be transported to the event, the School Teachers are acting in *loco parentis* and have a duty of care towards them.

Action to prevent children going missing/getting lost is an important aspect of team preparation. Please note that all participants should be told that if they do get lost on the site, they should report to the Lancashire School Games Information Point at Blackpool Sports Centre.

4.1 Procedure for Missing Persons – Flow Diagram

Lancashire Sport recommends the following guidance with regard to reporting missing participants and the action that needs to be taken:



5 Code of Conduct for all Staff and Volunteers

This Code of Conduct outlines good practice for all staff and volunteers when working with children and young people.

Where a governing body code of conduct exists, all coaches, volunteers and officials must agree to abide by their governing body specific code of conduct. Where no governing body code of conduct exists, coaches, volunteers and officials must agree to abide by the code of conduct outlined within this document.

All staff and volunteers must be made aware of the following Code of Conduct, and remain vigilant throughout the event in ensuring that it is implemented by everyone. **By agreeing to take part in the event, individuals are agreeing to abide by the principles and requirements outlined in the Code of Conduct.**

An environment that allows bullying, shouting, racism or sexism is not acceptable.

	Code of Conduct for Staff and Volunteers
Rights	Staff and volunteers working at the events must respect the rights of children and young people, promoting their welfare and their needs related to participation in their sports.
Relationships	Staff and volunteers should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage in behaviour with participants that is abusive or inappropriate. They <u>must</u> respond to any concerns about a child's welfare, and work in partnership with other organisations in the best interests of children.
Responsibilities	Staff and volunteers must be appropriately trained and demonstrate proper personal/professional behaviour at all times promoting positive role models for the children and young people they are working with. Staff must ensure that the children and young people are provided with a safe environment, which maximises benefits and minimises risks to them.
Equality	All staff and volunteers must demonstrate commitment to respecting differences between staff and participants in terms of gender, race, disability, age, sexual orientation, culture and religious belief, etc.

The Code of Conduct is continued overleaf.

All staff and volunteers, through the nature of being involved in the events, are agreeing to:

1. Respect the rights, dignity and worth of every person, and treat everyone equally within the context of their sport.
2. Place the well-being and safety of the performer above the development of performance.
3. Teach the participants that honest effort is more important than victory.
4. Consistently display high standards of behaviour and appearance, setting a good example which others can follow.
5. Always promote the positive aspects of the sport (e.g., fair play) and never condone rule violations or the use of prohibited substances.
6. Never ridicule or shout at a child for making a mistake or losing.
7. Ensure that the staff and participants always have respect for opponents, officials, opposing coaches and supporters and for each other.
8. Develop an appropriate working relationship with the participants, based on mutual trust and respect. To not exert undue pressure on the participants and to be reasonable in the demands placed on them.
9. Encourage and guide participants to accept responsibility for their own behaviour and performance.
10. Ensure the activities that are directed or advocated are appropriate for the age, maturity, experience and ability of the individual.
11. Co-operate fully with other specialists (e.g., other coaches, officials, sports scientists, doctors, first aiders and physiotherapists) in the best interests of the performer.
12. Never transport participants or young people in their own vehicle.

6 Code of Conduct for all Participants

The events will be run with the following principles of participation in mind. **The School Teachers/Team Managers should ensure that all of their participants are aware of these principles and have agreed to abide by the Code of Conduct below:**

An environment that allows bullying, shouting, racism or sexism is not acceptable.

Principles of Participation	Code of Conduct for Participants
Fair Play	Treat others with the same respect and fairness that you would like them to show you. Demonstrate 'fair play' when participating in and watching the activities.
Equity	Respect differences in gender, disability, culture, race, age, sexual orientation and religious belief, etc., between yourself and others. Challenge discrimination and prejudice. Value and learn from the diversity of the people you meet and show patience with others and act with dignity at all times.
Responsibilities	Look out for yourself and the welfare of others. Do not engage in any irresponsible or illegal behaviour. Challenge behaviour that falls below the expected standards of the event. Speak out if you are concerned about anything or if you feel uncomfortable about your own needs and those of others. Be organised and on time.
Friendship	Take time to thank those who help you to take part, whether that is your family, an organisation, the officials or your team mates/opposition.

The Code of Conduct is continued overleaf.

All participants, through the nature of being involved in the events, are agreeing to:

1. Be a good sport on and off the field of play.
2. Treat others equally and as you would expect to be treated.
3. Do not leave the playing venue at any time.
4. Ensure your school teacher/team manager/coach knows where you are at all times.
5. Look after yourself and others.
6. Do not get involved in anything illegal or that you think is wrong.
7. Talk to your school teacher/team manager/coach if you feel unhappy about anything.
8. Talk to your school teacher/team manager/coach if anyone is behaving in a way that upsets you.
9. It is your responsibility to always be on time and prepared for all activities.
10. Do not bully or take advantage of another player.
11. Take time to thank all those who helped you take part in the event.

Above all have fun!!!!

7 Guidelines for Use of Video, Still, Zoom or Close Range Photography

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and/or disabled sports people.

To ensure the safety and welfare of all of the participants the following photography guidelines will be adhered to:

7.1 Consent

It is essential that consent is sought by schools from participant's parents to make sure that children can be filmed / photographed at the event and the images published afterwards. If the school does not have consent for images to be taken of some individual pupils it is the school representative's responsibility to ensure that they are not photographed or videoed.

LSP recognises the practical difficulty for School Staff/ Teachers/ Team Managers to *"Ensure that any children that do not have written consent for their photographic images to be taken are not photographed or videoed."*

To assist with this issue the Event Welfare Officer (EWO) has requested that each School Team Manager (or SGO, if they wish to collate) should inform him of any participant who does not have written consent for their photographic images to be taken as early as possible on the day of the events. The EWO will compile a list of the **teams** which contain the children who should not be photographed to be displayed at the Event Information Point (where camera registration takes place) **and** to be distributed to any press or professional photographers.

School teams containing one or more children without parental consent for images to be taken, will preclude any photography of that team or matches involving that team. A list of these teams will be made available to all professional and non-professional photographers when they register their cameras at the Information/Camera Registration Point on the day of the event. All photographers will be ordered to locate and seek permission from school staff before taking any images.

LSP will not allow photographers unsupervised access to child athletes or one-to-one photo sessions during the event and will not approve photo sessions outside of the event or at a participant's home.

7.2 Camera Registration

Staff, parents and other spectators intending to take photographs or video at the event will be expected and required to register their camera at the Camera Registration Desk at the Event Information Point if they wish to use photographic equipment (please note that this also applies to camera and video phones). They will then be issued with a sticker to wear, which they must display at all times to show that their camera has been registered. The details concerning photographic/video and filming equipment registration may be announced over the public address system. The recommended wording is:

'In line with recommendations of the Lancashire School Games Events Welfare Plan Summer 2016, LSP requests that any person wishing to engage in any

video, or still photography should register their details with staff at the Camera Registration Desk (at location) before carrying out such photography. LSP reserves the right of entry and reserves the right to decline entry to any person unable to meet or abide by the event organiser's conditions.'

If anyone has concerns regarding inappropriate or intrusive photography, they should be reported to the Event Welfare Officer and recorded in a child protection manner.

7.3 Using Photographs on Publications

LSP will be actively encouraging the media to attend and report on the event to help raise the profile of sport and physical activity within the sub region.

LSP will ensure the following guidelines are adhered to minimise the potential for misuse:

- Images on the website and within publications/videos will never use the full name of any child.
- Personal information about the person will not be included in the picture (e.g. e-mail address, postal address, telephone, etc.)
- If a young person is named in the text, a photograph of that child will not be included with the article.
- Group or class images may be used with general labels.
- Only images of children and young people who are suitably dressed for the activity will be used to reduce the risk of such images being used inappropriately.
- The images will reflect sport as a fun activity.

8 Staff Qualifications and Checks

8.1 Disclosure and Barring Service (DBS) Checks

Competition organiser positions at the event involve substantial access to children. LSP is committed to the welfare and protection of children and request that staff performing these roles are in receipt of a valid CRB/DBS certificate / police check.

It is the responsibility of the Competition Organisers to ensure that they and the staff they use have been CRB/police checked, particularly if they are to be left unsupervised with children. It is also their responsibility to ensure that their staff and volunteers are made aware of this Event Welfare Plan Summer 2016 and that they will comply with the policies and procedures contained within it.

8.2 Training

It is essential that all coaches working at the Lancashire School Games will have attended a SCUUK/NGB Safeguarding and Protecting Children course within the past 3 years.

9. APPENDICES

Appendix A: Procedures for responding to disclosure, allegations and suspicions

Appendix B: Child Protection Report Form

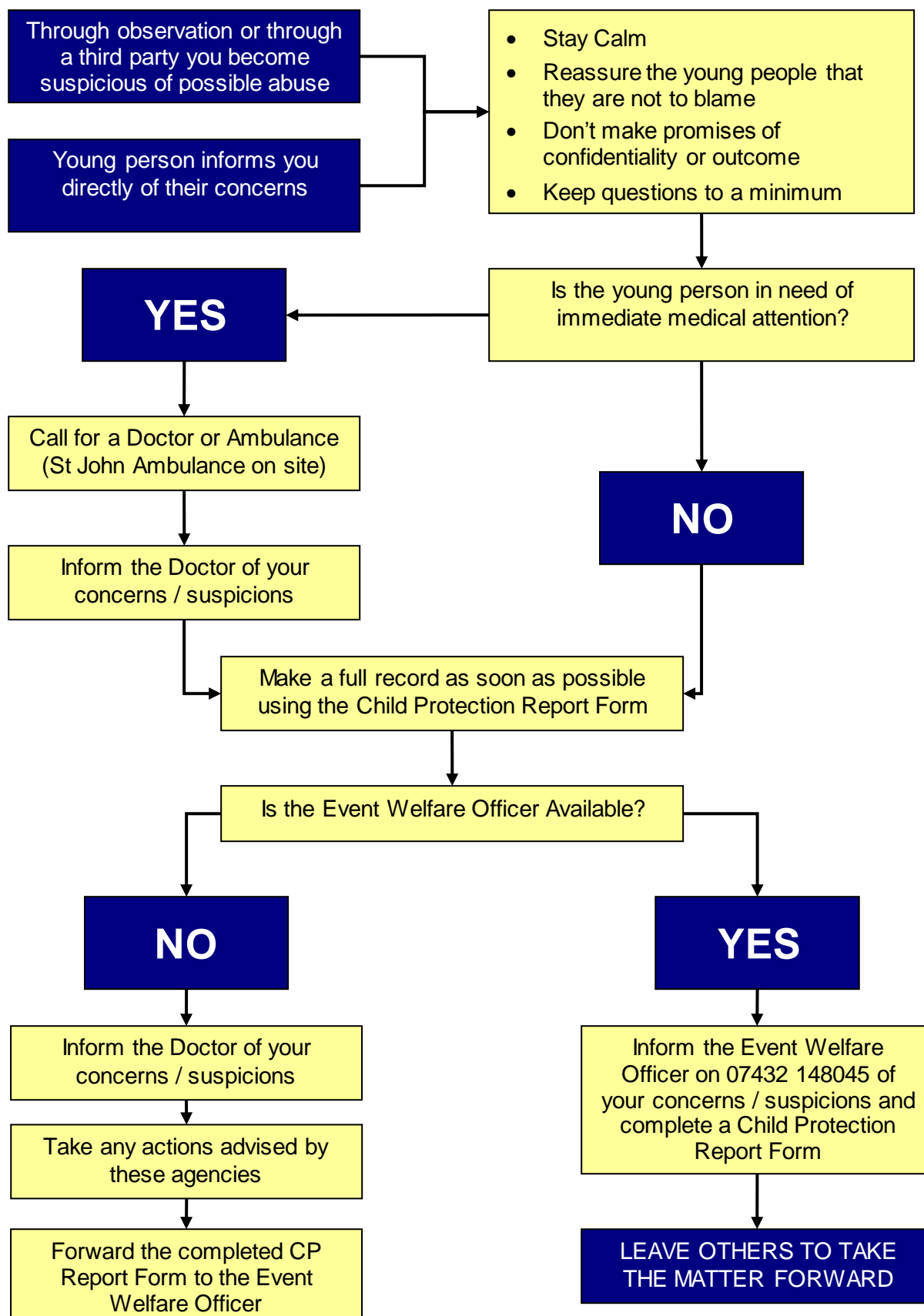
Appendix C: Incident Report Form

Appendix D: Accident Report Form

Appendix E: Head Injury Form

Appendix F: Confirmation of receipt of, understanding of and compliance with the Event Welfare Plan Summer 2015

APPENDIX A – Procedures for responding to disclosure, allegations and suspicions



APPENDIX B – Child Protection Report Form

Date reported: _____

Your Details

	Person reporting the incident	Person recording the incident
Name		
Job Role		
Knowledge of and relationship to the young person		
Contact Address		
Telephone Number (s)		
E-mail		

Contact Details of the Child

Full Name			
Date of Birth			
Contact Address			
Telephone Number (s)			
Ethnicity		Disability	

Incident Details

Location of incident (if relevant)	
Date and time of incident	

Detailed Information (in child's own words if possible)

--

Details of any Observations made by you or to you (e.g. description of visible bruising, other injuries, young person's emotional state). If injuries are present please record size, location and colour, please note – make a clear distinction between what is fact and hearsay.

--

Action Taken So Far

--

Alleged / Suspected Abuser's Details (if known)

Name			
Date of Birth			
Relationship with child			
Occupation			
Address			
Telephone Number (s)			
Ethnicity		Disability	

External Agencies Contacted

Agency	Yes/ No	Contact Name	Contact Number	Date	Time	Details of Advice received
Police						
Social Services						
OFSTED						
Leisure Services						
NSPCC						
Other						
(Please name)						

I acknowledge that the details described are accurate and will remain strictly confidential between 'appropriate reporting channels' and myself.

Signed: _____ Date: _____

Please submit this form immediately to:

Jayne Wilson, Event Welfare Officer, Lancashire Sport, Farington House, Lancashire Business Park, Leyland, Lancs, PR26 6TW tel: 01772 299838

APPENDIX C – Incident Report Form

Sport/Activity: _____ Contact Number: _____

Venue _____ Location of Incident _____

Date of Incident _____ Time of Incident _____

Name of Participant _____

Name of person dealing with incident _____

Age _____ Male Female Delete as appropriate

Nature of Incident

Details leading up to the incident

Details of event after the incident

Action Taken

Has the code of conduct been breached? Yes No Delete as appropriate

Has the incident been resolved? Yes No Delete as appropriate

Signed _____ Name _____

(School Teacher/Team Manager/Competition
Organiser)

(Please print)

APPENDIX D – Accident Report Form

To be completed in all cases by the person supervising the injured person. Please note that for head injuries, the form in Appendix E should be given to the parent/guardian of the injured child.

DETAILS OF INJURED PERSON

Name (in full) _____ Date of Birth _____

Age _____ Gender Male / Female (please circle)

Home Address _____

Home Telephone No. _____ Date of Accident _____

Venue / Location of Accident _____ Time of Accident _____

DETAILS OF PERSON SUPERVISING INJURED PERSON

Name of person making this report
(please print) _____

School and Contact Telephone No. _____

Nature of Accident

LOCATION OF INJURY

Head <input type="checkbox"/>	Finger/Thumb <input type="checkbox"/>	Shoulder <input type="checkbox"/>	Knee <input type="checkbox"/>
Face <input type="checkbox"/>	Hand <input type="checkbox"/>	Internal <input type="checkbox"/>	Leg <input type="checkbox"/>
Neck <input type="checkbox"/>	Wrist <input type="checkbox"/>	Toe <input type="checkbox"/>	Hip <input type="checkbox"/>
Chest <input type="checkbox"/>	Elbow <input type="checkbox"/>	Foot <input type="checkbox"/>	Pelvis <input type="checkbox"/>
Back <input type="checkbox"/>	Arm <input type="checkbox"/>	Ankle <input type="checkbox"/>	Multiple <input type="checkbox"/>

INJURY DETAILS

DETAILS OF TREATMENT / ADVICE GIVEN

RECORDING PROCEDURES

Have the parents/guardian been informed Yes / No Date

Has the Event Welfare Officer been informed Yes / No Date

Signature _____ Date _____ Position _____ (Staff Member)

Signature _____ Date _____ Position _____ (First Aider)

APPENDIX E – Head Injury Form

THIS PART TO BE RETAINED BY PARENT/GUARDIAN

INSTRUCTIONS TO RELATIVES OF A CHILD WHO HAS RECEIVED A HEAD INJURY

- This child has been examined and found to have a head injury, though not of sufficient severity to require, in our opinion, hospital treatment.
- However, in any case of head injury, the condition of the child may at times, particularly in the first 48 hours, become more serious. You should, therefore, keep watch for any of the following signs which may be important:-
 - Increasing drowsiness or actual unconsciousness, which can be detected by your inability to rouse the person
 - The headache (which most of these patients have) becoming more severe
 - Repeated vomiting
 - Dizziness
 - Any weakness in arms or legs
 - Disturbed vision (double vision or loss of focus)
 - Any change in the child's condition about which you are not satisfied, e.g. restlessness, irritability, loss of concentration, increasing loss of memory, etc
- If any of these signs are noticed, alarm need not be felt but medical advice must be sought **AT ONCE**. You should, therefore, telephone your own Doctor or seek help from your local hospital Casualty Department.

THIS PART TO BE RETAINED BY THE TEACHER/COACH/TEAM MANAGER

Signature or parent/guardian who has received this letter of notification of a head injury:

_____ Date _____

Signature of Coach/Team Manager:

_____ Date _____

