



# Cheshire & Warrington School Games

## Safeguarding & Welfare Information

### Winter 2022 Festival

15<sup>th</sup> – 24<sup>th</sup> March 2022



small steps. big impact.

## 1.1 Introduction

This policy has been formulated in order to help safeguard and protect any children and young people and adults involving in the Cheshire & Warrington School Games Winter 2022 Festival. The policy is based on the standard policies and procedures of Active Cheshire, which draw on current good practice, and is informed by legislation and guidance produced from a wide range of governmental and non-governmental agencies and organisations.

The Cheshire & Warrington School Games will bring together a wide network of voluntary and professional sports leaders, development staff, volunteers and Local Authority officers to stage event(s) which involved up to 2,000 children and young people from across Cheshire & Warrington.

***The policies and procedures outlined in this document apply to the Cheshire & Warrington School Games 2022 Winter Events Festival only, defined as the sports and associated activities taking place at the Cheshire & Warrington 2022 Winter School Games Festival Site(s). Any 'associated' sports events taking place away from these sites, or at different times, are not covered by these policies and procedures, and all matters of child protection for those events are the responsibility of the Organising / Overseeing Bodies of the activities concerned. All activities of participants, leaders and teams away from the site (e.g. travel to and from the Cheshire & Warrington School Games Events) are not covered by these policies and procedures and should be governed by School/Borough/Organisational policies.***

Where the delivery of events is the responsibility of partner organisations, this document represents a statement of the position of the Lead Applicant (Active Cheshire) in relation to those activities, and may contain opinions in relation to good practice. It is important that organisations consider these and utilise them to ensure their health, safety & welfare policies and procedures are adequate and appropriate.

This policy and the procedures it contains in no way reduce the need for all partner organisations to formulate, implement, monitor and review their own health, safety and welfare policies and procedures, nor does Active Cheshire accept any responsibility for any failings of partner organisations.

## 1.2 Statement of Policy

The Cheshire & Warrington School Games makes the following statements of general policy in relation to Child Welfare and Protection for all those children and young people who participate in the event (s).

### Principles

- Children and young people have a right to enjoy sport, physical and creative activities free from all forms of abuse and / or harm.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have equal rights to protection from harm and /or abuse.
- All children and young people should be encouraged to fulfil their potential.
- Inequality will be challenged in whatever form(s) it may emerge.

- Whilst it is the responsibility of the child protection experts to determine whether or not abuse has taken place, it is everyone’s responsibility to support the care and protection of children.
- Sports and Arts organisations have a duty of care to children and young people who take part in activities.
- The welfare of children and young people is paramount, including their rights to confidentiality.

**Active Cheshire, as lead applicant for the Cheshire & Warrington School Games, will:**

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children and young people, safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes and feelings of children and young people taking part and those involved in the delivery of the School Games Festival.
- Recruit, train and supervise our employees, third party organisations and volunteers to adopt and adhere to best practice to safeguard and protect children from abuse, and reduce the likelihood of allegations being made against them.
- Require all staff, coaches, teachers and spectators and volunteers to adopt and abide by the appropriate Codes of Conduct and the Child Protection Policy and Procedures outlined within this document.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures, in conjunction with Local Safeguarding Children Board procedures.
- Review this policy every year, or whenever there is a major change in the organisation or in relevant legislation, or following a significant incident of abuse.

**1.3 Safeguarding Team Contact Details**

*Please note all numbers provided below are for use on the day of the event only for the purpose of professional communications in relation to the event.*

<b>Role</b>	<b>Name</b>	<b>Contact</b>
<b>Festival Safeguarding Lead</b>	Nont Iamkamphaeng	07540 121706
<b>Festival Safeguarding Deputy</b>	Carl Cawood	07842 306950
<b>Media Liaison</b>	Eleanor Hanrahan	07718 424131 (for pre, during and post event queries only)
<b>Event Manager(s) and on-site Safeguarding Leads</b>	Various (see below)	Various (see below)

Every event will have an Event Manager for the day of competition, which will be the lead deliverer and point of contact for safeguarding and welfare concern on the day of the event (see details below). Any safeguarding or welfare concerns reported to the Event Managers will immediately be reported to Active Cheshire who are the lead organisation for the Cheshire and Warrington School Games Winter 2022 Festival.

In addition to the above individuals, each school will have a Team Manager, who will be an appropriate adult associate with the school (typically a school teacher). The Team Manager is responsible for being familiar with the Health, Safety and Welfare Plan. The Team Manager must be declared on the [Team Registration Sheet](#) which must be submitted at the Event Registration. The Team Manager will be the point of contact for the Event and Safeguarding Leads on the day and so they must provide a mobile telephone number that they can be contacted on at any time during the Cheshire and Warrington School Games Festival.

### **Cheshire and Warrington School Games Winter 2022 Event Managers and on-site Safeguarding Leads**

<b>Event / Date / Location</b>	<b>Name</b>	<b>Contact</b>
Cheshire and Warrington Winter School Games Sportshall Athletics Finals  Tuesday 15 <sup>th</sup> March 2022  Ellesmere Port Sports Village, Stanney Lane, Ellesmere Port, CH65 9LB	Mark Poole	07841 709242
Cheshire and Warrington Winter School Games Netball Finals (Year 3/4 Bee Festival)  Thursday 17 <sup>th</sup> March 2022  Northgate Arena, Victoria Rd, Chester CH2 2AU	Elizabeth Newstead	07917 153621
Cheshire and Warrington Winter School Games Netball Finals (Year 5/6 High Five Festival)  Friday 18 <sup>th</sup> March 2022  Macclesfield Leisure Centre, Priory Lane, Macclesfield, SK10 4AF	Rosie Harris	07803 133759
Cheshire and Warrington Winter School Games Football Finals  Tuesday 22 <sup>nd</sup> March 2022  Cheshire Football Association, Moss Farm Recreation Centre, Northwich, CW8 4BG	Chris Story	07428 507974

Cheshire and Warrington Winter School Games Hockey Finals  Wednesday 23 <sup>rd</sup> March 2022  The Ryleys Games Ground, Wilmslow Road, Alderley Edge SK9 7QN	Rosie Harris	07803 133759
Cheshire and Warrington Winter School Games Basketball Finals  Thursday 24 <sup>th</sup> March 2022  Ellesmere Port Sports Village, Stanney Lane, Ellesmere Port, CH65 9LB	Mark Poole	07841 709242

### Other important contacts

<b>Cheshire West Children's Social Care</b>	01606 275 099
<b>Cheshire East Children's Social Care</b>	0300 123 5012 (opt2)
<b>Warrington Children's Social Care</b>	01925 443400
<b>Police (CAIU) Cheshire Police</b>	0845 33 00 222 (or in an emergency 999) 0845 458 0000
<b>NSPCC</b>	0808 800 5000

## 1.4 Responsibilities of people who will be present at the Cheshire & Warrington School Games Festival

### Participants

These are persons who have been selected to take part in the event on behalf of their school.

All participants will:

- Ensure they have read and will abide by the relevant Cheshire & Warrington School Games Festival Code of Conduct.
- Ensure they always tell their member of School Staff if they are leaving the playing area.
- Not leave the site during the event.
- Ensure parents have correct details of the post event collection arrangements.

### **Parents / Guardian**

Person who is the parent or guardian of a participant. All parents/guardians will:

- Drop off / pick up their child at the agreed points and times.
- Communicate any changes to key information (e.g. medical information, contact details etc.) to the Team Manager.
- Ensure that appropriate clothing and footwear is provided for the event.
- Complete all forms on time and return to the agreed person.
- Provide appropriate refreshments and a plentiful supply of water.
- Provide sun cream, a hat and water proofs for their child.
- Provide lunch for their child.
- Ensure they have read and will abide by the relevant Cheshire & Warrington School Games Festival Code of Conduct.

### **NGB/ Delivery Lead**

The person acting on behalf of the NGB to run their sports competition on the day of the event.

The Sports Organiser will:

- Be familiar with the Cheshire and Warrington School Games Festival Health, Safety and Welfare Plan.
- Be observant on the day of the event to any potential hazards or incidents.
- Know the lines of communication should any incident or concern be reported to them.
- Ensure their event is delivered in a safe way.
- Ensure they have read and will abide by the relevant Cheshire & Warrington School Games Festival Code of Conduct.

### **School Staff / Team Manager**

Person who has overall responsibility for the school's pupils within one team (each team must have a Team Manager while at the event). In addition, any schools bringing pupils who will be spectating and / or taking part in any other activities must also ensure they provide appropriate adult supervision.

The School's Staff will:

- Be the first point of contact for any pupils at the event that are from their school.
- Be familiar with the Health, Safety and Welfare Plan.
- Know the lines of communication should any incident or concern be reported to them.
- Be aware of medical conditions and contact details for their pupils.
- Ensure they have read and will abide by the relevant Cheshire & Warrington School Games Festival Code of Conduct.
- Provide the Event Team with a mobile telephone contact number for the day so they can be contacted if necessary.

### **Volunteers & Young Leaders**

The volunteers and young leaders will help to coordinate activities on the day and facilitate the events.

All volunteers and Young Leaders will:

- Be familiar with the Health, Safety and Welfare Plan.
- Know the lines of communication should any incident or concern be reported to them.
- Ensure they have read and will abide by the relevant Cheshire & Warrington School Games Festival Code of Conduct.

### **Event Team and Manager**

The Event Managers are the decision makers on the day and have responsibility for the running of the event, including on-site Safeguarding and Welfare responsibility. The School Games 2020 Winter Event Leads details can be found above.

### **Safeguarding Team and Event Manager(s)**

The Event Managers are the point of contact for all Health, Safety and Welfare issues on the day of the event. Event managers will immediately report a Safeguarding or Welfare concern immediately with the Active Cheshire Safeguarding Lead and Deputy Lead who will act in accordance with the organisation's Adults and Children Safeguarding Policies and Procedures.

### **Volunteer Team and Manager**

The Volunteer Team and Manager are the point of contact for the duties of the volunteers. In the event of a welfare issue the Welfare Team and Manager will be the point of contact.

### **Statement on Coronavirus (COVID-19)**

We are advising that schools should adhere to their health and safety policy and risk assessments and where possible maintain contact tracing systems for your team and staff members in line with the latest advice and guidance at the time of the event(s).

The event organisers, activity providers, volunteers and spectators will maintain contact tracing systems for all event(s) as part of the Festival.

In a case that the event(s) need to be cancelled or postponed, you will be notified as soon as possible. As such, we hope to be communicating any update regularly and will make the final decision 24 hours before the scheduled event(s) where possible. As it stands, we have been advised by the relevant authorities (such as Local Authority Public Health teams) that it is safe to go ahead as per the schedules.

The latest advice and guidance can be found on <https://www.gov.uk/coronavirus>

### **1.5 Risk Assessments**

All sports and activities taking place have been independently risk assessed. As a lead applicant, Active Cheshire will, at all times, adhere to the risk assessments provided for each venue and sports. Venue and sports' risk assessments can be found on the Active Cheshire website [here](#).

## **2. Active Cheshire Safeguarding Children and Adults Policies and Procedures**

### **2.1. Introduction**

#### **2.1.1 Safe Participation**

All participants (children, young people and adults at risk) have the right to have fun and to be safe and free from harm when participating in physical activity and sport. Active Cheshire is committed to ensuring access to and the provision of physical activity, sport and recreation throughout Cheshire West & Chester, Cheshire East and Warrington is both safe and inclusive.

Active Cheshire is committed to creating and maintaining a safe and positive environment and takes seriously our responsibility to safeguard the welfare of everyone associated with the activities taking place.

Active Cheshire safeguarding Adults and Children policies and procedures apply to all individuals involved in the Charity or the projects we may commission. These policies and procedures will therefore be applied to ensure the safety and welfare of those associated with the delivery of Cheshire and Warrington Winter 2022 School Games Events between 15<sup>th</sup> – 24<sup>st</sup> March 2023.

Active Cheshire will encourage and support partner organisations to adopt and demonstrate their commitment to the principles and practice of equality as set out in the Adults and Children safeguarding children policies and procedures.

The full details of the Children Safeguarding Policy and Procedures can be found [here](#).

The full details of the Adults Safeguarding Policy and Procedures can be found [here](#).

### **2.1.2 Role of Active Cheshire**

[Active Cheshire](#) Active Cheshire is the lead body for physical activity and sport in Cheshire and Warrington. At Active Cheshire, we have a very clear goal. Mandated by Sport England, our vision is to embed physical activity into all aspects of everyday life for the health and wellbeing of local residents. Our goal, as set out the [Blueprint to Tackle Physical Inactivity in Cheshire and Warrington](#), is to reduce physical inactivity by 15% by 2040.

As an established charity of 30 years, we use our connections and local insight to support the development of activity that will enable whole system partners to sustain and grow participation in physical activity themselves.

Active Cheshire at all times promotes the safety and welfare of all people taking part in any activity Active Cheshire is accountable for. This includes those activities which are funded by and / or provided directly by the Active Cheshire Team.

Active Cheshire aims to contribute to safeguarding all employees, participants, including spectators, by implementing and demonstrating best safeguarding practice when staff, volunteers or others are providing services, activities and programmes.

To minimise the possibility of abuse Active Cheshire is committed to working in partnership with all agencies, at both the local and national level, to ensure that education, training and access to safeguarding best practice information and support are available for those who deliver, support, participate and spectate local physical activity and sport, including those who are responsible for participants (parents, guardians and carers).



**To contact Active Cheshire's regarding Welfare and Safeguarding:**

**Email:** [safeguarding@activecheshire.org.uk](mailto:safeguarding@activecheshire.org.uk) or **Phone:** 01606 330 212

### **2.1.3 Our Key Principles**

Active Cheshire are committed to the following 3 key principles;

#### **Principle 1: Advocacy**

- Share details of national and local training courses.
- Promote safeguarding via:
  - Our Website
  - Social Media
- Support NSPCC / CPSU campaigns by sharing across our networks
- Promote local Safeguarding processes and supporting documents on our website
- Publish our Safeguarding Policy and supporting documents on our website.
- Safeguarding is a Standing Item on the agenda for every Active Cheshire Governance Subgroup meeting.
- Having a nominated Safeguarding Champion on the board.

#### **Principle 2: Education**

- Safeguarding Lead and Safeguarding Deputy roles within the Active Cheshire Team secured and publicised.
- Safeguarding Lead's act as champions for the subject and cascade knowledge across the internal organisation and network.
- Board Members received Safeguarding training annually.

#### **Principle 3: Scrutiny**

- When considering any investment Active Cheshire consider/question the Safeguarding readiness of potential providers.
- Prior to any investment being made Active Cheshire will check the provider Safeguarding standards and policies are substantial.
- During the performance and monitoring process Providers are assessed so that agreed standards are met.
- The Active Cheshire team will visit 100% of the projects invested in and during these visits participants and non-participants are asked about their understanding of Safeguarding.
- Active Cheshire will act on any information generated from the performance and monitoring process, addressing any knowledge gaps identified.

The Adults and Children Safeguarding policies and its associated procedures are mandatory for all staff, employed or voluntary, and partners, paid or unpaid, working to deliver projects that Active Cheshire is accountable for. This will include those projects and interventions Active Cheshire provide direct investment for and those that Active Cheshire staff actually deliver.

### **2.1.4 Purpose of these Policies:**

The purpose of this policies is to;

- Make clear Active Cheshire's commitment to safeguarding all children, young people and adults at risk, and demonstrate how we are meeting statutory safeguarding obligations as set out in [Working Together to Safeguard Children](#); A guide to inter-agency working to safeguard and promote the welfare of children (HM Government July 2018).
- Provide guidance and clear procedures for those working with and responsible for children, young people and adults at risk.
- Form part of guidance documentation for partner organisations when developing their own child protection policies and to encourage them to work in line with the [national safeguarding framework](#).
- Provide a reference framework for Active Cheshire monitoring processes to check partner and direct delivery organisations policies and procedures meet the required minimum standards when commissioning or sub-contracting work that involves delivery to children, young people or adults at risk.

### 2.1.5 Key Statements

- Active Cheshire have appointed a [Safeguarding Lead](#) and Safeguarding Deputy Lead to initiate, implement, administer and maintain this policy.
- The above Safeguarding Lead are responsible to the Chief Executive and the Active Cheshire [Board](#) and Governance Sub group for all policies, procedures and protocols.
- Active Cheshire have appointed a Board member as Safeguarding Champion.
- The Safeguarding Lead ensures policy compliance by empowering all Active Cheshire team members to uphold safeguarding principles in all they do.
- The Safeguarding Lead will identify [guidance](#), [training](#), and [advice](#) and share this with all Active Cheshire team members and make it available to partners and direct delivery organisations Active Cheshire engage with.
- The Safeguarding Lead is responsible for maintaining up to date safeguarding information and records.
- The Safeguarding Lead will prepare and make available to the Child Protection in Sport Unit ([CPSU](#)) all relevant documentation for inspection.
- The Safeguarding Lead will establish and maintain close links with Local Children Safeguarding Partnership via the Children's Services Departments in [Cheshire West and Chester](#), [Cheshire East](#) and [Warrington](#), actively seeking to update procedures and protocols so that they reflect local and national legislation, good practice and mirror current processes.

### 2.1.6 For those involved in the organisation and delivery of activities to children, young people and/or adults at risk:

- In all dealings with and on behalf of children, young people and adults at risk, do what is reasonable in the circumstances of each case/situation for the purpose of safeguarding or promoting the safety and welfare of every child.

- Access and provide proof of attendance of appropriate [training](#) and permissions for those responsible for delivery of activities to children, young people and adults at risk, including [Disclosure and Barring](#) if required, so that they can easily describe what constitutes best practice poor practice and child abuse and the appropriate checks are in place.
- Follow the agreed action plan / escalation process of action (page 13, 14 & 15) should there be suspicion or signs of possible abuse.

## 2.2. The difference between abuse and poor practice

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Individuals can be abused by adults or children.

Poor practice occurs when individuals are inadequately trained and act inappropriately without violating a person's human and civil rights. Poor practice can often cause distress to individuals but can often be resolved with better training and awareness. An example may be by using inappropriate language in front of children, not ensuring the health and safety is complied with or not ordering enough food for all people at an event you are coordinating. This would not be reported to authorities but should be flagged to the Active Cheshire Safeguarding Lead to address the issue and ensure this does not happen again.

### 2.2.1 Safeguarding adults at risk

The guidance given within the Adults Safeguarding Policy and Procedures is based on the following principles set out in the Care Act (2014) and should underpin safeguarding of adults:

- Empowerment - People being supported and encouraged to make their own decisions and informed consent.  
"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."
- Prevention – It is better to take action before harm occurs.  
"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."
- Proportionality – The least intrusive response appropriate to the risk presented.  
"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."
- Protection – Support and representation for those in greatest need.  
"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

- Accountability – Accountability and transparency in delivering safeguarding.  
“I understand the role of everyone involved in my life and so do they.”

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

Active Cheshire will seek to ensure that our organisation is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

The rights, dignity and worth of all adults will always be respected.

We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

We recognise that a disabled adult may or may not identify themselves or be identified as an adult ‘at risk’.

We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Active Cheshire (for example inappropriate behaviour of a staff member) or in the wider community.

All allegations will be taken seriously and responded to quickly in line with Active Cheshire Safeguarding Adults Policy and Procedures.

Active Cheshire recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

### **2.2.2 Safeguarding Children & Young People**

It might be difficult to accept, but every child can be hurt, put at risk of harm or abused, regardless of their age, gender, religion or ethnicity. Safeguarding legislation and government guidance says that safeguarding means:

- protecting children from maltreatment
- preventing impairment of children’s health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children and young people to have the best outcomes, and

“The action we take to promote the welfare of children and protect them from harm - is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play”

[Working Together to Safeguard Children, July 2018](#)

### 2.2.3 Main Definitions of Abuse (Further detail on [Definitions of Abuse](#))

**Neglect** - where adults fail to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development (eg failure to provide adequate food, shelter and clothing, failing to protect an individual from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give individuals love, affection and attention. Neglect in sport could include a teacher or coach not ensuring those they are responsible for were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

**Physical Abuse** - where someone physically harms or injures an individual by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to an individual whom they are looking after e.g. factitious illness by proxy or Munchausen's syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.

**Sexual Abuse** - where girls and boys, or adults at risk, are abused by adults (both male and female) or other children who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children or adults at risk could potentially create situations where sexual abuse may go unnoticed. The power of the coach over individuals in their charge, if misused, may also lead to abusive situations developing.

**Emotional Abuse** - is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to individuals that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children or adults at risk to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the individual/s very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child or vulnerable adult. Emotional abuse in sport may occur if individuals are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

### 2.2.4 Identifying Signs of Abuse

Signs of abuse are often difficult to recognise. Those that deliver or supervise activities are not expected to be 'experts', but they should know and recognise the common [signs/indicators](#) that abuse might be taking place.

The following might provide indications that a child, young person or vulnerable adult is being abused:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her

- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

**Note:** The above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

### 2.2.5 Bullying

Although anyone can be the target of bullying, victims are often shy, sensitive, anxious or insecure. Sometimes they are singled out for physical reasons, (for example, being overweight, small for their age, of a different race, or having a disability). Close supervision of children and adults at risk during activities will help reduce the amount of bullying, but it will still occur outside of organised activities. Take all signs of bullying very seriously.

**A 'bully' may be:**

- A parent/carer/teacher/coach who pushes too hard.
- A coach/teacher who wants to win "at all costs".
- Another child who intimidates verbally, physically or sexually.
- An official who places undue pressure on a child.

**Indications that a child is being bullied may include the following:**

- Behavioural changes, reduced concentration, becoming withdrawn.
- Emotionally unsettled, reluctance to go to school or to sports activities.
- Clingy, depressed or tearful.
- A drop in performance or standard of play.
- Physical signs such as stomach ache, headache, sleeping problems, scratching or bruising, damaged clothes, over or under-eating.
- Often short of money, loses possessions frequently.

***IMPORTANT: If you observe one or more of the indicators above (2.1 through 2.2.5), it is NOT proof that abuse is/has actually taking place. However, proving abuse is taking place is not the responsibility of those reporting concerns. If an employee, instructor, volunteer or parent/carer or guardian has a concern, or if a child indicates he/she is being abused, action must be taken.***

### 2.3. Promoting Good Practice

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with any judgements about what action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection as a result of negative experiences outside of the sporting environment.

It is widely accepted that in relation to children, young people and adults at risk, sports organisations have a duty of care. The purpose of the Duty of Care in Sport CPSU Briefing Paper is to clarify what that duty entails and to provide some guidance as to what steps can be taken in order to demonstrate that this duty is being met.

### 2.3.1 Reporting

**IMPORTANT: As with all matters related to the health and wellbeing of children, young people and adults at risk, if you have serious concerns and you believe an individual/s is in immediate danger you must always call the Police using 999.**

If you have concerns about the welfare of a child or adult at risk in the home environment please contact your local social care team as below:

**Adults at Risk:**

Cheshire West & Chester: [Adult Social Care Team](#) , [Child Social Care Team](#)

Cheshire East: [Adult Social Care Team](#) , [Child Social Care Team](#)

Warrington: [Adult Social Care Team](#) , [Child Social Care Team](#)

For any concerns about the welfare of a child or adult at risk in a professional environment, i.e a care facility, school, club please contact on 101 who will walk you through the process and make a connection with Social Care where appropriate. If you are in an emergency situation please always call the Police using 999.

When you have reported the incident, or if you feel you need support to help you through the issues please contact Active Cheshire at [safeguarding@activecheshire.org](mailto:safeguarding@activecheshire.org) or on **Phone: 01606 330 212**. All contact with Active Cheshire will be handled in a confidential manner with support and discretion at all stages.

National Governing Bodies and other delivery organisations are likely to have an identified designated person and reporting process for the reporting of concerns. Whilst Active Cheshire encourages the use of 'internal reporting of concerns' eg the following of NGB or Local Education Authority Reporting processes, it is important to raise any concerns with the Active Cheshire Safeguarding Lead in the first instance so that the agreed local escalation process can be implemented and we can support you through this.

### 2.3.2 Do's and Don't's

If you have concerns or receive information about possible abuse the Active Cheshire Safeguarding Lead should be contacted, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines will offer you help and support in responding to abuse or a suspicion of abuse:

**Do:**



- o Treat any allegations extremely seriously and act at all times towards the person raising the concern as if you believe what they are saying.
- o Tell the individual they are right to tell you.
- o Reassure them that they are not to blame.
- o Be honest about your own position, who you have to tell and why.
- o Tell the individual what you are doing and when, and keep them up to date with what is happening.
- o Take action – you may be the only person in a position to prevent future abuse.
- o Write down what you have been told. Anything you write down must be maintained in full confidence and shared, in full, as soon as possible with those responsible for investigating the concern.
- o Seek medical attention if necessary.
- o Inform parents/carers unless there is suspicion of their involvement.

**Do Not:**

- o Make promises you cannot keep.
- o Interrogate the person raising the concern – it is not your job to carry out an investigation – this will be up to the Police and/or Local Authority Representatives.
- o Cast doubt on what the you have been told, don't interrupt or change the subject.
- o Say anything that makes the individual feel responsible.
- o Take photographs of any injuries.

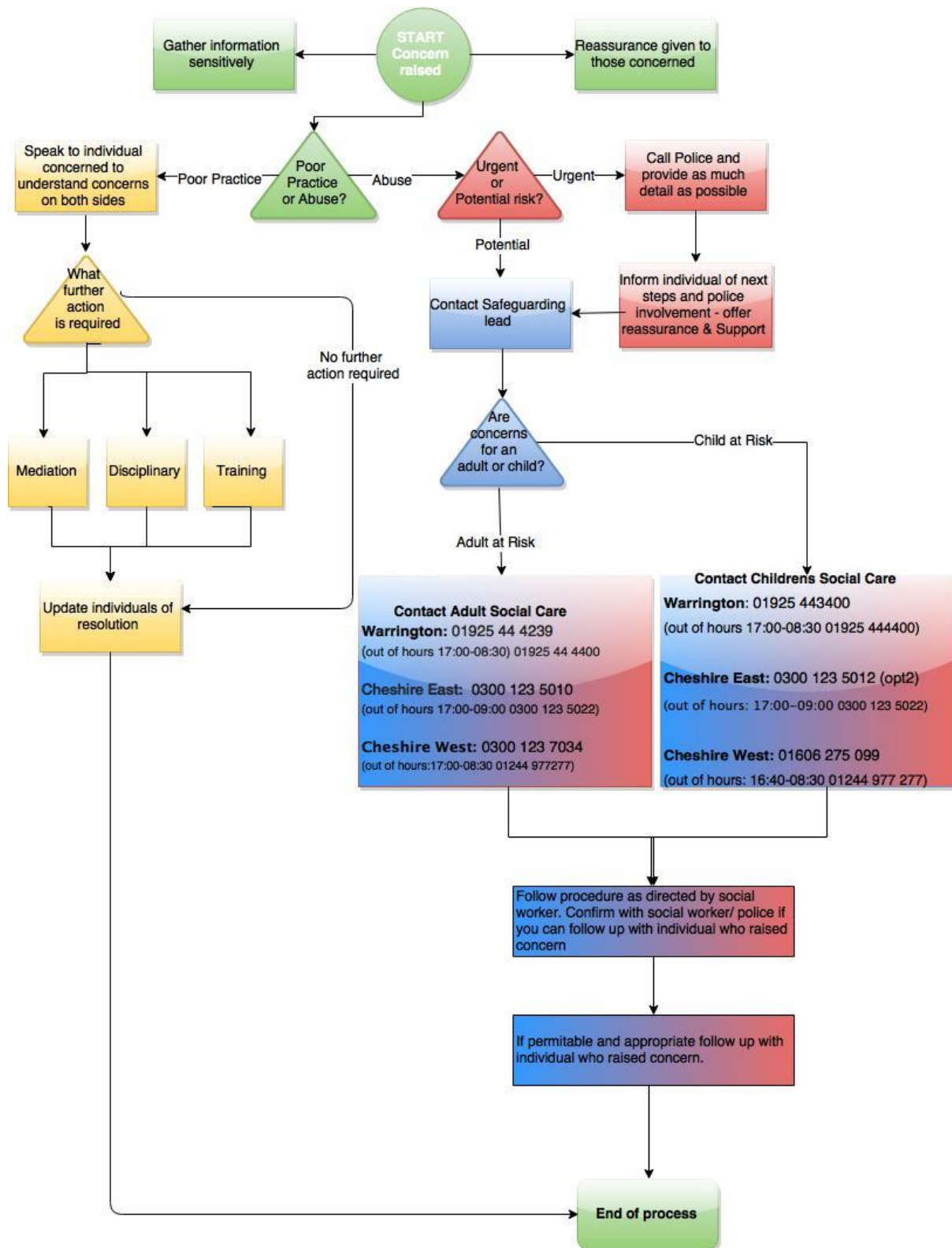
**DOING NOTHING IS NOT AN OPTION, IT IS YOUR RESPONSIBILITY TO ACT** – Make sure you inform the Safeguarding Lead as soon as possible, they will know how to follow this up and where to go for further advice. If it is believed there is immediate danger contact the Police using 999.

*Note: This link provides access to the CPSU video '[An Introduction to Safeguarding in Sport](#)'. Other CPSU Best Practice documentation and video content can be accessed easily [here](#).*

## **2.4 Active Cheshire Escalation Process**

There are a number of processes that those who have an abuse related concern could follow. The Escalation Process below is the one Active Cheshire have set out to follow in the event of a concern being raised:





### 2.4.1 Process Explained

**Step One:** Information/Concern received by Active Cheshire representative. Gather information sensitively and offer reassurance to the individual concerned.

**Step Two:** identify if this is an issue of Poor Practice or Abuse, If this is abuse and the information received suggests an immediate/ongoing threat the Police will be notified immediately by calling 999.

**Step Three:** Any information gathered will be dealt with in the strictest of confidence and shared with the Event Manager(s) who will immediately report any Safeguarding or Welfare concern to Active Cheshire Safeguarding Lead and/or Deputy:

- Reassurance will be offered those reporting the concern that all will be done to address the issues raised and that the appropriate reporting process will be followed.
- If the concern is Poor Practice the issue will be dealt with internally and an action plan will be developed, this could involve additional training, disciplinary or the termination of a contract
- Abuse concerns which do not pose an immediate threat will be referred to the Adult or Child social care team in the local authority. Assurance will be given to individuals through all steps of the process and best practice advice taken from the relevant social care team.

**Step Four:** Once the appropriate process is in train the Active Cheshire Safeguarding Lead will provide a supporting role and assist the ongoing process until a satisfactory conclusion has been achieved.

**Step Five:** The Active Cheshire Safeguarding Lead will communicate back to the individual who reported the issue to advise them of how the case has been handled and reassure them that the correct process was implemented by their actions.

**2.4.2 The Active Cheshire Safeguarding Lead will use the following to help inform/determine the Escalation Process:**

Contact will be made with the appropriate services to ensure the right process is being followed to address the concerns raised:

<b>Warrington</b>	<b>Cheshire East</b>	<b>Cheshire West &amp; Chester</b>
Office Hours Mon - Fri (8.30am - 5pm) <a href="tel:01925443400">01925 443400</a>	Office Hours Mon - Fri (8.30am - 5pm) <a href="tel:03001235012">0300 123 5012</a>	Office Hours Mon-Thurs (8.30 - 5pm) Fri (4.30pm) <a href="tel:01606275099">01606 275099</a>
Out of Hours <a href="tel:01925444400">01925 444400</a>	Out of Hours <a href="tel:03001235022">0300 123 5022</a>	Out of Office Hours <a href="tel:01244977277">01244 977277</a>
If you are concerned about a Vulnerable Adult		
Normal Office Hours <a href="tel:01925444239">01925 444239</a>		
Out of Hours <a href="tel:01925444000">01925 444000</a>		
for further information:	for further information:	for further information:

<a href="http://warringtonlscb.org/">http://warringtonlscb.org/</a>	<a href="http://www.cheshireeastlscb.org.uk/homepage.aspx">http://www.cheshireeastlscb.org.uk/homepage.aspx</a>	<a href="http://www.cheshirewestlscb.org.uk/?page_id=12">http://www.cheshirewestlscb.org.uk/?page_id=12</a>
Cheshire Police Enquiries: <b>0845 458 0000</b> or 101 (999 in an emergency)		

## 2.5 Photography Policy

Active Cheshire takes its guidance on the use of images from guidelines issued by the CPSU "[Photographing and Filming Children in Sport Briefing](#)".

It is acknowledged that Parents/Carers/Guardians of those taking part in physical activity and sport often want to be able to celebrate the achievements of those they are responsible for by taking photographs or videos. Various organisations may also want to promote their activities to encourage further participation. The CSPU briefing highlighted will help to ensure that all necessary steps are taken to protect children and young people from inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

The CPSU advises sporting bodies to adopt the following principles: the interests and welfare of children taking part in sporting activities is paramount

- Children and their parents/carers have a right to decide whether their images are taken, and how these may be used
- children and their parents/carers must provide written consent for their images to be taken and used
- consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

Easy rules to remember are:

- Where possible do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Avoid the inclusion of other detailed information about individual children.
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. The use of a Child's Permission Form is one way of achieving this.
- Ask for parental permission to use an image of a child, young person or vulnerable adult. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport (e.g. in a sports magazine, on a website, or on Facebook).
- Developing or adopting a Parental Permission Form is one way of achieving this.
- Ensure parents understand the nature of the potential risks associated with the intended use of the image/s.
- Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled).
- Only use images of children in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields and so on) to reduce the risk of inappropriate use.

- Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.
- With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there may be some sports activities (e.g. gymnastics or swimming) where the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity rather than on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or, if poolside, waist or shoulder up.
- Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children.
- Follow your organisation's safeguarding procedures, ensuring both your sports safeguarding officer and Children's Social Care and/or Police are informed.

### **2.5.1 Guidelines for Events:**

When considering the use of Photographic Filming Equipment for Official Use at Sporting Events

Provide a clear brief about what is considered appropriate in terms of content and behaviour:

- Ensure all spectators attending the event are signed-in, informed of, and adhere to the Photography Policy at all times.
- Issue the photographer with identification which must be worn at all times.
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close ups, small group and team photos).
- At many events, organisers and others will reasonably wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on.
- Separate to the issue of consents for "identifying" photographs/footage of individual participants (as above) parents and children should at least understand that these types of images will be taken during, or at specific points in, the event e.g. information could be included on the parental consent form.
- It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child's home.
- Children, parents and others should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.
- Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least (set number of days) working days before the event.
- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event and planned use of the material.

- Accreditation procedure: a system should be established. Professionals should register prior to the event and their identification details be recorded. Ideally they should be: name and address of the person using the camera, names of subjects (if specific), the reason or use the images are being or intended to be put to, signed declaration that the information provided is valid and that the images will only be used for the reasons given.
- Ideally, identification details should be checked with the issuing authority prior to the event.
- On registering, promoters of events could consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.
- A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events or at an athlete's home should not be approved/allowed.

### **2.5.2 Guidelines for Parents/Guardians/Spectators:**

When considering the use of Photographic Filming Equipment for Official Use at Sporting Events

- If parents/guardians or other spectators are intending to photograph or video at an event, they should also be made aware of your organisation's expectations.
- Spectators should be asked to register at an event if they wish to use photographic equipment.
- It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered.
- Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced over the public address system, prior to the start of the event.

#### **The recommended wording is:**

*"In line with the recommendation in the Name of Governing Body Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator desk before carrying out any such photography. If parents have any particular concern about their young person being photographed or filmed they should notify the organisers. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you".*

\*At club sessions There is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, children/young people and their parents should be aware that this is part of the coaching programme and consent to it. Care should be taken in the secure storage of such materials and films. If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to

leave and contact their Governing Body or (depending on the nature of the concerns) the Police for further advice.

Clubs should include wording on their consent forms similar to the following;

"Name of club will follow the name of governing body guidance for the use of photographs and videoing for training/coaching purposes, a copy of which is available from name of club web site or club official). Name of club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform name of club Safeguarding Lead (telephone number) and the name of governing body immediately. I consent to name of club photographing or videoing my child".

*\* Adapted with permission from the Amateur Swimming Association (1999)  
Child Protection in Swimming*

### **2.5.3 Images of Elite Young Athletes**

As young athletes progress higher up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Event organisers and sports governing bodies will quite reasonably seek publicity to positively promote their sport, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. Organisers retain their duty of care to these athletes and a responsibility to safeguard them.

In respect of some elite young athletes aspects of the more general guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable. It is important that other aspects of this guidance (for example about the nature, content and use of images; and about ensuring that photography sessions are supervised) are considered and applied.

It is important for the athletes, their parents and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions. Young elite athletes and their parents should be supported by the sports organisation and prepared to manage these and a range of other issues (including safeguarding concerns) that may arise as a result of their sporting success and increased public profile. Many sports governing bodies already provide information, guidance and support to help athletes manage the media, for example in planning for media interviews.

## **3.0 Mobile Phone Policy**

This policy sets out the Cheshire & Warrington School Games framework governing what is deemed to be acceptable use of mobile phones. The purpose of this policy is to prevent unacceptable use of mobile phones or camera-phones, to protect the Festival staff and participants from undesirable materials, filming, intimidation or harassment.

### **The Policy:**

- Active Cheshire strongly advise that mobile phones should not be brought to the event.



- Active Cheshire understands a parent's wish for their child to have a phone for their journey to and from the event. However, parents and participants should understand that this is entirely at their own risk as Active Cheshire accept no responsibility for loss, theft or damage of any phone brought to the event.
- Mobile phones that are brought to the event should be stored safely by the participant. It is not the responsibility of Active Cheshire or any of its staff to look after mobile phones
- Any participant who refuses to hand over a mobile phone when requested will not be allowed to participate any longer in the competition and a report will be made to their school and parent.
- It is forbidden to record photographic images (still or video) or sound recordings of staff or participants, unless the people have given their consent and the person is a) part of the Event Media Team or b) has a 'Registered Photographer' sticker.
- Any participant caught filming another person (and/or uploading images or video onto the Internet), without appropriate consent and authorisation, will have their phone confiscated and their school and parents will be informed.
- Persons using their mobile phones for the purpose of video and photography must follow the guidelines outlined in section 2.5

#### **4.0 Active Cheshire Code of Conduct**

Active Cheshire has a Code of Conduct which outlines expectations of conduct all individuals involved in the Cheshire & Warrington School Games Festival. Active Cheshire is committed to safeguarding both children and adults at risk and we ask that everyone follows the guidelines set out in this document to enable all individuals to enjoy the opportunity to participate and get active.

If during the festival you are unhappy with the actions of any individual please ensure you escalate the issue to either the event organiser, or if this is not appropriate the Active Cheshire Safeguarding Lead, Nont Iamkamphaeng, by phoning 07540 121706 or 01606 330 212. If you feel an individual is facing an immediate risk due to the abusive actions of another please ensure that the police are contacted immediately.

Please note that Active Cheshire and the event organisers take the safeguarding of individuals very seriously. If an incident occurs Active Cheshire or an Event Lead may ask an individual to leave the festival, or stop the event to deal with the situation. We ask that all individuals respect the decisions of the Safeguarding team and the Event Lead whom will carry out a thorough and fair investigation. If an issue is reported with an organiser or coach, the Safeguarding team will take steps to resolve the situation, and in serious cases may terminate any ongoing contract with an individual or organisation if the issue is deemed serious or cannot be resolved. The decision of Event Lead and the Safeguarding team will be final.

#### **4.1 Code of Conduct for Coaches**

**You should:**

- Be a good role model, setting an example for others to follow
- Observe professional boundaries at all times
- Always work in and encourage an open environment (avoiding private or unobserved situations and secrets)
- Develop an appropriate working relationship with participants based on mutual trust and respect
- Empower children, young people and vulnerable adults to share in the decision - making process
- Encourage all of your participants to accept responsibility for their behaviour and performance
- Ensure the activity is appropriate for the age, maturity, experience and ability of the participants
- Never ridicule or shout at a participant for making a mistake or losing
- Encourage players and help them to improve by using positive words and not negative criticism
- Teach players the importance of fair play and following the rules of the game/sport
- Ensure that you and your players respect your opposition, the officials, the opposing coach and their supporters
- Divide your time equally between all standards of players
- Make reasonable demands on participants' time and realise that young people have other interests too
- Always place the well-being and safety of the child above their performance
- Always follow the guidelines set out by the relevant Governing Body of sport or professional body with regards to safety and welfare
- Hold relevant, up to date, nationally recognised qualifications
- Check that you have adequate insurance to coach your sport(s)
- Be committed to developing your own skills and knowledge
- Keep written records of any incidents that occur, along with details of how they were dealt with
- Follow professional advice when determining if an injured player is ready to train
- Take responsibility for the young people in your care until they have safely left the activity
- Ensure that any physical contact with a young person is appropriate to the situation
- Remember that young people participate in sport for many reasons and winning is only part of the fun of taking part
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.



- At the outset, clarify with performers (and where appropriate with their parents/carers) exactly what is expected of them and what performers are entitled to expect from the coach.
- Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the performer.
- Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Consistently display high standards of behaviour and appearance, set a good example which others can follow
- Arrive in plenty of time to set up the activity

**You should never:**

- Spend time alone with children away from others
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make derogatory or sexually suggestive comments to a child even in fun
- Let allegations a child makes go unrecorded, or not acted upon
- Do things of a personal nature that children can do for themselves
- Engage in personal relationships with pupils, participants or students
- Take children alone in car journeys, however short
- Take children to your home where they will be alone with you
- Have children stay at your home with you unsupervised
- Share a room with a child

**4.2 Code of Conduct for Parents and Carers**

- Remember that young people participate in sport for their enjoyment, not yours.
- Encourage young people to participate, never force them.
- Focus on, and praise the effort and performance displayed, rather than the winning or losing.
- Encourage young people to play according to the rules and to settle disagreements without resorting to argumentative behaviour.
- Never ridicule a young person for making a mistake or losing a competition.
- Remember that young people learn best by example. Always show appreciation for good performances displayed by all participants.
- Support all efforts to remove verbal and physical abuse from all sporting activities.
- Respect coaches' and officials' decisions and teach young people to do likewise.
- Always show appreciation for the coaches, officials and administrators. Without them there would be no activity for your child to participate in.

### **4.3 Code of Conduct for Spectators**

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Acknowledge good performances from all individuals and teams.
- Congratulate all participants on their performance, regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule a young player for making a mistake. Positive comments are always motivational.
- Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them, there would be no game.
- Encourage all players to follow the rules and the officials' decisions.
- Do not use foul language or harass players, coaches or officials.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Respect the rights and dignity of every young person regardless of their gender, ability, cultural background or religion.

### **4.4 Code of Conduct for Volunteers**

- Respect the dignity, rights and worth of every person within the context of sport
- Treat everyone equally, regardless of age, gender, sexual orientation, religion or disability
- Not allow any form of discrimination to be condoned or go unchallenged
- Hold paramount the well-being and safety of young people
- Develop an appropriate working relationship with young people which should be based on mutual respect and trust
- Not engage in any form of sexually related contact with a young member. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Respect young people's opinions when making decisions about their participation in sport
- Be aware of and report any conflicts of interest as soon as they arise

### **5.0 Supervision and Missing Participants**

The Active Cheshire guidance on reporting missing participants and the action that needs to be taken is:

1. School Staff member notices absence or is informed of an absence of a participant.
2. Contact the Event Manager(s) who will immediately inform Active Cheshire Safeguarding Lead and/or Deputy.
3. If participant is not found within 20 minutes then Event Manager(s) contacts police.
4. School Staff to contact parents at this point.

5. Incident is logged on Incident Report form (appendix 2) and Lost and Found Child Form (appendix 4)

In the event of a participant being found, who has not been reported missing, the following action needs to be taken:

1. Event Staff member identifies that participant is 'lost' (for example, they have become separated from their friends and/or teacher).
2. Event Staff member contacts Safeguarding Lead immediately to report missing child.
3. Event Staff member takes lost child to Event Manager(s) – they must ensure they take the most suitable route – and ideally will pair up with another Event Staff member.
4. Safeguarding Lead to ascertain details from the child in relation to key details such as their name and their school.
5. Safeguarding Lead will then ensure the relevant Team Manager is contacted to inform them that one of their pupils has been found as is at Event HQ.
6. The Safeguarding Lead (and other staff supporting) will wait with the young person until the Team Manager reports to the Event HQ. Once identification has been verified, an Incident Report Form (appendix 2) and Lost and Found Child Form (appendix 4) must be completed before the child is released back to their care.

## **Appendix 1: Accident & Incident Procedure**

All accidents and incidents should be reported on an accident or incident report form (appendix 2) immediately. Accident and incident report forms will be available on the day from Event Manager(s). All NGB leads will be issued with accident and incident report forms on the day. Accident and incident report forms will also be available to download from the Active Cheshire website [here](#).

The Event Manager(s) are responsible for collecting all accident and incident report forms completed on the day in relation to their specific activity (either by the First Aider for the event or the member of School Staff). All forms must then be passed onto the Event Manager at the end of the event.

First Aid cover for the event is being provided. All requests for first aid help should be made by contacting the Event Manager, Safeguarding Lead or Deputy Safeguarding Lead.

The Cheshire & Warrington School Games Festival aims to be a safe environment for participants and staff alike. With this in mind this Emergency Action Plan has been written to assist all present at the venues of the games:

### **Emergency Action Plan**

When handling emergency situations all staff must follow these guidelines:

1. Check for danger – don't become part of the emergency by rushing in.
2. Listen – the injured person / witnesses will help you find out what happened.
3. Observe – look around you but be sure not to move people or objects.
4. Injury – alert the relevant first aider who should then deal with injuries.
5. Group – deal with the rest of the group and ensure they are supervised.
6. Report – complete an incident / accident report form.
7. In the event of an Emergency please telephone the Emergency Services on 999.

## Appendix 2: Incident Report Form

*Please try and complete as much of the information as is possible to allow the process to be investigated thoroughly. It is understood that some of the issues may be difficult to discuss and we do not wish to discourage anyone reporting an incident. Please complete as much as possible without causing distress to the individuals concerned. It is important to establish a name and contact details for the individual concerned for the process to be carried out as efficiently and effectively as possible*

If you require assistance completing this form, please contact the Active Cheshire by calling **01606 330 212** or by direct email: [safeguarding@activecheshire.org](mailto:safeguarding@activecheshire.org)

Once complete please send to [safeguarding@activecheshire.org](mailto:safeguarding@activecheshire.org)

Your name:	Name of organisation:
Your role::	
Individual's name:	Individual's date of birth:
Individual's ethnic origin: <i>Please state</i>	Does individual have a disability: <i>Please state</i>
Individual's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents / carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email</i>
<i>address:</i>	
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
<i>Position within the sport or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Date and times of incident:	

Details of the incident or concerns:  
*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*

Individual's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

*Name:*

*Position within the club or relationship to the child:*

*Date of birth (if child):*

*Address:*

*Telephone number:*

*address:*

*Postcode:*

*Email*

Please provide details of any person involved in this incident or alleged to have caused the incident /

*injury:*

*Name:*

*Position within the club or relationship to the child:*

*Date of birth (if child):*

*Address:*

*Telephone number:*

*address:*

*Postcode:*

*Email*

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

*Name of organisation / agency:*

*Contact person:*

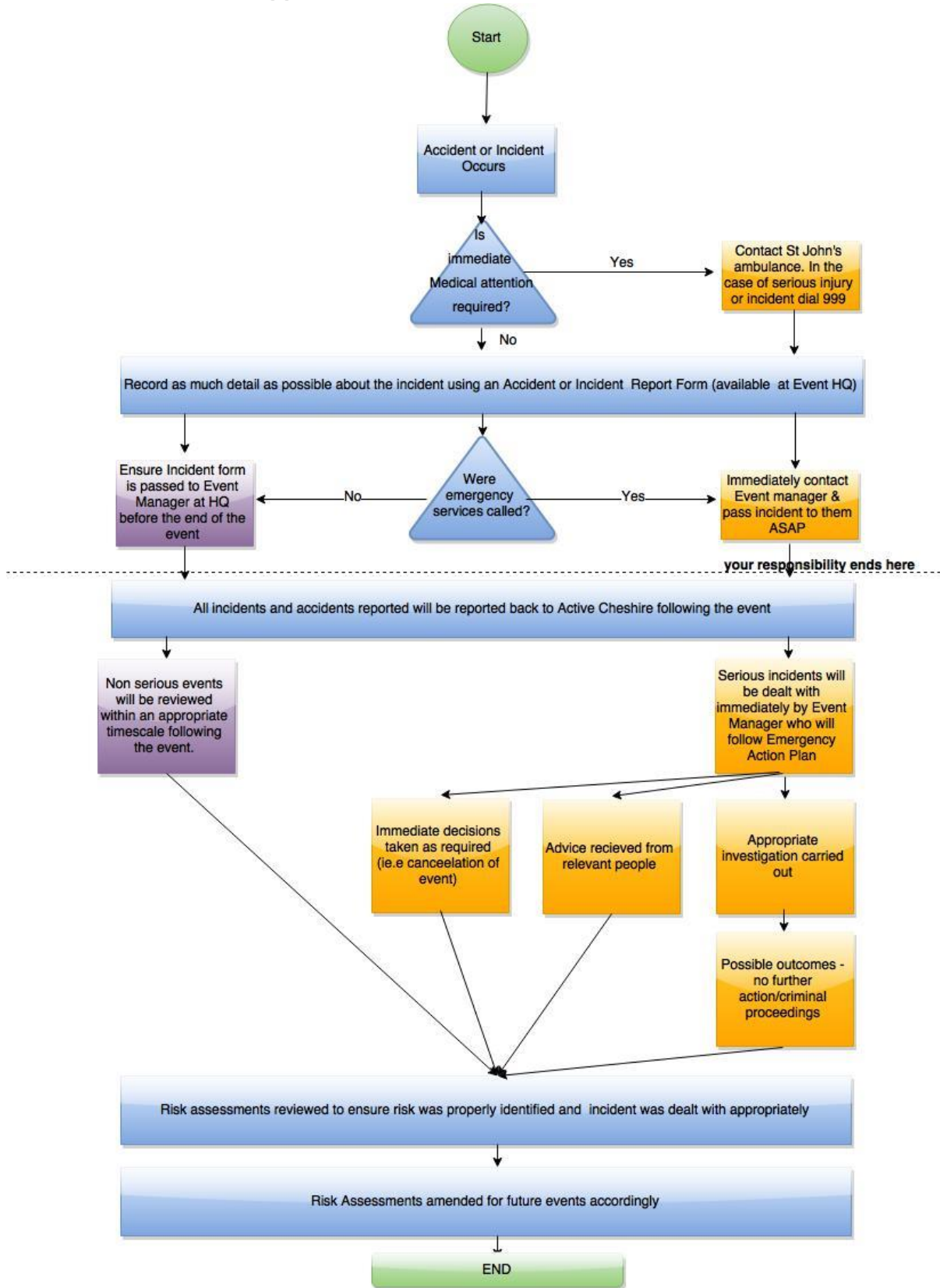
*Telephone*

*numbers: Email*

*address:*

*Agreed action or advice given:*

### Appendix 3: Accident & Incident Process





**Appendix 4: Lost and Found Child Form**

# LOST/FOUND CHILD FORM

(Details for records only, not to be announced over the P.A.)

**Event Name** .....

**Date** .....

## Lost/Missing Child (member of public or participant)

It is best not to make an announcement publicly about a lost child but ensure that all staff receive the child's details and support any search. If an announcement is required simply ask for that child to come to the event information point. Do not indicate that the said person is a child, lost or otherwise.

Child's name	<input type="text"/>	Child's age	<input type="text"/>
Male/Female	<input type="text"/>	D.O.B.	<input type="text"/>
Hair colour	<input type="text"/>	Eye colour	<input type="text"/>
Ethnicity	<input type="text"/>	Spectator/Participant/Other	<input type="text"/>
Time & place child last seen	<input type="text"/>		
Time event staff informed	<input type="text"/>		
Clothing (description)	<input type="text"/>		
Any other relevant information	<input type="text"/>		
Parent / Guardian name	<input type="text"/>	Telephone	<input type="text"/>
Address	<input type="text"/>		
Action taken	<input type="text"/>	Time	<input type="text"/>
Event security informed (YES/NO)	<input type="text"/>	Time	<input type="text"/>
Police informed (YES/NO)	<input type="text"/>	Time	<input type="text"/>
Other	<input type="text"/>	Time	<input type="text"/>

# Found Child (member of public or participant)

When announcing a found child use the following public announcements:

If the parent's name is known: "This is a public announcement, could (Name of person) please come to the event information point by the car park."

If the parent's name is not known: "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the welfare tent".

Time found	<input type="text"/>	Location found	<input type="text"/>
Child's name	<input type="text"/>	Child's age	<input type="text"/>
Male/Female	<input type="text"/>	D.O.B.	<input type="text"/>
Hair colour	<input type="text"/>	Eye colour	<input type="text"/>
Ethnicity	<input type="text"/>	Spectator/Participant/Other	<input type="text"/>
Clothing (description)	<input type="text"/>		
Any other relevant information	<input type="text"/>		
Has the child any special medical requirements? (check for medical tags)	<input type="text"/>		
Name of security/steward dealing with the child	<input type="text"/>		
Time handed to lost child unit	<input type="text"/>	Time event control informed	<input type="text"/>
Details of adult handing child over:			
	Name	<input type="text"/>	
	Telephone	<input type="text"/>	
	Role	<input type="text"/>	
Any other information	<input type="text"/>		
Name of parent carer collecting child	<input type="text"/>	Phone	<input type="text"/>
Relationship to child	<input type="text"/>		
Address	<input type="text"/>		
Signature	<input type="text"/>	ID documents checked	<input type="text"/>
Member of staff handing over child	<input type="text"/>	Time child re-united	<input type="text"/>
Signature	<input type="text"/>		