

Role and Responsibilities for Safety at Events 2020/2021

The Get Ahead Partnership acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and education requirements.

We will:

- Promote and prioritise the safety and wellbeing of young people.
- Accommodate all entry requests to ensure maximum participation, unless at detriment to the event.
- Contact schools at the earliest opportunity should an event be cancelled.

You will:

- Enter events prior to the deadline to allow appropriate preparation.
- Give a minimum of 48 hours' notice if you wish to withdraw from an event.
- Arrive at events on time and depart after the final presentation to show respect to all schools.

The checklist table below, aims to provide a quick reference of the responsibilities of Get Ahead Partnership and the schools at each event, Please note this list does not aim to replace the detail within the Risk Assessment of each event.

Before Event

Area	Responsibilities	
	Get Ahead Partnership	School
Parent Consent	None	Full responsibility to gather Parent/Carer consent for children's attendance at events, including permission for photographs and medical conditions. Data on BAME and SEND will also be collected at events.
Risk assessments	Written for each event and uploaded onto Get Ahead website. All actions completed.	Read & print off, adhere to any actions identified for school to complete.
Ratios of staff to children attending	None	Schools should plan their supervision levels based on their own Individual School Policy
If event takes place over multiple pitch/courts/areas	Notify of split areas of play, send out fixtures in advance	See above (ratio) Schools decide on number of staff appropriate based on the site setting

During the Event

Area	Responsibilities	
	Get Ahead Partnership	School
Medical information of participants	Notes of all medical conditions should be added to registration form, those with serious medical conditions should be issues with GREEN wrist band during registration.	<ol style="list-style-type: none"> 1. Accompanying teacher should have all relevant details with them at each event. 2. This information should be passed to Get Ahead at registration. 3. Ensure children identified wear wristbands for duration of event.
Reporting Accidents	Document any accidents which occurred at the event.	Staff to use their own policy for reporting to school and parents. Get Ahead to also be notified of any accidents. Venue to be notified if applicable.
First Aid	Get Ahead staff are first aid trained and carry a first aid kit, but should only be used as back up to staff first aid.	Schools to provide and deliver First aid to their pupils. They should bring their own First Aider and provision. They will share necessary information with the emergency services, if required.
Photography information	Issue YELLOW Wristbands to those without permission to have photographs. Photographs from the events will be used on Social media and Get Ahead Website plat	<ol style="list-style-type: none"> 1. Accompanying staff aware of who can and can't be photographed. 2. This information should be passed to Get Ahead at registration. 3. Ensure children identified wear wristbands for duration of event. 4. Only school staff should take photographs. NO parents or spectators will be allowed to take photos.
Ratios of staff to children attending	None	Schools should supervise based on their own Individual School Policy
If event takes place over multiple pitch/courts/areas	Notify of split areas of play, send out fixtures in advance	See above (ratio) Schools decide on number of staff appropriate based on the site setting
Toilet Supervision	None	School Staff have full responsibility
Reporting concerns	Report all concerns to school and venue where necessary. Any safeguarding issues will be discussed with the involved parties and reported in accordance to the Host Site Safeguarding policies.	Follow school protocol for reporting and inform Get Ahead staff.
Spectators	To notify which events spectators can attend and ensure all are aware of Code of Conduct. Segregate spectators including parents/carers from children where possible.	Support Get Ahead in delivering the Code of Conduct and communicate with parents/carers.
Coaches, Volunteers & Leaders	All coaches, volunteers and leaders have been briefed about the event, understand the code of conducts, rules and regulations of each event	Contact Get Ahead if any issues with coaches, volunteers and leaders. Check DBS if necessary and held on own school grounds

GDPR	Get Ahead will only ask for initials or first names when required for safety, this information will be stored securely and shredded after use. It will only be shared with a third party in relation to Safeguarding or Health and Safety.	Schools are responsible for keeping all personal information safe and secure.
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After the Event

Area	Responsibilities	
	Get Ahead Partnership	School
GDPR	Get Ahead will only ask for initials or first names when required for safety, this information will be stored securely and shredded after use. It will only be shared with a third party in relation to Safeguarding or Health and Safety.	Schools are responsible for keeping all personal information safe and secure.
Late Collections	None	Schools to use their own policy with regard to Late Collection of students