Cramlington & Seaton Valley School Sports Partnership 2016-17

SPORTS EVENTS POLICY

INTRODUCTION

Sports events, both curricular and extra-curricular are an important part of the School Sport Programme 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 has been written by the School Sport Programme (SSP). 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 and risk assessment the abbreviation 'SSP' is used to refer to 'Cramlington & Seaton Valley School Sport Partnership' and the term 'school' is used to refer to the school which the pupils are enrolled at.

CATEGORISATION OF EVENTS

SSP 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.

School staff are responsible for informing SSP staff of any children who do not have parental permission to be photographed

RESPONSIBILITY FOR PUPILS

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

FIRST AID

School staff retain responsibility for administering first aid to their pupils at all times and should bring a school First Aid Kit to all events.

The SSP will ensure that there is a First Aid kit, an appointed First Aider (to assist school staff) and access to a telephone for summoning emergency medical assistance at every event.

RISK ASSESSMENT

A SSP risk assessment has been conducted for sporting events. SSP staff will ensure that this covers the event they are organising, or will make additions / amendments as necessary. Both SSP and school staff must ensure that control measures identified in the risk assessment as their responsibility are in place.

EMERGENCY PROCEDURES

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

POLICY DISTRIBUTION

This policy and risk assessment will be distributed to the Headteacher of every partnership school. A new copy will be sent to each school following any amendments. Headteachers should ensure that staff accompanying pupils to SSP events implement the control measures contained in the risk assessment.