INTRODUCTION:

The West Yorkshire School Games, is organised by a Local Organising Committee (LOC); Yorkshire Sport Foundation (the County Sport Partnership) heads this up with the support of local representing School Games Organisers.

The West Yorkshire School Games programme brings together a wide network of voluntary and professional sports leaders, school staff, development officers and National Governing Body staff to stage a series of events which involve over 3000 young people from across the 5 districts in West Yorkshire – Bradford, Calderdale, Kirklees, Leeds and Wakefield. Many of the events and competitions which build up to the County School Games are implemented and delivered by the strong network of School Games Organisers across the districts.

The School Games is a national initiative and offers a unique opportunity to motivate and inspire millions of young people across the country to take part in more competitive school sport. The programme is designed to complement existing initiatives in schools which encourage a wide range of young people to participate in sport and is a key government priority for realising a meaningful sporting legacy from hosting the Olympic and Paralympic Games.
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</table>
# Competition Information & Schedule

The West Yorkshire School Games Winter festival will involve almost 700 young people competing in different competitions on Tuesday 27\textsuperscript{th} March 2018 at Leeds Beckett University, Headingley Campus.

9:00 – 10:00am  
Arrival and Registration (Green Hall)

10:00 – 10:45am  
Opening Ceremony (Arena)

11am onwards  
Individual sport competitions commence

<table>
<thead>
<tr>
<th>Sport</th>
<th>Competition</th>
<th>Where</th>
<th>NGB/Sport Organiser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boccia 11am – 2.00pm</td>
<td>Primary</td>
<td>Gym</td>
<td>Steve Gretherex</td>
</tr>
<tr>
<td>Hockey 11am-3pm</td>
<td>Y5 &amp; 6 mixed</td>
<td>Astro Pitch</td>
<td>Linda Stacey</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hockey Development</td>
</tr>
<tr>
<td>Netball 11am-3pm</td>
<td>Y7 Girls</td>
<td>Blue Hall &amp; Arena</td>
<td>England Netball</td>
</tr>
<tr>
<td>Disability Sports Hall Athletics 11am-2pm</td>
<td>KS3</td>
<td>Indoor Tennis Centre</td>
<td>Linda Stacey</td>
</tr>
<tr>
<td>Orienteering 11am-1pm</td>
<td>Primary - Star Relay</td>
<td>Becketts Park</td>
<td>Airenteers Club Simon Martland</td>
</tr>
<tr>
<td></td>
<td>Twilight session (4-5:30pm)</td>
<td>Secondary - GCSE moderation</td>
<td></td>
</tr>
<tr>
<td>Change 4 Life 11am-2pm</td>
<td>Multi-sport</td>
<td>Outdoor Astro</td>
<td>Leeds Beckett University staff team</td>
</tr>
<tr>
<td>Handball  Twilight session (4-5:30pm)</td>
<td>KS4 GCSE moderation</td>
<td>Cri Hall</td>
<td>England Handball</td>
</tr>
<tr>
<td>MATP Motor activity training programme 11am-1pm</td>
<td>KS 2 &amp; 3</td>
<td>Green Hall</td>
<td>Angela Lowden</td>
</tr>
</tbody>
</table>

Finish times all approximate.

*There will be a member of Yorkshire Sport Foundation Staff available at all sports, clearly identifiable by a green t shirts and ID badge.
4  **Event Team Contact Details:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Wilson**</td>
<td>Project Lead</td>
<td>07772 586757</td>
</tr>
<tr>
<td>Lucy Wall**</td>
<td>Event Manager</td>
<td>07722 259039</td>
</tr>
<tr>
<td>Glenn Holdsworth</td>
<td>Opening Ceremony / Change 4 Life lead</td>
<td>07722 269964</td>
</tr>
<tr>
<td>Gillian Brown</td>
<td>Hockey Zone coordinator</td>
<td>07794 248083</td>
</tr>
<tr>
<td>Jodie Bridger</td>
<td>Hockey Zone coordinator</td>
<td>07772 586 778</td>
</tr>
<tr>
<td>James Brown</td>
<td>Orienteering Zone coordinator</td>
<td>07533 769787</td>
</tr>
<tr>
<td>Debra Cummins</td>
<td>Disability Sports Hall Athletics Zone coordinator</td>
<td>07964 209313</td>
</tr>
<tr>
<td>Becca Gallagher</td>
<td>Netball Zone Coordinator</td>
<td>07964 209314</td>
</tr>
<tr>
<td>Jude Handley</td>
<td>Volunteer Manager</td>
<td>07794 247864</td>
</tr>
<tr>
<td>Shauna Corrigan</td>
<td>Registration Manager</td>
<td>N / A</td>
</tr>
<tr>
<td>Julian Pratt</td>
<td>Media &amp; Communication</td>
<td>07905 801490</td>
</tr>
<tr>
<td>Andy Morgan</td>
<td>Media &amp; Communication</td>
<td>07940 551944</td>
</tr>
<tr>
<td>University Sport Reception</td>
<td>Facility Contact</td>
<td>0113 2833160</td>
</tr>
</tbody>
</table>

**Emergency Numbers** – please call these numbers in case of emergency

First aid will be contactable by 2 way radios on the day (** contacts will have mobile numbers only)

5  **Event Photo Identification (ID) Badges:**

The following classifications are not intended for markers of importance - the purpose of the ID pass is to communicate to different groups that the bearer holds specific information. Passes should be worn by all during the event and lanyards will be provided.

**GREEN ID Badge – Event Crew**
This pass is intended for anyone who is working in an official staff capacity at the event. These individuals will have access to all staff, sports organiser, team manager and welfare officer contacts. They will know all School Games policies and procedures.

**ORANGE ID Badge – Sport Organisers**
Persons in this position are responsible for the running of the individual sport competitions. They will know the School Games procedures including safeguarding, incident reporting, photo registration and First Aid.
RED ID Badge – Team Manager(s)
The persons wearing this pass are responsible for the individual participants within their team. Each school team entering the School Games event will nominate an appropriate Team Manager. The school should take all necessary action to ensure team managers are suitable for the role and safeguarding checks are completed as appropriate. They will be expected to know, and carry with them on the day, important information regarding their members including:

1. **Full medical details for each team member for use in an emergency**
2. **Photo consent details**
3. **Emergency contact details and parental consent**
They should also know the event incident/accident reporting procedures.

BLACK ID Badge – Sports Officials and Volunteers
This pass is intended for the individuals who are officiating the sports competitions and for volunteers in attendance. These people will not have any responsibility for the care of young people and should not be in a position where they are alone with an individual(s).

Their position should be clear on the front of the pass for example a volunteer to help out a team manager organise a netball team would be a ‘Netball Team Assistant’.

This pass will not include a photo or name. However, we will record the volunteer reference number on the pass for our own reporting and communication.

Identification templates
The pass template will be created for each type of identification. We will identify Team Managers by their pass and they will be asked to complete their name on the pass during registration.

The only identification passes with a reference number will be for volunteers who will not be required to enter their name on the ID.
6 PARKING INFORMATION:

Main parking will be on Leeds Beckett University Headingly Campus. Please proceed to Churchwood Avenue Entrance and use postcode **LS16 5LF**. There is no charge to you to park here for the day.

Please follow event signs marked ‘Participants & Spectators’ – campus security will be in place to assist and direct you at the gate.

Overflow parking will be on Beckett Park, should the campus become full, you will be directed to here by campus security.

Coaches and mini buses are advised to proceed directly to Becketts Park (overflow parking) using postcode LS6 3QH.

**The following people will have priority parking close to the main event site – please use LS16 5LF and enter site at Churchwood Avenue where your name will be on the parking list**

- School teams with disabled participants
- Sports Organisers and Umpires
- Catering suppliers
- Official guests
- Event staff

7 FIRST AID PROVISION:

External First Aid provision will be provided by Vie Medic. Duty staff will be located across the site and will be available at Becketts park fields, Sports Centre Reception and Hockey astro. Radio communication will allow the duty staff to be contacted by any of the events team.
8 MEDIA

Yorkshire Sport Foundations’ event photography policy is opt out. You will find the opt out form in the appendices of this manual, this form should be completed and given in at the registration desk on arrival at the event and the child will be given a coloured wrist band to wear. If a child has ‘opted out’ from photography and videos, this includes all award ceremonies. It is teachers responsibility to ensure children who cannot be photographed are kept out of such formal photo opportunities. We cannot ensure that children won’t appear in the background of any published photographs including those on social media. Our media team are briefed on this policy and aware to avoid wrist bands in shots.

Yorkshire Sport Foundation will never publish any child’s full name and / or school name without prior permission in any media documents.

9 RESULTS

We will publish the top three school names for each sport on our results pages of the website and also on social media to congratulate schools.

Under no circumstances will we publish individual names. If Schools wish to obtain individual scores in certain sports e.g. gymnastics, they should speak to their zone coordinator on the event day to obtain this. Due to data protection we will not be able to email copies of the score sheets after the event. We hope you understand that this is to safeguard the children.

10 WELFARE

The safety and welfare of the children who attend our event is the most important thing to us. You can read our full welfare and safeguarding plan in the appendices of this document.

11 INCIDENTS AND ACCIDENTS:

The venue duty manager (Leeds Beckett) will be informed of any treatment given in order that the necessary accident book and RIDDOR forms are completed.

In the event of a serious accident where an ambulance needs to be called this must be done through the University Sport reception on 0113 2833160 or through one of the zone coordinators. On no account must a player, spectator or sports organiser contact the ambulance service direct as staff are briefed on exact postal locations to direct the emergency services.

Anyone contacting the University sports reception should then:
• State where they are on the campus, which sport and pitch
• Explain the nature and seriousness of the injury
All school Team Managers should carry with them on the day a copy of all the medical and emergency contact details for their team members.

Please see Appendix A for the accident and injury reporting procedure.

12 SECURITY MEASURES

As a result of the recent terrorist attacks and taking advice from the counter terrorist unit and local police, Leeds Beckett University have introduced some additional security measures at all of their onsite events and especially the larger scale events such as ours.

You should be aware that at the winter festival, Leeds Beckett University will:

- Have additional onsite security presence at entrances and exits, at our opening ceremony and on patrol across campus
- Be conducting random searches of large bags (Their advice is to avoid bringing a large bag if you can, but smaller bags may also be searched)
- Conduct spot searches of adults as they feel necessary (children under 16 will not be searched)
*There will be male and female security staff conducting searches
  - Have one policy liaison officer onsite and additional personnel if they feel it necessary

Please take this into consideration when planning your journey time.

13 CONTINGENCY PROCEDURES

In the event of a full cancellation each Team Manager will be contacted directly by the event managers at Yorkshire Sport Foundation. For up to date information on the day please check Twitter (@yorkshiresport), Facebook (www.facebook.com/yorkshiresport) and the Yorkshire Sport Foundations website (www.yorkshiresport.org/).

In the event of extreme weather conditions during the day proceedings may be brought to a close. Daniel Wilson (Yorkshire Sport Foundation) will make the final decision on this matter. If the decision has to be made during the event, it will be communicated to the public through the PA systems and loud hailers on the specific sites and through the zone coordinators.

14 CODE OF CONDUCT

The following are brief guidelines for players, spectators, team managers and coaches to allow the event to run smoothly.

Spectators

- Young people take part in sport for their own entertainment
Young people are not professional entertainers
Do not harass or use foul/abusive language at players, officials or other spectators.
Never ridicule young people for making a mistake during a competition
Encourage young people to play by the rules
Respect the decisions of officials
Condemn the use of violence in all forms

Players

- The aim of the Games is to enjoy participating, feel good and improve your skills
- Do not show off, hog the play or score the most goals or points at the expense of your team mates
- Do not bully or take advantage of another player.
- It is not whether you win or lose – but how you play and enjoy the game
- Take part in sport for your own enjoyment, not just to please your coach or parents
- Play the rules, never argue with officials – accept decisions with good grace at all times
- Work for yourself and your team. The team’s performance and your own will benefit
- Control your temper and aggression
- Co-operate with your team mates, opponents and officials – without them you do not have a game
- Appreciate good play and skill – by both team mates and the opposition
- Congratulate opponents at the end of the game - whether you have won or lost

Parents

- Young people develop differently and will react in a variety of ways when under pressure
- Encourage your son/daughter for making mistakes or losing
- Teach young people that effort and team work are as important as victory, so that the result of each game is accepted without disappointment
- Support all efforts to remove all forms of abuse
- Do not publicly question the judgement and honest of officials
- Recognise the value and importance of coaches, they give up their time, energy and resources to provide for your son/daughter

Team Manager’s & Coaches

- The well-being and safety of all participants must be placed above development and performance
- The rights, dignity and worth of all participants must be respected, together with the equal treatment of all participants
- Be realistic in your demands on young people
- Remember that young people play primarily for fun and enjoyment and winning is only a part of the game
- Always promote the positive aspects of sport, such as Fair Play and never condone rule violations.
- Teach and enforce the rules of the game
- Consistently display high standards of behaviour and appearance
- Do not exert undue influence to obtain personal benefit or reward
Never ridicule or shout at a player for making a mistake or losing a game
Respect the ability of opponents together with the judgement of match officials
Be generous with encouragement and praise when it is needed or deserved
Respect the principles of growth and development of children
All players need and deserve equal match time and rest
Ensure that training sessions/expectations are appropriate for the age, maturity, experience and ability of each individual player.

15 Complaints Procedure

The West Yorkshire School Games aims to provide an enjoyable, safe and high quality experience for all involved. However, if you do have a complaint about any aspect of the event, this document sets out the procedure to be followed.

1. Raise your concern with the person in charge of that area. (Once competitions have started this will be the Sports Organiser or Zone Co-ordinator, at the opening ceremony it will be the Yorkshire Sport Foundation event staff)

2. If your complaint cannot be dealt with by the Sports Organiser, please contact one of the event staff (identifiable by bright green t-shirts).

3. The event team may refer the complaint to either the Welfare Officer or Event Co-ordinator as appropriate.

4. Where the complaint cannot be settled at the event, please complete a complaint form (see below), which will be available at each event or the information point.

5. Yorkshire Sport Foundation will respond to your complaint within 5 working days and where appropriate conduct an enquiry and take relevant action.
West Yorkshire School Games

CUSTOMER COMMENTS / COMPLAINTS FORM

About You (Block Capitals Please)

Name: ______________________________________________________________

Address: ____________________________________________________________

______________________________________________________________

Postcode: ___________________________________________________________

Phone (h): ___________________________ Phone (m): _________________________

Date: ____________________________

Are You? (Please Tick)

a) Participant

b) Parent

c) Teacher

d) Sport Organiser

e) L.A. Officer

f) Other (state below)

________________________________

Name of activity / event / project that you took part in:

____________________________________________________________________

If your comments are about a specific incident, please complete this section:

Date: ____________________________ Time: ____________________________

Staff Member Involved: ____________________________________________

How would you like us to respond?

We will contact you within five working days of receiving your form.

_____ In writing

_____ By phone (please ensure you have provided us with your contact number)

_____ No contact (but full consideration given)
Details of your comment/complaint/suggestion:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Office Use Only:

Date Received: _______________________
Date Responded: _______________  Action By: ____________________________

Area:  Staff & Information ____________  Content:  Compliment ___________

Value for Money_______________  Suggestion ____________

Performance _______________  Complaint ______________

Promotion _________________  Copies made? _____________

Comments: _______________________________________________________________
Appendix A – Incident Report Template

Incident Investigation Report

1.0 Details:

<table>
<thead>
<tr>
<th>Personal details of Injured Party (IP) or person who reported the adverse event.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time of incident</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>What occurred</td>
</tr>
<tr>
<td>Overview of incident</td>
</tr>
<tr>
<td>RIDDOR Report</td>
</tr>
<tr>
<td>Investigation level</td>
</tr>
<tr>
<td>Investigator(s)</td>
</tr>
</tbody>
</table>

2.0 Sequence of events

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
</table>
3.0 Information gathered Include Evidence & Statements - See section 3.1 and 3.2

4.0 Identification of Causes Identification of immediate, underlying and root causes

5.0 Conclusion
## 6.0 Risk Control Action Plan

<table>
<thead>
<tr>
<th>Issue</th>
<th>Recommendation/Action</th>
<th>Responsibility</th>
<th>Target Completion Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Signed on behalf of the Investigation Team

__________________________________________

Name

Job Title

Date

FOR OFFICE USE ONLY:

This report form plus any accompanying witness statements should be sent to Susan Hibbert HR and OD Manager and a copy filed electronically under CENTRAL/y drive/Health and Safety
Witness Statement Template

Witness Statement of

Address:

Occupation:

Contact details:

I believe the facts stated in this witness statement are true.

Signature:

Signature witnessed by:

Date:
APPENDIX B: WELFARE & SAFEGUARDING SUMMARY

SCHOOL TEAMS

Each school team competing in the level 3 School Games is required to have a nominated Team Manager. Team Managers and additional school staff are responsible for their team members at all times during School Games events – including supervision, health and safety, welfare, behaviour and conduct. This includes ensuring that the young people are appropriately trained and prepared for the event in which they are competing.

Team manager selection is at the discretion of the school. This will usually be a member of the teaching staff and they will have FULL responsibility for the young people in attendance at the Games. Yorkshire Sport Foundation will hold details of each of the team managers in attendance for emergency situations. Therefore, please ensure you have provided your mobile phone contacts prior to the event and during registration.

School Team Managers are required to collect ALL relevant personal information for ALL their participants, including additional staff members.

Team Managers MUST have the following information with them on the day of the event:

✔ Individual emergency contact details for parents – including mobile phone contacts

✔ Information about the specific care needs of any disabled participant. Consent will be obtained from the participants’ parent of any required intimate care needs to be met by staff/volunteers acting in ‘loco parentis’ at the Games.

✔ Information about any medical condition/allergies their child may have – where relevant they must supply sufficient medication for the duration of the event that is to be met by the staff acting in ‘loco parentis’. Consent has also been requested for any treatment to be administered (such as anaesthetics) to the participant in the event of any illness/accident.

✔ Photographic and video consent for their team members. Please return the withdrawal of consent form as soon as possible and if relevant make it known to event staff on the day any young people who do not have consent.
Information about transport arrangements for the event.

Information about any specific religious/cultural needs e.g. time/space to pray.

Please share this information with the school’s Senior Leadership Team.

SPORT ORGANISERS

The delivery of the sports competitions is integral to the School Games and the welfare of all participants. Sport Organisers will:

- Be responsible for the organisation and delivery of their respective competition. They will be the first point of contact on all aspects of their event.
- Ensure they are familiar with the sports facilities and facility guidance.
- Complete a pre-activity checklist before the arrival and start of their competition.
- Read and understand the School Games Event Manual and Welfare Plan (provided by Yorkshire Sport Foundation). If details are unclear then advice must be sought from event staff. All reporting procedures should be clear.

Ensure they maintain regular contact and communication with their assigned zone coordinator from the event staff team.

ROLES & RESPONSIBILITIES

The event managers, in partnership with the Local Organising Committee Group:

- Will produce the welfare plan and manage implementation of the plan in collaboration with the LOC, Competition Group and delivery partners.
- Nominate a Welfare Officer (and deputy) for the duration of the School Games events.
- Will aim for best practice in terms of recruitment, selection and training of event staff, ensuring minimum training requirements are adhered to. This includes specific welfare training for all event staff prior to the date of the Games to ensure the staff team is confident in their welfare
All Yorkshire Sport Foundation staff will be trained in dealing with welfare issues and incidents.

- Will NOT hold individual participant information.
- Will put disciplinary procedures in place for staff/volunteers working at events.
- Will ensure staff are clearly identifiable, via the event uniforms and ID badges. Event staff identified by GREEN ID badge and polo shirt.
- Will ensure there’s a clear reporting procedure for staff so they know what to do regarding any incident related to child welfare. There will also be a system for them to record any concerns/incidents.
- Will ensure there’s an opportunity for staff to debrief and report during and at the end of the event
- Will ensure there is sufficient first aid provision.

APPENDIX C – PHOTOGRAPHY OPT OUT FORM
Withdrawal of Photography Consent

Dear Parents/Guardians,

Throughout the School Games we would like to take photographs and videos during the event to display in a variety of different places including newspapers, websites, social media, newsletters, and sponsorship/promotional brochures.

In order to do this we need your permission to allow your child’s image to be recorded. If you withdraw consent for images to be recorded and published it will not affect their participation in School Games, however may affect participation in certain elements such as the opening ceremony or medal presentations. Any published images will not include the children’s names in accordance with Yorkshire Sport Foundations safeguarding policy.

Yorkshire Sport Foundation will be taking their own photographs at the event but local newspapers and television may also attend.

If you wish to discuss any of the above with me, please do not hesitate to contact me.

If you wish to withdraw your consent for your child’s photography to be used for the School Games 2018 please complete the attached pro-forma.

If you do not withdraw consent we will assume consent is granted.

You should not return the pro-forma if you are happy to allow your child to take part in the items above.

Yours sincerely

Dan Wilson
School Games Manager
Dan.wilson@yorkshiresport.org / 0330 20 20 280

Withdrawal of photography consent

I would like to withdraw my consent for my child: Name:__________________________

School: __________________________ District: __________________________

To have their images recorded and published at the School games 2018 (I understand this may affect their participation in some elements of the event.

Signed: __________________________ Relationship to child: __________________________

Print name: __________________________ Date: __________________________