Appendix 2H: Safe Practice in the Organisation of Sports Fixtures and Area Sports Events Poster

School staff need to:
- be competent in managing inter-school events, whether located on or off site
- keep senior management reliably informed of their planning and organisation
- establish clear procedures with home and visiting staff for managing an emergency situation, including first aid.

Employers need to:
- communicate their policy and monitor its implementation
- provide risk-assessment guidance
- offer appropriate advice and professional development necessary to ensure safe practice.

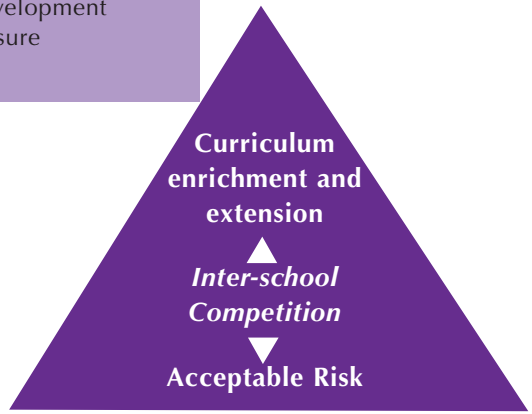
Pupils need to:
- demonstrate acceptable behaviour at all times
- exercise appropriate responsibility for their own well-being and that of others
- ensure parents are fully informed about their participation.

Parents need to:
- ensure they are in receipt of regular information (eg fixtures list) relating to their child's involvement in inter-school competition
- keep the school informed about their child's existing or changed medical needs or special circumstances.

Senior management need to:
- ensure governors receive appropriate information about this aspect of school life
- confirm a suitable risk assessment has been completed, including all travel, supervision and emergency arrangements.

Support staff need to:
- comply with any school or LA policy requirements relating to the safe conduct of inter-school competition
- clearly understand the extent of their supervisory role in relation to that of the teachers.

People



Governors should:
- be familiar with their health-and-safety obligations and that of the LA in safeguarding the well-being of pupils
- be well informed about their school's involvement in inter-school activities
- establish agreed systems for approval in accordance with school and LA policies.

Context

Organisation

The journey involves:
- confirming the competence of the driver and roadworthiness of the transport used
- registration and subsequent head counts of participating pupils
- clearly understood procedures for disembarkation and dispersal.

Equipment should be:
- regularly checked and inspected
- compliant with national and European safety standards, where required
- compatible with the recommendations of the appropriate body.

Procedures should ensure:
- policy and guidelines for the safe conduct of inter-school activities are made accessible to all supervisory staff, particularly relating to approval, travel arrangements, medical information and emergency procedures.

Facilities should offer:
- hazard-free playing, changing and working areas
- sufficient space allocation for safe participation.

Programming should require that:
- pupils are not overextended in terms of activity and/or match scheduling
- start and finish times are strictly adhered to, wherever possible.

Supervision requires that:
- recommended staff:pupil ratios are complied with
- staff are appropriately qualified and experienced to supervise the activity
- child-protection measures are fully implemented.

Preparation requires:
- the completion of appropriate risk assessments
- that participating pupils are well prepared and briefed for the activity, ensuring the planned activities match the physical/emotional maturity of the pupils and that they are suitably challenging
- that any catering arrangements comply with sound hygiene requirements
- that pupils are suitably equipped for any adverse environmental/weather conditions.