



# 2022 Cornwall School Games

## Poltair School, St Austell

### Welfare Plan



## INTRODUCTION

### Purpose of the Welfare Plan

The purpose of the welfare plan is to promote and ensure the well-being of young people participating in the Cornwall School Games. It is designed to minimise the risks to young people and staff attending and taking part and maximise their enjoyment in the safe, supportive but challenging environment provided by the event.

This plan follows recommended Child Protection in Sport Unit (CPSU) requirements designed to ensure that all who work at the Games create a safe environment, while working with young and vulnerable people in their care. This plan is underpinned by the Cornwall Council/Active Cornwall Child Protection Policy and Procedures.

### Values and Principles

The welfare and well-being of each young person is paramount and is the responsibility of everyone involved in the event. All young people, whatever their race, religion, sex, class, sexual orientation, age, disability or special need have equal rights to safety and protection. Anyone under the age of 18 years should be considered as a child for the purpose of this plan.

### Aims of the Cornwall School Games

#### To develop:

- The spirit of the School Games values
- Respect towards others and an awareness of what it means to be a good role model
- Socialisation and an understanding of working as a team
- Confidence and self-belief
- Passion and determination

#### To provide:

- A safe, supportive, creative and challenging environment
- Staff who understand the importance of being a good role model
- A sense of belonging, leadership and responsibility
- Clear goals for achievement recognising personal best
- Positive feedback for young people

### Communicating the Welfare plan

All those involved in the successful delivery of the event, especially where they are placed in a position where their normal duties involve substantial contact with children or a position of responsibility and trust in relation to children, are required to read and understand this plan.

It is everyone's responsibility to communicate the contents of this plan to others who are involved in the event where appropriate including; parents, guardians, carers, teachers, helpers, competition managers, event staff, exhibitors, technical personnel, young leaders and competitors.

## 1. STAFF ROLES & RESPONSIBILITIES

All reasonable steps have been taken to ensure the suitability of people working on the event. Official staff, activity providers and leaders have undergone safeguarding risk assessments including DBS checks and/or self-declarations where relevant. Staff with key roles and responsibilities in supporting the welfare of participants are outlined in Appendix 1. Please take time to note the names of the welfare team and those that are responsible for events on each site.

## EXTERNAL VISIT CLEARANCE

Schools entering this event **do NOT need to complete the online EV forms for this event**. You need to ensure that you read this document, done everything requested below and referred to the checklist in appendix 6.

- Your Head Teacher and school EVC is aware of and has approved this visit.
- The visit is effectively supervised - staffing ratios meet requirements of good practice and appropriate supervision is in place for the activities and for the periods when students are not competing.
- Each team/event has a suitably qualified visit leader (Team Manager) supervising young people that is aware of the Event Welfare Plan and codes of conduct.
- Visit Leaders (Team Managers) have all relevant information regarding students in their care, including parental consent forms with medical details and emergency contact details.
- Emergency procedures are in place in the event of a serious incident.

- Relevant information has been provided to parents and young people and pre-visit information meetings have been arranged where appropriate.
- Transport arrangements meet the minimum requirements of typical school visits.

## RISK ASSESSMENT

Each of the competition venues and activity providers has completed a risk assessment for their activity. These are available to be viewed or downloaded at the 'Athlete Welfare' section of the school games website - [Welfare and Risk Assessment – Active Cornwall](#)

It is the responsibility of each school to assess the risk and action plan for:

- i. the transportation to and from the event.
- ii. the time in between events ('down times') when students are not actually competing.
- iii. individual students with specific needs and have a management plan in place.

## CONDUCT & BEHAVIOUR

**Code of Conduct** – Active Cornwall and Local Organising committee of the Cornwall School Games attaches great importance to the conduct and behaviour of all those involved in making the event a successful and enjoyable experience. With this in mind codes of conduct have been developed together with teachers and young people to help ensure that the experience is a positive one. It is the responsibility of everyone to ensure the awareness of and adherence to the codes of conduct for the event (see Appendix 2).

**Bullying** - We are committed to providing a caring, friendly and safe environment for all our participants so they can participate in sport in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at this event and will be dealt with promptly and effectively. Anyone who suspects or knows that bullying is happening should report this to the Team Manager or Site Welfare Lead.

**Substance misuse** – The Cornwall School Games promotes smoke and drug free participation in sport. Substance misuse/smoking will not be tolerated under any circumstances and will result in the immediate removal of individuals from the event and a potential ban on any future involvement.

**Relationships** – All those working at the event must be aware that, while working with young people in their care, they are in a position of authority, have a Duty of Care and have significant power or influence. They are therefore asked to continually check their own personal boundaries when working with young people, avoid working in isolation and to use their power wisely.

All staff must be aware of the law relating to sexual behaviour. Under the Sexual Offences Act 2003, the grooming of a young person by an adult seeking to have a relationship with a young person when holding a 'position of trust' in relation to them is unlawful. Sexual relationships between adults and children under the age of 16 are illegal and are forbidden at the event for those aged 16 and over.

Sexual activity between young people is prohibited at the event. Inappropriate or criminal sexual behaviour committed by a young person may result in disciplinary action as well as investigation under Child Protection Procedures for children and young people who sexually abuse. All inappropriate or illegal behaviour will be referred to the police/LA Children's Social Care Services immediately and may lead to suspension and/or disciplinary action.

**Social Media** – The School Games embraces the many advantages of social media and promotes the responsible use of this medium. Participants will be encouraged to use the official Cornwall School Games social media sites to publish comments, photographs and videos aligned with data protection guidelines. This will be monitored periodically, and inappropriate content will be removed/reported and action will be taken against the individual including disqualification from future events.

**Note that Active Cornwall reserves the right to ask any adult or young person to leave the event if their behaviour breaches codes of conduct and/or is considered unacceptable.**

## SAFEGUARDING

**Duty of care** - At all times the young people competing in the games must adhere to their own school policy and will be the responsibility of their school staff. School Staff leading teams need to know their students. If they are not familiar with the children and there are any concerns about students in a team, the school needs to inform the Team Manager about the associated risks of being responsible for that child(ren). As a school event all normal school policies and procedures must be adhered to through sign off from the Cornwall LEA and their Trips and Visits Coordinator.

The Event Welfare Lead for safeguarding and protecting young people is:

- Tim Marrion (telephone 07973 497454)
- Mrs Heidi Spurgeon from Poltair School (01726 874520 Ext: 2590)

Each competition site will have a safeguarding lead officer and this member of staff should be contacted if you have any concerns. Contact details are available in Appendix 1 of this document and on site plans distributed to all schools and competitors at registration.

**Specific Needs** – Advice regarding specific care needs of young people (dietary, health or educational needs) should be communicated to Team Managers in the first instance. Where appropriate this should be communicated to Site Managers, Welfare Leads and Competition Providers. Specific needs will be dealt with sensitively and professionally to ensure all young people have equal opportunity to participate.

It is recognised that young people with disabilities are more vulnerable to abuse or neglect. The Site Manager, and Welfare Lead will consider and take any additional steps needed to safeguard the welfare of disabled participants. Note event staff may not take on the duties of a carer or support person where lifting is concerned or with any personal hygiene matters.

**Registration** – All individuals will be required to register for this event as follows and **MUST** produce an official invite letter to gain access. All areas identified on the site map:

- **Competitors** - register at the Area registrations desks after entering the school site and are the responsibility of their schools and will either be in school kit or be wearing a School Games branded T shirt.
- **Team Managers/PE Staff** – register at Area registration desks with your team and will be required to wear their own school ID badges or a SG2022 Wristband.
- **Event staff** – will be required to register at school reception and wear a Poltair Visitor Badge.
- **Event Leaders** – register at the Leader registration desk after entering the school site and are required to wear their official 'School Games Maker' branded T shirt.
- **Official Photographer** – will wear an official photographer High Vis and lanyard issued by the Event Team and will be required to register on arrival at the main school reception.
- **Parents/supporters – are not allowed on school site.**
- **VIPs** - will be required to register at registrations desks after entering the school site and wear a VIP Badge.

Everyone will be required to sign in and out at identified points on arrival/departure at each site (see site plans). It is the responsibility of school Team Managers to register their competitors (and any other team staff) as they arrive at each venue and de-register their team as they leave the site. All other visitors (including event staff, VIPs, Media etc.) who are not part of an official school team must register as individuals at a separate point.

Access will only be granted if the individual produces an official invite letter on headed paper from either Active Cornwall or the school of the competitor.

*Failure to display a wristband, lanyard, badge or T shirt on site may result in the individual being challenged and escorted to the registration desk or asked to leave the site.*

## Photography & the Media

It is the responsibility of participating schools to obtain the written consent of parents for the capture and subsequent use of video/photographic material for use in the following ways:

- Press Releases
- Active Cornwall Website
- Get Active Cornwall Website
- Official E-Bulletins
- Official Social Media
- Future Advertisement of the event

Each school will be required to complete a Photograph Consent form, see appendix 7.

Where this consent is not given it is the responsibility of the school Team Manager to raise this at registration, inform the Welfare Lead at each site and work with event staff and the Official Photographer to manage this throughout the event.

Whilst official/registered event media/photographers will be informed of individuals where consent has not been approved the event organisers are not responsible for photos taken by other competitors, parents or schools. A general requirement of the person given approval is that if any other person complains or expresses concern they must respect the rights of other people and stop taking photographs.

All official media/photographers are required to obtain permission at registration on each site prior to using their camera/equipment. Failure to display a valid badge whilst on site may result in the individual being challenged and escorted to the registration desk or asked to leave the site.

**No other individuals will be permitted to take photographs or video material on the day unless school staff are taking pictures of their own students.**

Photography including video images is not permitted in changing facilities or toilets and any breach of this should be reported immediately.

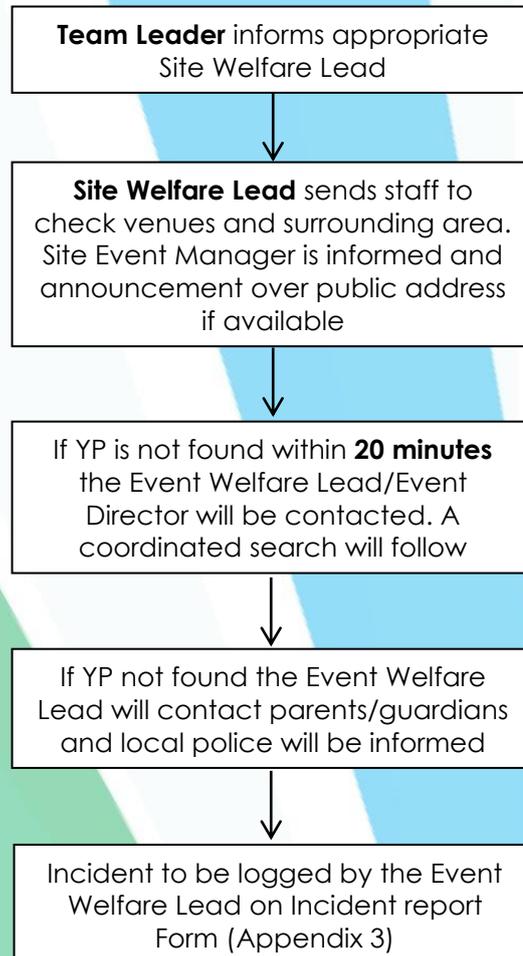
We will retain these images for use for 3 years. If at any time you wish to have any images identifying your students removed from our photo library, please contact Active Cornwall on [info@activecornwall.co.uk](mailto:info@activecornwall.co.uk)

## Letter of Assurances

**All schools attending the Cornwall School Games will be required to complete a letter of assurance and photo consent and return to Active Cornwall prior to the event – see appendix 7.**

### Missing Person Procedure

Despite organisers best efforts children and young people do sometimes go missing during events. Times of particular concern are arrival, departure and transfer between venues and facilities and Team Managers should be particularly vigilant at these points. If you have concerns about the whereabouts of a young person, please follow the procedure below:



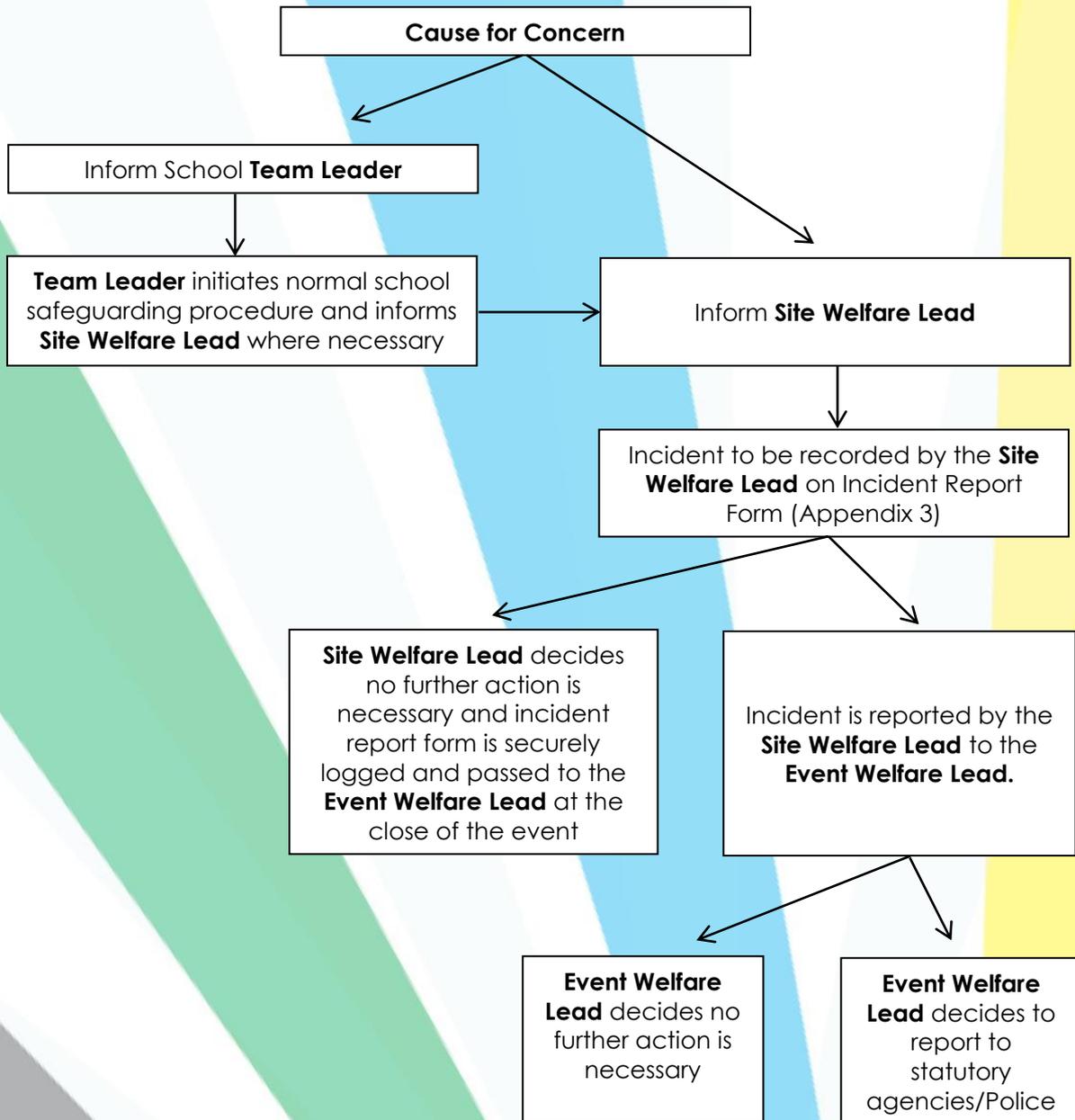
### Welfare/Child Protection Procedure

Concerns about the welfare or safety of young people can come to light in a variety of ways; observation of inappropriate behaviour, poor practice, suspicions, indications of abuse or a disclosure by an individual.

Participating schools should employ their normal safeguarding procedures when it comes to responding to concerns about the welfare or safety of young people at the event and the first point of contact should be the school Team Manager. Where necessary the Team Manager may decide to inform the Welfare Lead on site for information and/or further action.

Where it is not possible to inform the Team Manager the concern should be raised with the Site Welfare Lead directly.

If you have concerns about the welfare or safety of a young person it is not your responsibility to decide if abuse is taking place or to try to deal with the concern. You should however act on your concern following the procedure below:



All suspicions and allegations will be taken seriously and responded to swiftly and appropriately. Note that it is the responsibility of Active Cornwall to report suspicions or concerns and it is the statutory responsibility of the Children, Young People and Families Service and the appropriate agencies to investigate.

## MEDICAL PROVISION

- There will be a first aid point and designated first aid person at each event site. This information is shown on the site plan and will be given to Team Managers on the day at registration. Should urgent first aid be required at any sport competition area Team Managers should contact the Welfare Lead for the site in the first instance who will coordinate attendance of medical staff.
- In the case of injury they will assess and where appropriate advise on medical care and course of action. If urgent medical attention is required they will contact the emergency services.
- It is the responsibility of Team Managers to accompany students in their charge for any assessment/treatment that is required both on and off site and supervisory arrangements should be made to cover this possibility.
- Visit Leaders (Team Managers) should have all relevant information regarding students in their care, including parental consent forms with medical details and emergency contact details.
- Where medication is ongoing Parents/Carers must provide sufficient medication for the duration of the event and agree with Team Managers how this will be held and administered.
- The designated first aid person will work with the Site Welfare Lead and Team Managers to record accidents using the Incident Report Form (Appendix 3).

## HEALTH & SAFETY

**Insurance** - LA schools have the correct insurances in place for this event through Cornwall Council. Academies or Private (Independent) Schools should check that they are fully insured for the activities that they have entered.

**Evacuation Procedure** – Each competition site will have an agreed evacuation procedure specific to that venue (see Appendix 4). Event Staff and Team Managers should ensure that they are familiar with the procedures for the venues that they are attending.

**Appendix 1 – Staff Roles & Responsibilities**

Staff	Roles
<p>Event Manager Megan Hilley (Active Cornwall) – 07546 310993</p>	<p>Appointing/recruiting and liaising with a suitable person to the role of Event Welfare Lead Undertaking or delegating an event and facility risk assessment and coordinating a site visit prior to the event Ensuring the development, implementation and promotion of the event safeguarding plan Ensuring adequate first-aid/medical cover for the event, which complies with national governing body, local authority or other requirements In conjunction with the Event Welfare Lead, making decisions on appropriate responses to any safeguarding or disciplinary issues arising at the event Ensuring that a complaints/disciplinary procedure is in place and implemented for participants and staff or volunteers at the event</p>
<p>Event Welfare Lead Tim Marrion - 07973 497454 Mrs Heidi Spurgeon from Poltair School (01726 874520 Ext: 2590)</p>	<p>Appoint and coordinate the welfare team for the event Write and support the implementation of the Welfare Plan Ensure risk assessments for sports/venues are completed, communicated and concerns are acted on Ensure that personnel working on the event have the appropriate experience and checks in place Oversee the safety and welfare of all young people during the event Receive and respond to any safeguarding concerns and ensure co-ordination of welfare issues as they arise Liaise and work with the site welfare leads, LA Children's Social Care Services , duty personnel (formerly Social Services) as appropriate Work with the medical personnel and submit all Accident, Incident and Medical Forms to Event Director at the end of the event</p>
<p>Site Welfare Lead Tim Marrion - 07973 497454</p>	<p>Contribute to and support the implementation of the Welfare Plan Review risk assessments for sports/venues and ensure concerns are acted on Oversee the safety and welfare of all young people at their designated site/venue Receive and respond to any safeguarding concerns and ensure co-ordination of welfare issues as they arise Liaise and work with the Event Welfare Lead and Team Managers Work with the medical personnel and submit all Accident, Incident and Medical Forms to the Event Welfare Lead at the end of the event</p>
<p>Site Event Manager @ Poltair School Liam Grigg - 07752 265932</p>	<p>Familiarise themselves with the event welfare plan and support the implementation Review risk assessments for sports/venues and ensure concerns are acted on</p>

	<p>Work with the Site Welfare Lead to oversee the safety and welfare of all young people at their designated site/venue</p> <p>Liaise and work with the Site Welfare Lead and Team Managers</p> <p>Provide cover for the Site Welfare Lead where they are not available and/or dealing with a request</p> <p>Work with the site medical personnel</p>
<p>Competition Providers</p> <p>Various</p>	<p>Understand their safeguarding responsibilities and what to do in the event of a safeguarding concern arising</p> <p>Familiarise themselves with the event safeguarding plan and appropriate lines of communication</p> <p>Read and comply with the relevant event codes of conduct</p> <p>Support young people attending the event and deliver competitions in a safe environment</p> <p>Reinforce the spirit of the School Games values</p>
<p>School Games Makers/Leaders</p> <p>Various</p>	<p>Understand their safeguarding responsibilities and what to do in the event of a safeguarding concern arising</p> <p>Familiarise themselves with the event safeguarding plan and appropriate lines of communication</p> <p>Read and comply with the relevant event codes of conduct</p> <p>Reinforce the spirit of the School Games values</p>
<p>Team Managers &amp; Support Staff</p> <p>Various</p>	<p>Duty of care and supervision of young people before, during and after the event</p> <p>Keeping records of participants, parental consent for participation/ photography, medical information, emergency contacts/next of kin etc</p> <p>Ensuring that teams are registered and d registered as they arrive/depart each venue</p> <p>Promote and reinforce codes of conduct and behaviour</p> <p>Report/refer incidents, concerns or issues to appointed welfare personnel</p>
<p>Parents/Guardians/Carers</p> <p>Various</p>	<p>Complete and return participation/photograph consent forms/medical/emergency contact detail to schools prior to the start of the event.</p> <p>Review, abide by and reinforce codes of conduct for the event.</p> <p>Work with Team Managers to ensure that children and young people remain safe and are accounted for.</p> <p>Complying with travel, drop-off and pick-up arrangements.</p> <p>Inform Team Managers of any change to plans.</p>

**Appendix 2 – Codes of Conduct****Code of Conduct for Participants**

- remember that the aim of the game is to have fun and improve my skills
- be on time and ensure you stay with your team and responsible teacher
- treat opponents and team mates with respect before, during and after the competition
- make sure I play safe and fair at all times
- not shout out at players or referees in anger
- set a positive example for others, particularly younger athletes and spectators
- think about how I play and not use inappropriate language and gestures
- follow the rules and demonstrate the values at all times and not be a 'bad loser' or a 'show off' winner
- be a good sport and clap good play on both sides
- always accept and respect the referee's decision
- take care of all property and equipment
- let a teacher or adult know if others are not following these rules
- not wear jewellery, unsuitable clothing or footwear during any event

**Code of Conduct for Event Staff, Volunteers and Leaders**

- be a positive role model and champion the School Games values
- respect the rights of every individual participating in the event
- demonstrate professionalism through high levels of competence in their area of responsibility
- treat colleagues and participants with respect and support their needs
- be well prepared, punctual, reliable and present yourself appropriately
- understand that wearing official event clothing establishes you as a representative of the event
- deal with disagreements/criticism sensitively and where possible privately away from the public arena
- treat confidential information with discretion

**Code of Conduct for Teachers, Coaches and Team Managers**

- make sure the young people's enjoyment is put first and your athletes are kept safe
- make sure I have all the right paperwork for the event
- make sure all young people are happy in their activity and are prepared correctly to learn new skills
- be a positive role model, have high standards in my appearance and not use bad language
- try to make sure all young players show respect at all times
- always thank referees, other helpers and opponents after the game
- make sure all players can have a go at different positions and learning new skills
- not force young people to do activities they do not want to do
- make sure I praise all athletes from all sides
- take photographs of my team only for official school purposes

**Code of Conduct for Parents, Guardians and Carers**

- never force a child to take part in sport
- support my child's involvement and help them enjoy their sport
- remember that doing one's best and taking part is what is really important
- never punish or make fun of a child for poor performances or making mistakes
- make sure my child is dressed properly for the activity and has plenty of water to drink
- encourage fair play by supporting all players
- teach my child to treat players, teachers, coaches, games makers and officials with respect
- be a positive role model for my child and set a good example
- make sure that I am polite to all teachers, coaches, games makers and officials
- make sure I do not argue with officials and will accept their decisions
- not coach my child during games and matches
- use correct and appropriate language at all times
- ensure I do not smoke, vape or drink alcohol as a spectator
- get permission from the member of staff in charge of your child's team to take photographs or video of only your child at the event

**Appendix 3 – Incident Report Form**

Please fill in and return to the appropriate person as soon as possible.

Name of participant:		DOB:	Age:
Address of parent, guardian or carer:			
Telephone:		Mobile No:	
Name, role and contact details of person accompanying young person other than parent(s):			
Telephone:		Mobile No:	
When incident happened (date and time):			
Where incident occurred (name of event, session, room or place):			
About the incident (include as much information as possible) - what led to the incident, what happened, what behaviours/emotions did the young person express, what was reported, who else was present - names and contact details:			
Action taken:			
Reported/referred to:		Date:	Time:
Signed by person(s) reporting the incident:		Date: Place contact details on the reverse side of this sheet.	
Signed by designated welfare person dealing with Incident/Accident:		Date: Place contact details on the reverse side of this sheet.	

#### **Appendix 4 – Competition Site Evacuation Procedures**

In the event of a fire alarm the main school site will be evacuated to the following points:

- All Poltair Students – main tennis courts (hard play area) as usual in usual tutor areas.
- Non-Poltair School students, teachers and parents – Far side of School playing fields above Smith Block below All Weather Pitch - in school groups - school leads to check registers. No one to return until all clear is given.
- All participants at St Austell Leisure Centre, St Austell Football Club, Bowls Club and Par Track will assemble at these venues on sites made aware on the day.



**Appendix 5 - Useful Contacts****Safeguarding Adults**

Telephone: 0300 1234 131

Out of hours telephone: 0300 1234 131- Option 1 (For emergencies only)

Email: [adultcarehealthandwellbeing@cornwall.gov.uk](mailto:adultcarehealthandwellbeing@cornwall.gov.uk)**Safeguarding children**

Telephone: 0300 1231 116

Out of hours telephone: 0300 1234 100

The out of hour's service runs from Monday to Thursday 5.15pm (4.45pm on Fridays) until 8.45am weekdays and for 24 hours on Saturday and Sunday.

Website: [www.safechildren-cios.co.uk/](http://www.safechildren-cios.co.uk/)

When you call the safeguarding children 0300 1231 116 number there is an option that can be selected for 'advice' should you require this.

**If you have immediate concerns or are worried about a child or young person's safety please telephone the Multi Agency Referral Unit (MARU) on 0300 123 1116****Cornwall and Isles of Scilly Local Safeguarding Children Board**

Cornwall Safeguarding Children Standards Unit

Pendragon House, Gloweth, Truro, TR1 3XQ

Tel: 01872 254551

**Devon & Cornwall Constabulary Contact Details**

Police Central Telephone Number: 0845 2777444

**Further useful sources of Information:****NSPCC CPSU**

(Child Protection in Sport Unit)

Tel: 0116 234 7200

Web: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)**NSPCC 24hrs**

(National Society for Protection &amp; Cruelty to Children)

Tel: 0808 800 5000

**Childline UK**

Tel: 0800 1111

[www.advocatweb.org](http://www.advocatweb.org)**CSP Designated Child Protection Lead****Tim Marrion**

Children, Young People and Families Manager

Active Cornwall

T: 01872 323338

M: 07973 497454

E: [tim.marrion@cornwall.gov.uk](mailto:tim.marrion@cornwall.gov.uk)**CSP Deputy Child Protection Lead****Samantha Lawrence**

Children, Young People and Families Development Officer

Cornwall Sports Partnership

T: 01872 327222

M: 07565 203336

E: [samantha.lawrence@cornwall.gov.uk](mailto:samantha.lawrence@cornwall.gov.uk)

## Appendix 6 - EV Checklist

**Visit Leader Check List for Cornwall School Games:**

Schools entering this event **do NOT need to complete the online EV forms for this event**. You need to ensure that you read this document and have done everything requested below.

- Headteacher approval has been obtained for this visit.
- Your school EVC is aware of and has approved this visit.
- Appropriate supervision is in place for the activities and for the periods when students are not competing.
- Visit Leaders (Team Managers) have all relevant information regarding students in their care, including emergency contacts.
- Emergency procedures are in place in the event of a serious incident.
- Parental consent forms with medical details and contact details have been obtained and passed to visit leaders.
- There is access to first aid at an appropriate level. There will be a first aid point and designated first aid person at each event site. This information will be given to Team Managers on the day at registration.
- Relevant information has been provided to parents and young people and pre-visit information meetings have been arranged where appropriate.
- The visit is effectively supervised - staffing ratios meet requirements of good practice.
- Transport arrangements meet the minimum requirements of typical school visits.

**Insurance**

- Ensure appropriate insurance is in place for all aspects of the visit. (The School Games Local Organising Committee has checked with Cornwall Council insurance and every LA school has the correct insurances in place for this. If you are an Academy or Private (Independent) School please check that you are fully insured for the activities that you have entered).

**Risk Assessments**

- Risk assessments are in place for the actual competition events. These will be available on the [Active Cornwall](#) website and then click on 'Athlete Welfare'.
- It is the responsibility of each school to assess the transportation risk to and from the event. It is also the responsibility of each school to risk assess time in between events ('down times') when students are not actually competing. Please ensure that the Team Manager acts upon any action point that is deemed to be a risk within your risk assessment.
- It is the responsibility of each school to assess the risk of individual students with specific needs and have a management in place.

**Team Manager Responsibility**

- Visit leaders (Team Managers) are aware that the overarching duty of care rests with them, even when partial responsibility is shared with a provider and/or event organiser.
- Please ensure Visit Leaders (Team Managers) and other supervisors have been appropriately briefed on:
  - i. The nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour, emergency contact and any other information relevant to the planned activities.
  - ii. The nature and location of the activity.
  - iii. The professional standards that you expect from them on the day.
  - iv. The Welfare Plan for the event

**Child Protection & Safeguarding Statement**

- Staff leading teams need to know their students. If they are not familiar with the children and there are any concerns about students in a team, the school needs to inform the Team Manager about the associated risks of being responsible for that child(ren).
- Schools are responsible for their own child protection & safeguarding of their students attending the day. They need to follow their own school child protection procedures if they have any concerns about the child at an activity.
- Visitors and competitors will be required to sign in and out at identified points on arrival/departure at each site (see site plans). It is the responsibility of school Team Managers to register their competitors (and any other team staff) as they arrive at each venue and de-register their team as they leave the site.
- Schools need to inform the Local Organising Committee via the online 'entry' if they have a student attending the games that cannot be photographed or filmed on the day. They will also need to inform the Safeguarding Lead of the site where they are competing on arrival. Note that whilst the LOC will ensure that all registered media attending on the day are made aware it is difficult to police photos or film taken by other competitors, parents or schools.
- Each site will have a designated and clearly identified Welfare Lead person on the day that can be contacted by Team Managers if needed. Please see the event Welfare Plan for this information and site plans issued at registration.

## Appendix 7 Letter of Assurance and Photo Consent

Dear Sir/Madam,

### Safeguarding and Safer Recruitment: Letter of Assurance

In accordance with the requirements of the DfE guidance *Keeping Children Safe in Education* and the *Childcare Disqualification Requirements – Disqualification under the Childcare Act 2006*, I can confirm that [ **School**] has undertaken all the necessary safeguarding, safer recruitment and vetting and barring checks for all employees/team managers who visit Cornwall School Games venues. This includes Enhanced DBS Disclosures for eligible roles undertaking Regulated Activity.

**[Safeguarding Training and awareness – please input details here as appropriate for your organisation].**

I confirm that [ ] has read and will comply with the 'Code of Conduct'.

I confirm that [ ] have gained full parental/guardian consent for each member of the [ **School**] team attending the Cornwall School Games.

### Cornwall School Games Photograph Consent

We will be taking still photos as well as filming at the 2022 Cornwall School Games. Because of Data Protection rules we need to ask you explicit permission to opt in to being included in photos. No child will ever be named.

Can you please sign on behalf of all your qualifying/entered team(s) to agree use of photos for the following:

- Press Releases
- Active Cornwall Website
- Get Active Cornwall Website
- Official E-Bulletins
- Official Social Media
- Official event case study video
- Future Advertisement of the event

Should any member of your team not be allowed to be included in images, please write below which sport they are competing in, make this known at registration and to the event photographer on the day.

We will retain these images for use for 3 years. If at any time you wish to have any images identifying your students removed from our photo library, please contact Active Cornwall on [info@activecornwall.co.uk](mailto:info@activecornwall.co.uk)

**[Name and position of person responsible for and authorised to provide this information]**

**[Email]**

**[Signed]**

**[Organisation Name]**