



Cramlington School Sport Partnership

SPORTS EVENTS POLICY 2017

INTRODUCTION

Sports events, both curricular and extra curricular are an important part of the School Sport Partnership's provision. They provide extension and enrichment opportunities for pupils of varying abilities and ages. Often, it is necessary to transport pupils to other schools, leisure centres and sports venues to participate in such events.

All staff involved in the organisation and running of these events have a responsibility to ensure the safety of pupils participating in them. This policy and risk assessment have been written by Cramlington School Sport Partnership. The risk assessment clearly sets out the responsibilities of SSP and school staff in ensuring the safety of all pupils participating. It must operate in conjunction with individual school's policies and established procedures.

Throughout this policy the abbreviation 'SSP' is used to refer to 'Cramlington School Sport Partnership' and the term 'school' is used to refer to the school which the pupils are enrolled at.

CATEGORISATION OF EVENTS

School Sport Partnership sports events, both curricular and extra-curricular, are categorised as category 1a visits i.e. they are a 'regular, routine visit' (*Northumberland County Council – The Safe Management of Educational Off-Site Visits*).

PARENTAL CONSENT

The School is responsible for obtaining parental consent for pupils to attend events in line with their School policy. School staff are also responsible for ensuring that they have contact and medical information for pupils attending SSP events.

RESPONSIBILITY FOR PUPILS

Overall responsibility for pupils remains with the teacher / accompanying staff member(s) for the duration of the event. Events will be organised so that accompanying staff members will not be asked to perform an organisational task which would render them unable to maintain adequate supervision of their pupils.

FIRST AID

It is the teacher / accompanying staff member(s)' responsibility to provide first aid to their pupils, should it be necessary; a first aid kit should be brought to events by the school for this purpose. SSP and venue staff will assist with first aid if necessary.

RISK ASSESSMENT

A generic risk assessment, and separate risk assessments, where appropriate, will be completed by the SSP and forwarded to schools for events. It is the School's responsibility to submit relevant Evolve notification to County, if required.

PHOTOGRAPHY & MEDIA

Photography and video recording equipment may be used at events to record activities for promotion and media, including the SSP newsletter and social media. The school is responsible for seeking parental consent for photographic materials to be taken and used in this way. SSP staff should be made aware of any pupils for whom consent has not been given.

EMERGENCY PROCEDURES

In an emergency, it is the teacher / accompanying staff member's responsibility to direct action. SSP staff will assist staff in whatever way they are asked e.g. ensuring that the rest of the group is adequately supervised.

RULES & REGULATIONS

Young Sport Leaders and/or community/school volunteers may be used to officiate/lead activity at SSP events. All leaders/officials should be supported in their role and their decision is final.

APPROPRIATE DRESS

Pupils should arrive at SSP events changed and ready to take part. Clothing and footwear must be suitable for taking part in physical activity. If the event is taking place outdoors, pupils should bring waterproof clothing and spare clothes and/or sunhats and sun cream. It is advised that all pupils bring filled, sealed water bottles. In the case of severe weather, the SSP will endeavour to cancel events the day before, however, if safe to do so events will go ahead.