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|  | **West of England Sport Trust Event Welfare Plan (schools)** |

**Please note: This document covers all Level 3 School Games events organised by Wesport for the 2017/18 academic year.**

**Purpose of the Welfare Plan**

The purpose of the welfare plan is to promote and ensure the well-being of those children taking part in all events organised by West of England Sport Trust (Wesport)

**Values and Principles**

• The welfare and wellbeing of the athlete is paramount.

• All athletes, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability, have equal rights to safety and protection.

• All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.

The West of England Sport Trust (Wesport) 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 those involved in sport whether their role is as a coach, an official, a volunteer, a team manager, a sports development officer, a chief leisure officer, a parent, a participant or friend of a child.

**The West of England Sport Trust will:**

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

Provide all relevant safeguarding documentation to all those involved in the event.

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 Trust’s Safeguarding and Equity policies and procedures as well as Codes of Conduct, Whistle blowing, photography guidelines and procedures as per the requirements of the Wesport Events Toolkit.

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.

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| **Event Manager :**  Wesport School Games Lead | | **Pre Event:** Wesport School Games Lead  **On the day:** Wesport School Games Lead | | **Role Definition:**  Person appointed/nominated by Wesport who has the overall responsibility for organising and running the event |
| **The Event Manager will:**  1. Provide and promote the Wesport Event Welfare Plan for the Wesport School Games and manage the implementation of the plan in partnership with the Designated Safeguarding Officer and relevant NGB/sports coordinators and school leads as appropriate.  2. 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.  3. Implement the Wesport safeguarding event toolkit which includes the circulation of the safeguarding policies, guidelines for photography, reporting procedures, codes of conduct, Wesport safeguarding leaflets etc.  4. Ensure that all venue risk assessments are completed and include potential safeguarding/welfare risks. | | | | |
| **Sport Coordinator:**  Various | **Role Definition:**  Person in charge of delivery of a specific sport. They have overall responsibility for organising and running the sport competition on the day in their sports area | | | |
| **The Sport Coordinator(s) will :**  1. Undertake an on day risk assessment for their area  2. Read and understand the Wesport School Games safeguarding policy and guidelines and be aware of reporting procedures.  3. Adhere to Wesport codes of conduct (sign up in advance or at registration) and ensure that any other adult volunteers supporting and participating in the event also adhere to the codes of conduct.  4. Agree to adhere to the Social Media and Photography Guidelines | | | | |
| **Designated Safeguarding Officer(s):**  Melonie Gregory  Nikki Stephens  Steve Nelson | **Melonie Gregory**  07919 211719  **Steve Nelson**  07919 211724 | | **Role Definition:**  Person(s) appointed by ***Wesport*** with the responsibility for implementation of the welfare plan and co-ordination of welfare issues as they arise at the event | |
| **The Designated Officer(s) will:**  1. Be responsible for the development and implementation of the Welfare Plan and associated policies and procedures  2. Ensure that briefings are held for identified individuals/groups.  3. Ensure that they are contactable during the event.  4. Provide advice to the event coordinator and LOC as and when required. | | | | |
| **Team Managers:**  Various | **Role Definition:**  Person/s acting as Team Manager / Head Coach / lead teacher / team coordinator with the overall responsibility for the participants within that team | | | |
| **Team Managers / School lead will:**  1. Be the first point of contact for the individual participants  2. Be familiar with the welfare plan  3. Attend the briefing.  4. Know the lines of communication should any incident or concern be reported to them  5. Be aware of the contact details and any medical conditions their team members may have along with photography consent. ALL staff members need to be aware of this information.  6. Be aware when and where team members are being collected and dropped off  7. Act as *loco parentis* for the participants on the day of the event  8. Follow Wesport safeguarding policies and procedures  9. Agree to follow the Codes of Conduct for the event.  10. Agree to adhere to the Social Media and Photography Guidelines | | | | |
| **Participants:** | **Role Definition:**  Person/s who have been selected to participate at the event | | | |
| **Participants will:**  1. Follow the Codes of Conduct for the event  2. Ensure they know who their team manager/teacher is, and how to contact them  3. Ensure they always tell their team manager/teacher where they will be if leaving the venue and will not leave the site at any time during the event.  4. Arrive promptly for pick up times  5. Ensure parents/carers have the correct information for collection and drop – if applicable  6. Agree to adhere to the Social Media Guidelines | | | | |

**WEST OF ENGLAND SPORT TRUST**

**CODE OF CONDUCT & ETHICS - TEACHERS**

We are fully committed to safeguarding and promoting the well-being of all participants, coaches, volunteers, parents and all associated with the Wesport Activities.

It is important that all those involved should, at all times, show respect, and understanding for the welfare of others.

The essence of good ethical conduct is summarised below.

All Teachers must -

* Respect the right’s, dignity and worth of every person and will treat everyone equally within the context of them taking part in activities regardless of age, ability , gender, race, ethnicity, religious belief, sexuality or social/economic status
* Consider the well-being and safety of participants before the development of performance.
* Develop an appropriate working relationship with performers based on mutual trust and respect.

* Make sure all activities are appropriate to the age, ability and experience of those participating and ensure that all those taking part are prepared physically and mentally when learning new skills.
* Display consistently high standards of behaviour and appearance dressing suitably and not using inappropriate language at any time.
* Never consume alcohol, smoke or use illegal drugs or substances immediately before, during or after a Wesport activity as this portrays a negative image and could affect the health and safety of others.
* Never exert influence over participants to obtain personal benefit or reward.
* Never condone rule violations.
* Always report any incidents, referrals or disclosures immediately following appropriate guidelines set out in the Wesport Safeguarding Children and Vulnerable Adults and Equity Policies and Procedures.
* Ensure that confidential information is not divulged unless with the express approval of all those concerned.
* Ensure that coach / participant ratios (as per staffing supervision / NGB ratios) for children and vulnerable adults.
* Ensure neutrality in all activities.
* Ensure that all issues/complaints go through the approved channels.
* Arrive in plenty of time to set up activities and ensure that risk assessments are undertaken.
* At the outset clarify with participants (and where appropriate) their parents/carers exactly what is expected of them of what they can expect from you.
* Never transport participants, young children or vulnerable adults in their own vehicle and will not arrange transportation for participants, young children or vulnerable adults in private vehicles.
* Never communicate directly with participants, young children or vulnerable adults by email, text, phone or social media.
* Be aware that discriminatory, offensive and violent behaviour will not be tolerated and all complaints will be acted upon.
* Build balanced relationships based on mutual trust which empowers young people and vulnerable adults to share in the decision making process.
* Maintain a clear boundary between friendship and intimacy with participants and do not conduct inappropriate relationships with participants. A relationship must not develop with a participant aged under 18 years and it is a criminal offence to develop a relationship with a participant aged under 16 years

I……………………………….…. (Please print name) agree to abide by the Codes (above and below) and understand I am signing on behalf of all staff//students attending from my school.

School ……………………………

Signed………………………… Date………………………………

***An electronic signature will be accepted as proof of agreement by the named individual to abide by the code of conduct and ethics.***

Failure to abide by this code of conduct will result in appropriate action being taken following an initial assessment of the situation by the appropriate Wesport Officer. This may mean the removal of yourself from the event for a period of time whilst the investigation is taking place and may result in disciplinary action being taken.

*This document will be reviewed every three years*

**WEST OF ENGLAND SPORT TRUST**

**CODE OF CONDUCT & ETHICS - PARTICIPANTS**

Wesport is fully committed to safeguarding and promoting the well-being of all participants, coaches, volunteers, parents, staff and all those associated with Wesport activities.

All participants will be expected to follow this following Code of Conduct.

* All must participate within the rules and must respect the rights, dignity and worth of participants, teachers, coaches, volunteers, staff, officials and their decisions. All must adhere to Wesport and all other relevant policies, guidelines and codes.
* Participants must not smoke, consume alcohol, take drugs of any kind or use inappropriate language while participating in a Wesport activity.
* Participants must inform the teacher/coach of any illness/injury/disability/medical condition/special educational needs they may have prior to the start of the session
* Participants should respect the rights, dignity and worth of every one in attendance and must treat everyone equally.
* Participate for fun and not just to please parents/carers or the coach.
* Be a good sport

All participants should be aware that discriminatory, offensive and violent behaviour will not be tolerated.

Failure to abide by the Code of Conduct and Ethics will result in further appropriate action being taken. The decision made after an investigation into the breach may ultimately result in your removal from the event for a period of time or permanently.

***By signing up to the Code of Conduct above you are agreeing to ensure all your students adhere to and are aware of the Participant Code of Conduct.***