

County Durham Sport Event Welfare Plan (Example)

This example plan is based on the Event Welfare Plan developed for the delivery of the County Durham Youth Games and would need to be adapted in line with the scale and type of event being delivered.

This document is intended as an example of good practise to be adopted and adapted by sports clubs and organisations with the responsibility for delivering sport and leisure related events.

'County Durham Sport is committed to making sport a safer place for children and young people to participate in'

Sport has a powerful and positive influence on young people, providing enjoyment and achievement, developing leadership and teamwork and raising self-esteem.

The County Durham Sport Partnership is committed to working in partnership with all agencies to support and guide with good practice when working with children, young people and vulnerable adults.

The welfare and safety of children, young people and vulnerable adults is the responsibility of all involved in sport whether their role is coach, official, volunteer, team manager, sports development officer, chief leisure officer, parent, participant or friend of a child.

County Durham Sport will:

Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults.

Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and reduce the likelihood of allegations being made.

Require employees and volunteers to adopt and abide by the County Durham Sport Partnership Code of Conduct, Equity and Child Protection Policy and Procedures

Respond to any allegation appropriately and efficiently, implementing the appropriate disciplinary and appeals procedures

Share information on areas of concern with all partners and national agencies as quickly and as effectively as possible.

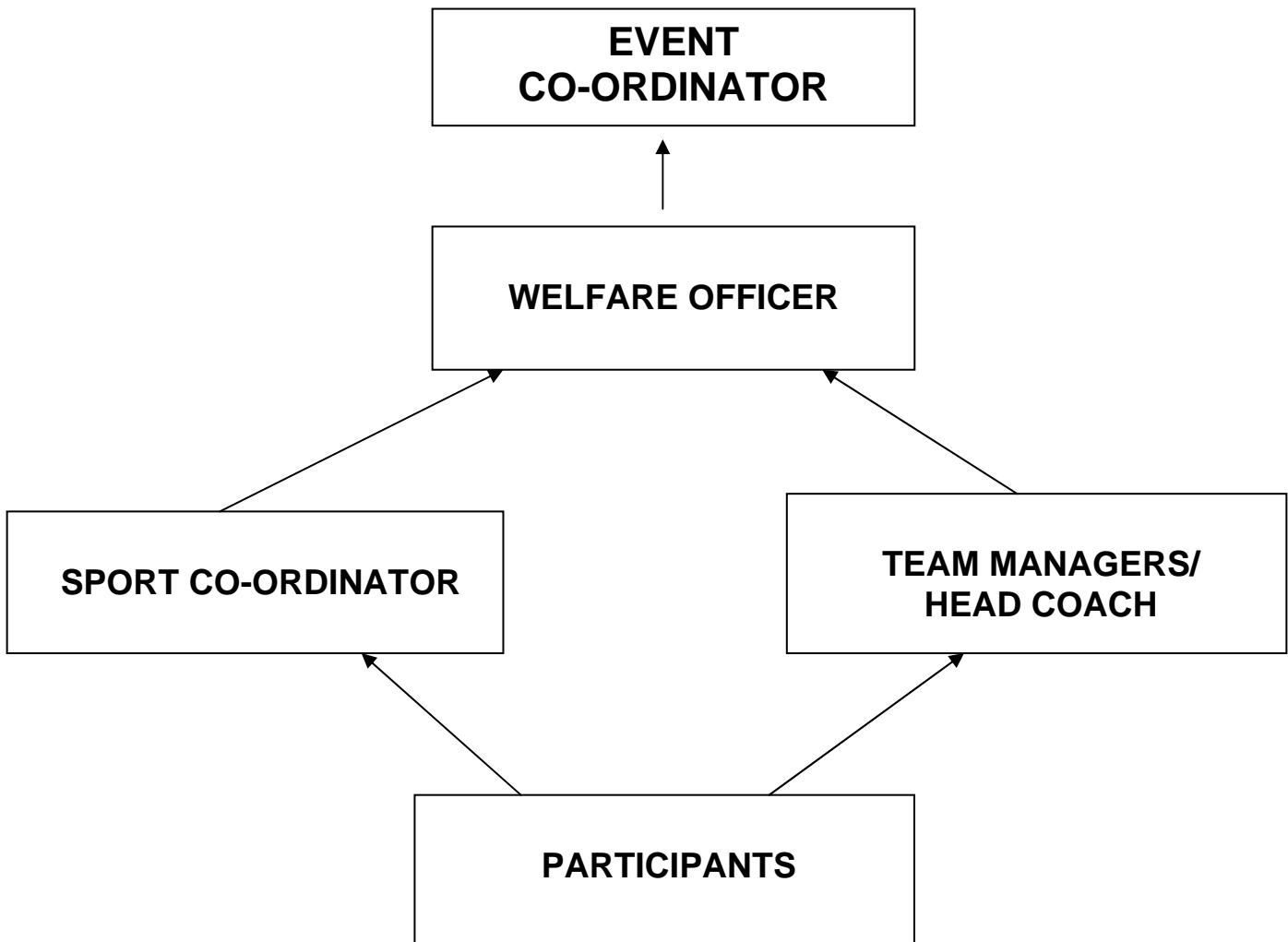
The County Durham Youth Games Objectives

- To provide a multi-sport competition experience for young people
- To impact on the aspirations of the young people taking part and their involvement in organised sport as members of clubs and as members of development and representative squads
- To impact on the profile and image of youth sport within the area
- To promote Active Sports and the Sports Partnership through a high profile event

Definitions and Responsibilities

Event Co-ordinator: <i>INSERT RELEVANT NAME HERE</i>	Pre Event: <i>INSERT RELEVANT PHONE NUMBER HERE</i> On the day: <i>INSERT RELEVANT PHONE NUMBER HERE</i>	Role Definition: Person appointed by <i>INSERT ORGANISATION NAME HERE</i> who has the overall responsibility for organising and running the event
The Event Coordinator will: <ul style="list-style-type: none"> • Provide and promote a Welfare Plan, and manage the implementation of the plan in partnership with the Welfare Manager and Sports Co-ordinators • Aim for best practice in the recommended standards in the plan, but to ensure that minimum standards are met- i.e. in terms of recruitment, selection and training of staff. 		
Welfare Officer: <i>INSERT RELEVANT NAME HERE</i>	Pre Event: <i>INSERT RELEVANT PHONE NUMBER HERE</i> On the day : <i>INSERT RELEVANT PHONE NUMBER HERE</i>	Role Definition: Person appointed by <i>INSERT ORGANISATION NAME HERE</i> with the responsibility for implementation of the welfare plan at the event and co-ordination of welfare issues as they arise at the event
The Welfare Officer will: <ul style="list-style-type: none"> • Be responsible for the development and implementation of the Welfare Plan for the duration of the event • Be responsible for all briefings to Sports Co-ordinators and District Team Managers 		
Team Managers:	Role Definition: Person/s acting as Team Manager/Head Coach with the overall responsibility for the participants within that team	
Team Managers will: <ul style="list-style-type: none"> • Be the first point of contact for the individual participants • Be familiar with the welfare plan • Know the lines of communication should any incident or concern be reported to them • Be aware of the contact details and any medical conditions their team members may have • Be aware when and where team members are being collected and dropped off • Act as <i>loco parentis</i> for the participants on the day of the event • Collect all of the participants signed Code of Conducts 		
Participants:	Role Definition: Person/s who have been selected to participate at the event	
Participants will: <ul style="list-style-type: none"> • Ensure they have read and signed the participants Code of Conduct • Follow the Code of Conduct for the event • Ensure they know who is their team manager is, and how to contact them • Ensure they always tell their team manager where they will be if leaving the playing facility • Not leave the site at any time during the event • Arrive promptly for pick up times • Ensure parents have the correct information for collection and drop off times 		

Chain of Reporting for Welfare Issues



If you have any concerns during the event you should follow the diagram above

It is the responsibility of the County Durham Sport Welfare Officer to respond to concerns.

All welfare issues should be reported to the Sports Co-ordinator and a record kept of incidents in line with this welfare plan.

Supervision and Missing Participants

Prevention is the most important aspect. From the moment children and young people arrive at the Event (or from when they are handed over by parents to be transported to the events), the sports team managers are acting in loco parentis and have a duty of care towards them.

County Durham Sport has guidance on reporting missing participants and what action needs to be taken:

Sports Team Manager notices an absence/ is informed by another participant of absence



Contact Sports Co-ordinator who completes description forms and radios the Welfare Officer



Welfare Officer alerts other Sports Co-ordinators to be vigilant



Search co-ordinated by Welfare Officer - volunteers to support , other participants are NOT to be sent to search



If participant not found with 20 minutes, Welfare Officer to contact parents and the police



Incident to be logged on Incident Report forms and filed in welfare file.

Code of Conduct for All Staff and Volunteers

This code of conduct outlines good practice when working with children/young people. An environment that allows bullying, shouting, racism or sexism is not acceptable.

Rights Staff/volunteers working at the youth games must respect the rights of children and young people promoting their welfare and their needs related to participation in their sports.

Relationships Staff should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage in behaviour with participants that is abusive or inappropriate. They must respond to any concerns about a child's welfare, and work in partnership with other organisations in their child's best interests.

Responsibilities Staff must demonstrate proper personal/professional behaviour at all times promoting positive role models for the children and young people they are working with. Staff must ensure that the children and young people are provided with a safe environment, which minimises risk to them.

Equality All staff must demonstrate commitment to respecting difference between staff and participants in terms of gender, race, ethnicity, disability, culture and religious belief system.

Code of Conduct for All Staff and Volunteers

I agree to:

- 1 Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 2 Place the well-being and safety of the performer above the development of performance.
- 3 Teach the participants that honest effort is more important than victory.
- 4 Consistently display high standards of behaviour and appearance. I will set a good example which others can follow
- 5 Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- 6 Never ridicule or shout at a child for making a mistake or losing
- 7 Ensure that my performers and I always have respect for opponents, officials, opposing coaches and supporters and for each other.
- 8 Develop an appropriate working relationship with the participants, based on mutual trust and respect. I will not exert undue pressure on the participants and will be reasonable in my demands on them.
- 9 Encourage and guide participants to accept responsibility for their own behaviour and performance.
- 10 Ensure the activities I direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 11 Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the performer.
- 12 Never transport participants or young people in my vehicle

I have read, understood and agree to abide by the above code of ethics & conduct. I will sign a self-declaration form.

Signature: _____ **Date:** _____

Name: _____ **(please print in capitals)**

Code of Conduct for Participants

The Youth Games will be run with the following principles of participation in mind. All those responsible for implementing the welfare plan will ensure that all participants taking part are aware of these principles and have agreed by the Code of Conduct.

Principles of Participation	Code of Conduct for Participants
Fair Play	Treat others with the same respect and fairness that you would like them to show you. Demonstrate 'Fair Play' on and off the field of play.
Equity	Respect differences in gender, disability, culture, race, ethnicity, and religious belief systems between yourself and others. Challenge discrimination and prejudice.
Responsibility	<p>Look out for yourself and the welfare of others. Do not engage in any irresponsible or illegal behaviour.</p> <p>Challenge behaviour that falls below the expected standards of the Youth Games. Speak out if you are concerned about anything or if you feel uncomfortable about your own needs and those of others: be organised and on time.</p>
Friendship	Take time to thank those who help you take part- whether family, organisation or team mates.

Above all have Fun

Code of Conduct - Participants

- Be a good sport on and off the field of play.
- Treat others equally and as you would expect to be treated
- Do not leave the playing venue at any time.
- Ensure your team manager/ coach knows where you are at all times
- Look after yourself and others
- Do not get involved in anything illegal or that you think is wrong
- Talk to your team manager/ coach if you feel unhappy about anything
- Talk to your team manager/ coach if anyone is behaving in a way that upsets you
- It is your responsibility to always be on time and prepared for all activities
- Do not bully or take advantage of another player
- Take time to thank all those who help you take part in the **event**

Above all have Fun

I agree to abide by this code of conduct and understand failure to do so will result in my exclusion for the **event**

Signed

Name

Sport

Guidelines for use of Video, Zoom or Close Range Photography

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs of film footage of young and disabled sportspeople

County Durham Sport will be actively encouraging the media to come and report on the Youth Games to help raise the profile of sport and physical activity within the area.

To ensure the safety and welfare of all participants the following guidelines will be adhered to.

Professional Photography

The CDSP will:

- Provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography;
- Issue them with identification which they must display at all times;
- Inform athletes and parents that a photographer will be present at the event and seek their consent to allow filming and/or photography to be published;
- Not allow photographers unsupervised access to child athletes or one-to-one photo sessions during the event;
- Not approve photo sessions outside the events or at a participant's home.

Parents and Spectators

If parents or other spectators are intending to photograph or video at an event they will also be made aware of the CDSP's expectations:

- Spectators will be asked to register at an event if they wish to use photographic equipment where they will be issued with a sticker to wear in a prominent position about themselves;
- Athletes and parents will 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 organiser and recorded in a child protection manner.

Videoring as a Coaching Aid

Video can be a legitimate coaching aid for club coaches and teachers. We will seek the consent of parents/ carers for such filming to be used. However, if it is used, it will be made clear that children and their parents/carers understand that it is part of the coaching programme. Films will then be stored safely and securely.

Using Photographs on Publications

CDSP issues the following guidelines to minimise the potential for misuse:

- We will seek the consent of parents/ carers.
- We will never use the full name of any child when used in an image on video, Website, or in published publications.
- We will not include personal information about the person shown in the picture (e.g. e-mail address, postal address, telephone etc.)
- If a young person is named in the text we will not use a photograph of that child with the article.
- We may use group or class images with general labels.
- We will only use images of children and young people who are suitably dressed for the activity to reduce the risk of such images being used inappropriately.
- Our images will reflect sport as a fun activity.

Public Information

The details concerning photographic/ video and filming equipment registration will be clearly published at activity and programmes, and announced over the public address system. The recommended wording is:

'In line with recommendations of the County Durham Sports Partnership's Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, or photography should register their details with staff at the event/tournament organisers desk before carrying out such photography. The promoter reserves the right of entry and reserves the right to decline entry to any person unable to meet or abide by the event organiser's conditions.'

County Durham Youth Games Staff Qualifications and Checks

Criminal Record Bureau (CRB) Checks

County Durham Sport are requesting that all team managers and head coaches at the Youth Games must be in receipt of a valid CRB certificate or have been approved by their head teacher if a school teacher.

These positions involve substantial access to children. As an organisation we are committed to the welfare and protection of children and all applications to work with us in either a voluntary or paid capacity will involve the above checks.

All team managers/ head coaches must provide evidence of their checks if they are not already registered with County Durham Sport

It is the responsibility of the Local Authority Sports Development Officers to ensure all team managers/ head coaches have been checked. County Durham Sport can facilitate checks on behalf of the Local Authorities

Self Disclosure

All team managers will need to complete a Self-Disclosure form that must be signed and returned before the event to the County Durham Sport Office.

Training

All team managers/ head coaches will have attended a Child Protection course within the past 2 years. Certificates have been provided and sent with their registration forms. The following qualifications are valid as approved education and training:

Injury/Accident Procedure

All accidents and incidents, including minor ones, should be recorded on an accident or incident report form immediately.

The team managers/head coaches are responsible for completing all accident/ incident and head injury forms.

The sports organisers will have copies of these forms on the day.

The sports organiser, who will send copies to the team manager/ head coach after the event for their records, should keep the originals.

Incident Report Form

Sport _____ **Contact Number** _____

Venue:	Location of Incident:
Date of Incident:	Time of Incident:
Name of Participant	Name of person dealing with incident:
Age: Male/Female	
Nature of Incident:	
Details leading up to the incident:	
Details of event after the incident:	
Action Taken	
Has the Code of Conduct been breached?	
Has the incident been resolved?	
Signed _____ (Team Manager)	_____ (Print Name)
Signed _____ (Witness)	_____ (Print Name)

Has the Welfare officer been informed?

Yes/No

Accident Report Form

To be completed in all cases by the person supervising the injured person.

INJURED PERSON'S DETAILS		
Name (in full)	Date of Birth	
Home Address	Age	
.....	Gender: Male/Female	
Home Telephone No.	Time	
Date of Accident	Venue	
EMPLOYEE DETAILS		
Name of person making this report		
.....		
Contact Telephone No.		
ACCOUNT OF ACCIDENT		
.....		
.....		
.....		
LOCATION OF INJURY		
Head <input type="checkbox"/>	Finger/Thumb <input type="checkbox"/>	Shoulder <input type="checkbox"/> Knee <input type="checkbox"/>
Face <input type="checkbox"/>	Hand <input type="checkbox"/>	Internal <input type="checkbox"/> Leg <input type="checkbox"/>
Neck <input type="checkbox"/>	Wrist <input type="checkbox"/>	Toe <input type="checkbox"/> Hip <input type="checkbox"/>
Chest <input type="checkbox"/>	Elbow <input type="checkbox"/>	Foot <input type="checkbox"/> Pelvis <input type="checkbox"/>
Back <input type="checkbox"/>	Arm <input type="checkbox"/>	Ankle <input type="checkbox"/> Multiple <input type="checkbox"/>
INJURY DETAILS		
.....		
.....		
.....		
.....		
DETAILS OF TREATMENT/ ADVICE GIVEN		
.....		
.....		
.....		
RECORDING PROCEDURES		
Have the parents/guardian been informed	YES/NO	Date
Has the Welfare Officer been informed	YES/NO	Date

Signature Date Position

Self Disclosure Form

PART A

Title: Mr/Mrs/Ms/Miss/ (please circle)

First name:.....Surname:.....

Any previous names by which you have been known:

.....

Address:.....

.....

.....

Postcode:.....

Telephone:..... E-mail:.....

Date of Birth: __ / __ / ____

Gender: Male/Female (please circle)

Current club(s) you are working with	Position	Start Date
	Coach/Helper/Team manager /Chaperone/Other *	
	Coach/Helper/Team manager /Chaperone/Other *	
	Coach/Helper/Team manager /Chaperone/Other *	

* Please delete as appropriate

PART B- Self Declaration (for completion by the individual named in Part A)

1. Have you ever been convicted of any criminal offences including cautions or formal warnings? YES NO

Supply details:

.....

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NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, suspensions, formal warnings and reprimands.

2. Are you a person known to any social services department as being an actual or potential risk to children? YES NO

If YES, please supply details:

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.....

3. Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES NO

If YES, please supply details:

.....

.....

IMPORTANT

I hereby consent to the County Durham Sports Partnership undertaking Criminal Record Bureau checks about me. I understand that the information contained on this form, the results of CRB checks and information supplied by third parties, will be included on the Child Protection List (DFES '99). The information acquired by County Durham Sports Partnership may be shared with other organisations having concerns regarding child protection and may be notified to my club/organisation.

I agree to inform the County Durham Sport Partnership within 24 hours if I am subsequently arrested or investigated in relation to Child Protection Matters

Signature: _____ Name (Block Capitals) : _____ Date : _____

Head Injury Form

THIS PART TO BE RETAINED BY PARENT/GUARDIAN

INSTRUCTIONS TO RELATIVES OF A CHILD WHO HAS RECEIVED A HEAD INJURY

- This child has been examined and found to have a head injury, though not of sufficient severity to require, in our opinion, hospital treatment.
- However, in any case of head injury, the condition of the child may at times, particularly in the first 48 hours, become more serious. You should, therefore, keep watch for any of the following signs which may be important:-
 - Increasing drowsiness or actual unconsciousness, which can be detected by your inability to rouse the person.
 - The headache (which most of these patients have) becoming more severe.
 - Repeated vomiting
 - Dizziness
 - Any weakness in arms or legs
 - Disturbed vision (double vision or loss of focus)
 - Any change in the child's condition about which you are not satisfied, e.g. Restlessness, irritability, loss of concentration, increasing loss of memory, etc.
- If any of these signs are noticed, alarm need not be felt but medical advice must be sought **AT ONCE**. You should, therefore, telephone your own Doctor or seek help from your local hospital Casualty Department.

.....

THIS PART TO BE RETAINED BY COACH/TEAM MANAGER

Signature or parent/ guardian who has received this letter of notification of a head injury:

..... Date

Signature of Coach/Team manager:

..... Date

Actions taken so far:

Alleged/ Suspected Abuser's Details (if known):

Name:	
Date of birth:	
Relationship with child:	
Occupation:	
Address:	
Telephone numbers(s):	
Ethnicity:	Disability:

External Agencies Contacted: (please complete this section)

AGENCY	YES/NO	CONTACT NAME	CONTACT NUMBER	DATE	TIME	DETAILS OF ADVICE RECEIVED
Police						
Social Services						
Local Authority						
NSPCC						
Other (please name)						

I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself.

Signed..... Date.....

Please submit this form immediately to:
 Designated Child Protection Officer, County Durham Sports Partnership, PO Box 370,
 Durham DH7 8WT (Tel: 0191 301 8826)