Northamptonshire Sport

Thursday 11th July 2019
Event Welfare Plan
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Welfare Plan Purpose

Northamptonshire Sport is one of 45 County Sports Partnerships in England with the responsibility for overseeing the planning, organising and implementation of at least one Annual School Sport festival, at Level 3 of the National School Games programme. The National School Games programme is an important aspect of the legacy aspirations of the London Organising Committee of the Olympic and Paralympic Games.

The purpose of the welfare plan is to provide the framework to ensure the safety and wellbeing of all involved in the event and aims to ensure:

- That all understand their safeguarding roles and responsibilities.
- That the welfare, needs and wellbeing of the child is paramount.
- That all have equal rights to safety and protection, irrespective of age, gender, culture, language, racial origin, religious beliefs, sexual identity and ability.
- That all staff and volunteers are aware of child protection issues and receive appropriate support, information and training.
- That everyone involved understands the procedures and systems for responding to concerns, allegations and incidents that arise during the event.
- That any such matters are dealt with quickly, confidentially and sensitively.
- That the event is delivered adhering to the values and spirit of the School Games.
Welfare Personnel structure

As this is a multi-organisation and multi-site event, there will be a number of individuals involved in ensuring that the policy and its procedures and systems are adhered to.

Welfare personnel structure (see appendix A for contact details)
Roles and responsibilities

Event Manager
Joanna Danvers  Tel: 07734 496401
Gary Sheppard  Tel: 07764 443503

- That provision is made to cover all aspects of the Welfare Plan.
- That welfare is at the heart of all planning and decision making processes.
- That the site is set up safely and appropriately, in partnership with the owners of the site and those supplying services.
- That all infrastructure and logistical elements identified in this plan are made available to the Event Welfare Manager e.g. first aid cover, communication systems, water.

Event Welfare Manager
Martin Barnwell  Tel: 07834 495842

- Responsible for ensuring the event is delivered within the framework laid out in the Welfare Plan.
- Ensure that all officers with specific responsibilities are suitably trained and knowledgeable in the subject and are fully coherent on the systems and procedures detailed within this policy.
- Continue to liaise with the Event Manager to keep the profile of welfare on the agenda.

Site Welfare Managers
Moulton College Gate 3: Graeme Wilson  Tel: 07766 991828
Moulton College Gate 4: Martin Barnwell  Tel: 07834 495842

- Responsible for the delivery of the Welfare Plan on the site they are based.
- Deal with any issues that are escalated at the event.
- Escalate issues to the Event Welfare Manager as necessary.
- Complete any relevant paperwork and follow up as needed post event.

Sport Organisers
- Ensure that the sport they are responsible for is run safely.
- Act as a first point of contact for any incident.
- Implement photography policy at sports venues.
- Liaise with team welfare officers, team managers and site welfare manager.
- Be vigilant at all times regarding safety and welfare issues.
- Complete and relevant paperwork and follow up as necessary.

Partnership Team Welfare Officer (to be determined by Partnership Team Manager):
- Register the team arriving and all children within that team.
- Oversee the departure of all of the team’s participants and volunteers.
- Ensure all participants have consent to take part and photography permissions have been confirmed where appropriate.
- Help to develop the atmosphere and feel of the event, supporting all involved to enjoy the experience.
- Act as first point of contact for participants, team managers and volunteers
- Liaise with the Sport Organiser and Site Manager re: any issues.
- Ensure any injured participants are cared for appropriately, liaise with parents and accompany injured participants to hospital if necessary.
- Ensure the team plays within the spirit of the Games and conduct themselves in the appropriate manner throughout the event, both on and off the area of play.
School Team Welfare Officer (to be determined by School Team Manager).

All participating teams
- Ensure safe recruitment and appropriate training is carried out for all school staff and volunteers prior to the event in line with own organisations policies and School Games policy.
- Ensure all school staff, volunteers, participants and spectators are aware of and behave in accordance with the Code of Conduct.
- Familiarise themselves with this policy and the role they will play within the event.
- Ensure that all participants in their team have fully completed the participant registration form.
- Provide event organisers with clear information on who has provided photographic consent and who has not.
- Ensure all participants, staff and volunteers are aware of transport arrangements, including arrival and departure times.
- Communicate any changes to the Partnership Team Manager.
- Ensure all participants bring adequate refreshments and food – limited water will be available but no food will be provided to participants.
- Complete all forms on time and return to the agreed person.

Participants
- Ensure they follow the Code of Conduct.
- Ensure they know the name of the school teacher that is responsible for them, and how to contact them.
- Ensure they always tell their teacher where they are going if they leave the playing area.
- Do not leave the venue at any time during the event.
- Arrive promptly for pick up times, activity sessions.
- Wear clothing that is appropriate to the sport they are playing.
- Ensure that their parents have the information for collection times and that they arrive promptly to be collected.

Spectators
- Ensure they follow the Code of Conduct.
Arrival, registration and departure procedures

All participants involved in the event must have completed a participation registration form prior to the start of the event.

Partnership Team Managers will be responsible for ensuring that all players are registered. Before the event, Partnership Team Managers will need to provide the Event Manager with a list of players.

On the day of the event, Team Managers must report to their Partnership Team Manager who in turn must report to the Event Manager that all teams have arrived and provide a registration that should tally with the information previously provided. Any differences, for example, a replacement player, must be identified to the Event Manager.

All teams will be provided with a colour coded t–shirt, which must be worn throughout the day.

Once teams arrive at their competition venue they are required to register with the Sport Organiser.

Any participants who do not wish to have photographs taken must be highlighted to both the Event Manager and the Sport Organiser. Participants will be provided with a coloured wristband to highlight that they are not to be photographed – these should not be obscured.

Emergency contact details for all participants must be held by the Team Managers. In addition, the Partnership Team Manager will also hold a central copy to ensure that in the event of an accident there are sufficient copies of information to enable swift action.

Meeting Individual Needs

It is acknowledged that some participants may have specific needs during the event. Schools will be responsible for using their own restraint procedures in this instance. The Event Organisers will do as much as possible to work with Team Managers to support individual participant needs.

To help with this planning is a key component, Team Managers are asked to support Event Organisers with appropriate information and guidance before the event.

Personal/hygiene care is the responsibility of an appropriate and recognised Individual for the participant such as a teacher. Event staff and volunteers will not under any circumstances assist with personal/hygiene care.

Medication is also the responsibility of the school and must be sealed and kept securely.

Equipment

The Event Manager will ensure that appropriate equipment, facilities and resources are in place to ensure the event is inclusive.

Emergency procedures

All staff and athletes will be made aware of emergency procedures upon arrival. In the event of an emergency evacuation at any venue, the venue evacuation procedures will be followed. The venues will be responsible for ensuring the evacuation of all people on site.
Everyone should make their way immediately to the nominated assembly point under the direction of the Team Managers and Support Staff.

At the assembly point each Team Manager, or their Support Staff if the Team Manager is absent, will complete a roll call and inform the person in charge of the evacuation of any individual unaccounted for, together with their last known location.

Schools and their nominated staff (Team Managers/Welfare Officers) are responsible for the appropriate 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 has occurred.

**Risk Assessments**

Risk assessments will be carried out in advance of the event by the Event Manager and on the day by the Sport Organisers. The Event Manager will complete a risk assessment across all venues prior to the event and a duplicate copy will be sent to the appropriate Sports Organiser.

The Sports Organiser will complete a sport specific risk assessment on the day of event. Northamptonshire Sport will keep records of risk assessments after the event.

Sports Organisers will brief Individual Team Managers to ensure that they are fully aware of health & safety protocols.

**Photography and Videography**

**Prior to the event**

Schools will be asked to confirm whether the young people and the parents have given or declined written permission for their child to be photographed. If there are any young people whose photograph cannot be taken, their details will be logged by the Event Team Manager and no photographs of those young people will be taken by the Event Photographer.

Any participants who do not wish to have photographs taken must be highlighted to both the Event Manager and the Sport Organiser. Participants will be provided with a coloured wristband to highlight that they are not to be photographed. This must not be obscured.

No photography will be allowed in changing rooms or on a one to one basis.

Schools, participants and spectators will be able to take photographs on the basis that they are for private use and not for publication in any manner, including use on personal websites or social media. Staff will be vigilant concerning inappropriate photographs being taken. If event staff become suspicious, the Site Welfare Manager must be informed, who will approach the photographer and take the appropriate action.

**After the event**

Northamptonshire Sport will use images and video taken at the event for publicity purposes. This may include printed press and publications and online and social media. Only photographs and video of children / young people who have provided permission to be included in photographs will be used for publicity purposes.

All efforts will be made to ensure that any images used and any caption used in conjunction with those images cannot be used as a means of identifying the young people.
First Aid
The Event Manager will be responsible for ensuring the event has the appropriate levels of first aid provision. This will be on all sites and first aid stations will be marked. All involved in the event should make themselves aware of these first aid points.

Minor Injuries
In the event of a minor injury appropriate first aid will be administered. The first aider will complete an incident form, liaising with the Team Manager who will inform the child’s parent at the appropriate time. In the event of a head injury parents the Team Manager should be informed in writing to monitor their child.

Major Injury
In the event of a major injury, the Site Welfare Officer will co-ordinate action with the Team Manager. If the First Aid personnel determine that an ambulance is required, they will be responsible for co-ordinating the ambulance arrival. The Partnership Team Manager will ensure that injured person has an appropriate person to travel to hospital with them. The Team Manager is responsible for notifying the parents.

All forms to be submitted kept by Event Welfare Manager after the event.

Security
The Event Manager will liaise with Venue Manager to ensure appropriate security is maintained throughout the event. Appropriate signage will be positioned across all sites to ensure that participants, volunteers, staff and parents do not get lost or stray away from event areas.

All Northamptonshire Sport staff will wear red Northamptonshire Sport polo shirts.
Young Leaders will wear pink t-shirts
Volunteers will wear white t-shirts
Partnership participants will be represented by a different colour event t-shirt:

- Wellingborough / East Northants – Blue
- South Northants / Daventry – Purple
- Kettering – Maroon
- Corby – Black
- Northampton – Green

In the event of unauthorised adults on site:
- Ensure that young people are safe
- Inform Site Welfare Manager
- Inform Sports Co-ordinator, if appropriate.
- Site Welfare Manager to liaise with Event Manager and Event Welfare Manager and take appropriate action
- Event Manager to Inform Venue

Codes of Conduct

Code of Conduct for Staff and Volunteers
Code of Conduct for participants
Code of Conduct for Coaches/Teachers
Code of Conduct for Spectators
Reporting Procedures
Set out below are structures to deal with incidents of:

- Missing Child
- Bullying
- Reporting allegations, concerns or disclosures about children
- Reporting concerns about the behaviour of member of staff/volunteer
Missing Child

Team Managers must provide children with details of the Northamptonshire Sport Red Gazebo at Gate 3 and Gate 4 as the Central Point where to meet if they are lost on site.

Child’s absence is noticed

Sport Organiser notified, who finds out name and description of missing child and alerts Site Welfare Manager, who in turn alerts Event Welfare Manager.

Site Welfare Manager contacts the Central Point to see if missing person is there and alerts all relevant staff.

Search co-ordinated by Site Welfare Manager with assistance of other staff and adults. Children not to be sent on search.

If child not found in 20 minutes, Site Welfare Manager to notify parents and police.

Site Welfare Manager to log on Incident Form
Procedure for dealing with Bullying

An allegation of bullying is made against another young person

Team Manager to deal immediately with any incidents of bullying. If this cannot be resolved then instigate the following process.

Notify Sport Organiser

Allegation is against a young person from the same Team?

Team Manager to deal immediately with incident and reinforces Code of Conduct

Team Welfare Officer to complete incident form and keep monitoring the situation with the assistance of the Sports Organiser. Site Welfare Manager to be informed.

Allegation is against a young person from another team

Team Manager to inform appropriate school team manager school of allegation

If behaviour persists, Site Welfare Manager to contact parents, who may be asked to collect the young person instigating bullying.
WHAT TO DO IF YOU HAVE A CONCERN ABOUT A CHILD’S WELFARE

- **Concerns about child’s immediate safety**
  - Discuss with Team Welfare Officer and Site Welfare Manager and complete safeguarding disclosure form

  - **Still have concerns**
    - Team Welfare Officer and Site Welfare Manager agree appropriate course of action (e.g., referral to MASH team)
      - Concerns about child’s immediate safety

  - No longer have concerns
    - No further child protection action although may need to act to ensure that services are provided.
      - Feedback to referrer on next course of action

- **Concerns about child’s immediate safety**
  - Emergency Action may be required. Strategy discussion to take place between MASH, CPU and other agencies as appropriate.
Reporting concerns about the behaviour of member of staff/volunteer

Staff, coach, volunteer, parent or child has concerns, or an allegation is reported

If necessary ensure the immediate safety of the child, (other children) clarify concerns

Inform the Site Welfare Manager immediately and complete the Safeguarding Disclosure form as soon as possible

Site Welfare Manager to contact Event Welfare Manager to discuss

Is it poor practice/an alleged breach of the code of ethics and conduct?

Site Welfare Manager to discuss with individual concerned

Concerns suggest staff member may be unsuitable to work with children?

Event Welfare Manager to notify employing school or organisation

Event Welfare Manager to refer to management for immediate decision re: suspension within Northamptonshire Sport disciplinary procedures. Notification of other bodies e.g. NGB

Disciplinary investigation process initiated (may need to be delayed pending outcome of Social Services / Police investigation)

Disciplinary hearing held to determine course of action – takes into consideration Social Service / Police info and any other relevant factors

Event Welfare Manager will then refer concerns LADO and follow this up in writing (using copy of interagency referral form within 24 hours)

LADO investigate
# Appendix A: Contact Details

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Manager</td>
<td>Joanna Danvers:</td>
<td>07734 496401</td>
</tr>
<tr>
<td></td>
<td>Gary Sheppard:</td>
<td>07764 443503</td>
</tr>
<tr>
<td>Event Welfare Manager</td>
<td>Martin Barnwell</td>
<td>07734 495842</td>
</tr>
<tr>
<td>Site Welfare Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mouton College Gate 3</td>
<td>Graeme Wilson</td>
<td>07766 991828</td>
</tr>
<tr>
<td>Mouton College Gate 4</td>
<td>Martin Barnwell</td>
<td>07734 495842</td>
</tr>
</tbody>
</table>
# Appendix B: Accident / Incident Report Form

1. **Personal details of affected person (where applicable)**

   Forename: ________________________________  Surname: ________________________________  Male ☐  Female ☐  Age: ______

   Home address: ____________________________________________

   Post code: ________________________________  Telephone Number: ________________________________

   Place of work: ________________________________  Occupation: ________________________________

   Where an employee is involved in an accident/incident that is reportable under RIDDOR, Trade Union Safety Representatives have a right to carry out their own investigation. If you do not wish your personal details to be disclosed for this purpose, please tick this box.

2. **Details of where and when accident / incident occurred**

   Premises name: ____________________________________________  Premises tel no: ________________________________

   Location on the premises: ________________________________  Date: __________  Time: __________

3. **Details of injury and treatment received (where applicable)**

   Description of injury sustained: ____________________________________________

   Treatment (tick boxes that apply):  Received first aid ☐  Visited Doctor ☐  Went to hospital ☐  Sent home ☐

   Resumed work after treatment ☐  Detained in hospital ☐ (for _______ hours / _______ days)  Time off work ☐ (for _______ days)

4. **Details of witness(es) (where applicable)**

   Name(s): ____________________________________________

   Address(es): ____________________________________________

   Telephone Number(s): ____________________________________________

5. **State precisely what happened (continue on a separate sheet if required)**

   ____________________________________________

   ____________________________________________

   ____________________________________________

   ____________________________________________

6. **Declaration**

   **Injured / affected person where applicable:** I confirm that the above information is correct.

   Signed: ____________________________________________  Date: __________

   Date entered onto LGSS accident report system: __________

   LGSS accident report number: __________
Appendix C: Safeguarding Disclosure / Incident Report Form

This form should be used by staff, coaches, volunteers to record any concerns they may have or if a disclosure is made. All information must be treated as confidential and reported to the relevant designated Officer (or deputy) within 1 working day. If the Designated Officer (or deputy) can not be contacted please contact your manager, the Children and Children Services (MASH) referral team or the Police Child Protection Unit. If referred to MASH please forward a copy of this form to the designated officer as soon as possible detailing who has been contacted in relation to this incident.

Form Completed by (name): ____________________________________________

Your Position: ______________________________________________________

Contact Number: __________________________________________________

Details of the child concerned (if known)

Name: ____________________________________________________________

Address (if known): ________________________________________________

________________________________________________________________

________________________________________________________________

An allegation is being made against (if known):

Name: ____________________________________________________________

Address (if known): ________________________________________________

________________________________________________________________

________________________________________________________________

Contact number (if known): _________________________________________

Details of individual bring the concern to your attention:

Name: ____________________________________________________________

Address (if known): ________________________________________________

________________________________________________________________

Contact number (if known): _________________________________________
Please provide details of the alleged incident, allegation, disclosure, or 3rd party referrals (including what was said, when and by whom): If a disclosure have you: reassured the child, been honest and not made promises you cannot keep, explained why you may have to tell other people in order to stop what’s happening, avoided close questions and ask as few a questions as possible, encourage the child to use their own words

Action taken so far including any details of any advice given / received and actions agreed (please provide details of any individuals/agencies with whom this information has been shared)

Signature:___________________________________________________________________________
Date:______________________________________________________________________________

Information on this form will be stored in line with the Northamptonshire Sport Safeguarding Procedures