

# WILTSHIRE AND SWINDON SCHOOL GAMES

## WELFARE PLAN 2024-2025



wiltshire and swindon sport  
 wasp

in partnership with



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## INTRODUCTION

The School Games inspires young people to be physically active for life through positive experiences of daily activity and competition. It will continue to make a clear and meaningful difference to the lives of even more children and young people. The mission is to put physical activity and competitive sport at the heart of schools providing more young people with the opportunity to compete and achieve their personal best.

## WELFARE

All sporting events for young people should take place within the broad context of the United Nations Convention on the Rights of the Child (1989) and relevant safeguarding guidance and legislation. Whilst most children and young people enjoy sport, some experience disruption, danger or injury and others bring with them the impact of issues at home or school.

This welfare plan is designed to minimise the risks to the children and young people taking part and to maximise their enjoyment and well being

In order to achieve this everyone involved in the management and supervision of the School Games are required to read it carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner.

It is recognised that all schools and national governing bodies of sport already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements.

This Plan is intended to supplement, not replace or reproduce those policies; however where there could be a difference of response the Welfare Plan for the School Games will take precedence.



## PURPOSE OF THE WELFARE PLAN

The purpose of the welfare plan is to promote and ensure the well-being of children and young people taking part in the School Games. The plan will also ensure that all those responsible for the welfare of children and young people:

- Understand their safeguarding role and responsibilities.
- Understand the procedures for responding to concerns about children's welfare.
- Are able to act on these appropriately and effectively.

## VALUES AND PRINCIPLES

This Welfare Plan is underpinned by the following values and principles:

- The welfare of all young people is paramount.
- All competitors and young volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm.
- All suspicions, concerns or allegations of harm arising from the event, within the sport or outside of the sport, will be taken seriously and responded to swiftly and appropriately.



## ROLES AND RESPONSIBILITIES

### Event Director - Alma Borthwick

The Event Director is responsible for the overall smooth running of all County School Games events. Alma can be contacted at [alma@wiltssport.org](mailto:alma@wiltssport.org)

### Welfare Manager - Steve Boocock

The Welfare Manager is responsible for the provision of specialist expertise and support in safeguarding and protecting children and young people at the event. The Welfare Manager will offer support and advice in dealing with issues around safeguarding and child protection.

He will be responsible for taking concerns forward to either Children's Social Care or the police. Steve can be contacted at [steve@wiltssport.org](mailto:steve@wiltssport.org)

### Health and Safety Officer – Stuart Arthur

The Health and Safety officer is responsible for ensuring all necessary Risk Assessments are in place. Stuart can be contacted on [stuart@wiltssport.org](mailto:stuart@wiltssport.org)

### School Team Manager

The Team Managers are appointed by each participating school and are responsible for the supervision of team members throughout the event. They should have parental consent, photography consent, medical details and emergency contact details for all participants

School Team Managers will liaise with WASP staff and report any concerns in line with both their own school safeguarding procedures and the School Games Welfare plan.

Schools must ensure they have sufficient staff to ensure continued supervision of their students should a member of staff have to deal with an issue that would take them off site e.g., accompanying a student to hospital.





## BEHAVIOUR AT THE SCHOOL GAMES

### Smoking

Smoking/Vaping is not allowed at any of the School Games venues.

### Alcohol

No alcohol will be available at any of the School Games venues. Team Managers must ensure that no member of their team possesses or consumes alcohol whilst at the School Games.

### Criminal/anti-social behaviour

No type of criminal activity will be tolerated at the School Games. Appropriate action (i.e. referral to the Police) will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

## EMERGENCY PROCEDURES

All staff and young people will be made aware of emergency procedures upon their arrival at School Games venues. In the event of a fire alarm activation at any School Games venue immediate evacuation is the mandatory response.

From the venue, everyone should make their way immediately to the nominated assembly point under the direction of the School Team Managers and WASP staff.

From all venues the specific evacuation plan will be followed. All staff and volunteers will be briefed as to the relevant evacuation procedures and will have the responsibility of ensuring their team/competitors evacuate the building immediately the alarm activates (false or otherwise). At the assembly point each Team Manager, 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.

## MEDICAL PROVISION

There will be qualified first aiders located at each School Games venue. Where deemed necessary, Emergency First Response will be in attendance. In the first instance Team Managers will be responsible for administering First Aid to their students. WASP staff and ERS will be available to support if needed.

WASP will administer first aid to any deliverers or spectators who required treatment for an injury.

A member WASP staff should ensure a School Games incident report is completed. In some of the venues there may also be a requirement to complete a further incident/accident report.



School Team Managers must ensure they have information about medical needs/allergies for all students and have sufficient medication where necessary. They must also have emergency contact details for parents/carers.

Please refer to the accident and incident forms at the back of this document.

## TRANSPORT AND TRAVEL

Teams will travel from their schools to School Games venues and will arrive in plenty of time to allow for registration and de-brief before the competition begins.

Schools will make their own arrangements for the collection and transport of pupils at the end of the competitions. **Under no circumstances** should a young person be left unsupervised at a drop-off/collection point

## SOCIAL MEDIA

Wiltshire and Swindon Sport CIC (WASP) has embraced the opportunity to use social media to promote and advocate its work and the work of partner organisations. It has established Facebook, Twitter, Instagram, YouTube and LinkedIn accounts and programmes regular information feeds.

WASP actively encourages the community, including children and young people, to utilise its social media functions to access information and comment on its programmes and events. In recognition of this, WASP have included links to advice and support from organisations including the NSPCC and Childline the WASP website. These can be accessed here: <https://wiltssport.org/sg-welfare-plan>. Settings are implemented (and will be reviewed regularly) on the following sites to try and promote the safest possible use:

### Facebook

- <https://www.facebook.com/WiltsSport> is a managed page
- Anyone over the age of 13 (the minimum age for a Facebook account) can follow or like the page.
- We allow visitors to the page to publish but only after we review their posts
- People can contact the page privately
- Only people who manage the page can Tag photos posted on it
- The Profanity Filter is on

### Twitter

- Our Twitter account can be accessed here: <https://twitter.com/WiltsSport>
- Using # on keywords on a tweet is a way for this tweet to then be added to the trending for this word i.e. a profile displaying all tweets this keyword in. This can help find relevant potential users to follow, is being used by the media to find news stories on certain topics, and can be used for specific tweets. We encourage anyone posting a School Games related tweet to use #WiltsSG



- Re-tweeting is where a user 'retweets' another users tweet, if they like it, or want to help promote the message. This re-tweet is then viewable to all those following WASP.

## Instagram

- Our Instagram account username is @wiltssport.
- Instagram is used to share photos and stories. Stories are only visible for 24 hours.
- We encourage Instagram users to tag us in their posts and use #WiltsSG for any School Games related posts.

## PHOTOGRAPHY AND MEDIA

### Photography and Media Policy

As event organisers and facilitators, Wiltshire & Swindon Sport (WASP) intend to take photographs and videos at School Games events across Wiltshire and Swindon. We use these images to celebrate children's achievements and promote our events via printed and online publicity, social media and press releases.

In accordance with General Data Protection Regulations (GDPR), we are unable to take any photographs or videos without written consent. Children aged 13 years and over are able to give this consent themselves, however children aged under 13 years will need the consent of an adult with parental responsibility.

### Prior to the event

Please ensure that you have obtained parental consent for photographs to be taken of the participants. Any child who cannot be photographed will wear an orange wristband and be excluded from all photographs and videos taken by the event organisers (this will include team photographs a well).

### At the School Games

- We will follow the relevant photography policy at each of the School Games venues
- All staff and volunteers must be vigilant at all times and report any concerns to a member of the event team or team manager.

### The following will not be permitted:

- Unsupervised access to competitors or one to one photo sessions.
- Unsupervised photo sessions outside of the sports competitions.
- Photography in the changing rooms.

### After the School Games

- Only official photographs of children/young people whose parents have given their consent to photographs of their child being taken (via the school) will be used for publicity purposes.
- The organisers will take the audience and purpose into proper consideration when publishing any photographic material featuring young people from the School Games.





- Dress – Any young person featured in publicity will be wearing suitable dress. As some sporting activities have a higher risk for potential misuse of imagery than others, i.e. swimming and gymnastics, the photographs will focus on the activity.
- All images will be stored securely to ensure access is restricted to appropriate staff. This will help to prevent potentially inappropriate use of the collection.

For more information about how we manage photographic personal data, please refer to our Privacy Notice at <https://wiltssport.org/privacy-policy>.

## CODE OF CONDUCT

We all have a responsibility to promote high standards of behaviour in Sport. By agreeing to the Code of Conduct we can ensure that correct sporting behaviour and attitudes will be shown to **all** the staff responsible for competition, the students and the teachers.

### Coaches/Teachers

- Display and promote high standards of behaviour
- Promote good sporting behaviour within the spirit of the Games
- Always respect the official's decisions
- Never engage in public criticism of officials
- Never enter the field of play during a game unless authorised by an official
- Never engage in or tolerate offensive, insulting or abusive language or behaviour
- Place the well-being, safety and enjoyment of each athlete above everything, including winning
- Avoid criticising a player for making a mistake – mistakes are a part of learning
- Ensure that spectators behave appropriately and take responsibility of their sanctions
- The behaviour of your children is your responsibility at all times
- Respond to any concerns about a child's or young person's welfare, working in partnership with others in the young person's best interests

### Pupils

- Play by the rules
- Accept every decision made by the officials
- Treat your opponents with respect at all times
- Accept victory and defeat equally with good grace
- Do your best even if your team is losing
- Be a good loser as well as a winner
- Do not leave the school games venue unless accompanied by a member of school staff

### Parents /Spectators

- Support and encourage all players
- Respect the officials and their decisions
- Encourage fair play
- Never engage in or tolerate offensive, insulting language or behaviour
- Remember that young people play sport for their own enjoyment

### General

- It is the responsibility of each school to ensure parents/spectators abide by this code of conduct



- Please remember that many of our officials are students themselves and volunteering. They have received training prior to this event.
- Any genuine complaints/concerns should be directed to a member of the event management team
- In the event of a serious breach of this code the event coordinator can disqualify a school from participating in an event
- Where the LOC receives a report on a serious breach they can disqualify a school from participating in the School Games competition programme
- Please complete your details below and return a copy to us to show that you have read and understood this Code of Conduct

Any genuine complaints or concerns should be directed towards a member of the event management team. It will remain the overall responsibility of the Event Director to decide the appropriate course of action. Where the complaint is directed at a School Games member of staff this complaint should be tabled in writing to the Wiltshire and Swindon Sport CEO - Steve@wiltssport.org.

A copy of the Code of Conduct will be sent to all qualifying schools along with specific information about the event. All schools will be expected to submit a signed copy to the Event Manager prior to the start of competition.

## GDPR

Wiltshire & Swindon Sport (WASP) are the data controllers for any personal information you provide to enable us to manage the Wiltshire & Swindon School Games. This information will be used for this purpose only. WASP may share your personal data with delivery partners for the purpose of managing events on the day and will not share your data with any other third parties unless required or permitted to do so by law. For information about how WASP uses your personal data, including your rights as a data subject, please see the following link: <https://wiltssport.org/privacy-policy>. If you have any questions relating to how your data may be used please email [paddy@wiltssport.org](mailto:paddy@wiltssport.org).



## WHAT SHOULD BE REPORTED?

In order to provide as much information as possible about the School Games and to ensure consistency across the multi-sport event, the following information outlines what should be reported from a welfare perspective.

### Category A

Concerns to be reported may include:

- General concerns about a child/children's welfare.
- Any event or circumstance related to a child protection/welfare incident including bullying, poor practice and prejudicial behaviour.
- Suspicions or allegations of: Misconduct/breach of code of conduct made against any member of staff, volunteer or against the School Games code of conduct.
- Abuse made against any member of staff or volunteer or other party on site.
- Misconduct/breach of code of conduct/abuse made against an athlete or young official.
- Abuse within a child's family or community abuse made against an athlete or young official.

### Category B

All accidents and incidents, no matter how trivial they might appear, should be reported. For example:

- Any injury to any part of a person's body.
- Any case requiring medical or first aid treatment.
- Any event or circumstance, which is believed, could have resulted in bodily injury, illness, shock or other condition requiring immediate treatment.
- Any event or circumstance which resulted in, or in which it is believed could have resulted in, a person's exposure to a substance hazardous to health.
- Any event or circumstance, which resulted in, or in which it is believed could have resulted in, damage to the site, equipment, vehicle or personal property.

All Team Managers/Welfare Co-ordinators must make a report if an injury, accident, incident or near miss occurs or if they have any concerns in line with the above. The Initial Issue/Concern Report Form (Appendix one) should be used for this purpose.

If the incident occurs at one of the competition venues, the venue staff will require some of the information on the Accident/Incident Report Form for their records.

All relevant forms are held at competition venues.

Those reporting should not contact the Police/Ambulance/Children's Social Care directly (except in an emergency for accident or incidents) but contact or the Welfare Manager direct.



## RECOGNISE, RESPOND, REFER, RECORD

Throughout the School Games remember the 4 R's:

**Recognise:** You have a concern, notice a problem or receive a direct disclosure

**Respond:** Reassure the individual; tell them what you will need to do

**Refer:** Make contact with the Welfare Manager

**Record:** Who, what, where, when – use the reporting form to record the information

Refer if any of the following is reported to you by anyone at the games:

- If a child/young person has been accidentally or otherwise hurt.
- If a child/young person seems distressed in any manner.
- If you receive a direct disclosure of alleged abuse from a child or young person.
- If you have any concerns at all even if they seem unclear.
- If a child/young person needs to be restrained.

Remember it is not your responsibility to decide whether or not a child has been abused. It is however everyone's responsibility to report any concerns.

Responding to a suspicion or allegation of inappropriate behaviour or misconduct

If there is an allegation of abuse by a person in a position of trust within the Games and it meets the threshold for referral to the statutory agencies, this would be referred to and investigated by the local Police and the relevant Children's Social Care Team. If, however, the allegation refers to an incident that has occurred within the community in which the child/young person lives at home the agencies in that locality will be contacted. The concerns would be referred to the local LADO.

If the disclosure is about an incident that occurred during the School Games then the following actions should take place:

- Listen to the individual with the concern as detailed above.
- Record and refer the information received in accordance with the Welfare Plan.
- Sign and date the record then pass it to the Welfare Manager.

## MISSING YOUNG PEOPLE

If an athlete or young volunteer is suspected of being missing the decision to call the Police will be taken by the Venue Manager in conjunction with the team manager once the necessary search of the area and any other relevant steps have been undertaken. Please refer to the Missing Young Person Form on the following page.



## Missing Young Person Form

Name of Child	Activity involved in
Age DOB	Ethnicity
Disability if any	School
Parents/ cares Name	SGO area
Home Address  Phone Number	Name of person completing the form
Description of young person	
Who first noticed young person was missing	Where were they last see Location  Time
Did you see anyone or anything suspicious	Where have you searched and for how long
List those involved in the search	
Police contacted YES/NO	Name of Police Officer
Outcome	
Where young person was found	Name of person who found them
Police notified of young person return  Time	Please state if this is now a Police Investigation
<b>This form must be returned to the Welfare/Event Manager</b>	





# Incident Report Form

Reporting Officer: .....

Please Give Full Details of Person Involved Below

First Name:		Surname	
Date of Birth		Male / Female	
Home Address			
Postcode:			
Telephone Number			

Location of Incident:

.....

Date: ..... Time: .....

State briefly what happened, include details of an injury:

Yes / No	Name Of First Aider:	
Yes / No	Name of Hospital:	
Yes / No	State Name:	
Yes / No	If Yes By Whom:	

Was the Incident reported to the Welfare Manager? Yes / No

Signature of Reporting Officer: .....

Signature of Venue Manager: .....



## Accident Report Form (to be completed in the event of an Injury)

Reporting Officer: .....

Please Give Full Details of Person Involved Below

First Name:		Date of Birth	
Surname:		Male / Female	
Home Address			
Postcode:			
Telephone Number			

Location of Incident:

.....

Date: .....

Time:.....

State briefly what happened, include details of the injury:

Part of the Body Affected: .....Type of Injury: .....

Was First Aid Given?	Yes / No	Name Of First Aider:	
Sent To Hospital?	Yes / No	Name of Hospital:	
Has Team Manager / LA SDO been informed?	Yes / No	State Name:	
Has Parent / Carer Been Informed	Yes / No	If Yes By Whom:	



Was the Incident reported to the Event Manager? Yes / No

Any other information

Signature of Reporting Officer: .....

Signature of Event Manager: .....

