

DORSET SCHOOL GAMES



INFORMATION PACK

Important Information Inside



Information Pack

This manual provides information for the School Games in Dorset and procedures that are in place, it is applicable to:

- Event Management Team (EMT)
- School Games Organisers (SGOs)
- National Governing Bodies (NGBS) / Sports Organisers and Staff
- Team Managers/ School Teachers
- Medical Staff

Glossary

Below are terms which are referred to in the manual along with their definition

DSG	Dorset School Games	NGB	National Governing Body of Sport
LOC	Local Organising Committee	EMT	Event Management Team
SGO	School Games Organiser(s)		

Loco Parentis – the Children Act 1989 provides that teachers have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. The level of this duty of care is measured as being that of a ‘reasonable parent’. The Health and Safety at Work Act 1974 puts a further obligation on the school as a whole to safeguard the wellbeing and safety of pupils in its care. By agreeing to take part in the Dorset School Games, the head teacher may choose to delegate this responsibility to accompanying adults.

Child or Young Person – defined as 0 – 18 years under The Children Act 1989, or 0 – 19 years if referring to people with a disability

Child Protection – process of protecting individual children identified as either suffering, or at risk of suffering significant harm

Safeguarding and promoting the welfare of children – The process of protecting children from abuse or neglect, preventing impairment of their health and development

Codes of Conduct - Recognised good behaviour for the range of roles at the Dorset School Games and for participants



Background Information

The School Games - Nationally

The School Games in Dorset is a unique opportunity to motivate and inspire millions of young people across the country to take part in more competitive school sport. The Games are made up of four levels of activity: competition in schools, between schools, at county/area level and a national finals event:

Level 1 - sporting competition for all students in school through intra-school competition

Level 2 - individuals and teams are selected to represent their schools in local inter-school competitions

Level 3 – the county/area will stage multi-sport School Games festivals as a culmination of year-round school sport competition

Level 4 - this is a national multi-sport event. Students who compete here are identified through their National Governing Body

The Games are designed to build on the magic of international competitions such as The Olympics and Commonwealth Games to enable every school and child to participate in competitive sport, including meaningful opportunities for disabled youngsters.

The School Games - Locally

The Local Organising Committee (LOC) is a county-wide strategic group established to plan and stage a high quality School Games Level 3 festival linked to competition at Levels 1 and 2 of the School Games. The Dorset School Games is a Level 3 event that will play host to the county finals of many of the Level 2 competitions held across the following six partnership areas:

- Bournemouth
- Christchurch & Isle of Purbeck
- East Dorset
- North Dorset
- Poole
- West Dorset



The School Games in Dorset

Through discussion with over 20 governing bodies of sport, the level 3 programmes will include a wide range of 'stand-alone' events as well as Winter and Summer Games festivals.

Due to the continuing popularity of the School Games programme it now attracts over 3,000 athletes, supported by young leaders developing their skills in officiating and coaching. The Festival events will begin with a mass opening ceremony featuring cultural performances along with an inspirational talk from a sporting champion. A cultural village will also be running throughout the day for all young people to explore at the larger Festival events.

Each competition will conclude with an individual medal ceremony.

In addition to Festival events, smaller individual competitions will take place as stand-alone events.

For further information about competitions please contact your area School Games Organiser.

Dorset School Games Organisers

Bournemouth: Sarah Dunsford – sarah.dunsford@avonbournetrust.org

Christchurch & Isle of Purbeck: Dan Moody – d.moody@grange.dorset.sch.uk

East Dorset: Katrina Cole – katrina.sco@btinternet.com

North Dorset: Stephen Hancock – shancock@gillingham-dorset.co.uk

Poole: Sam Cox – coxs@carter.poole.sch.uk

West Dorset: Nadia Kusminoff – nadiakusminoff@hotmail.com

Active Dorset County Sports Partnership: Kath Rudd - krudd@activedorset.org

General enquires: schoolgames@activedorset.org



School Responsibilities

PLEASE NOTE THAT SCHOOL STAFF ARE FULLY RESPONSIBLE FOR THEIR PARTICIPANTS FOR THE DURATION OF THE DORSET SCHOOL GAMES.

As teams are school based, schools and their representatives at the event are ultimately responsible for the 'loco parentis' of their pupils attending the Dorset School Games. Schools are advised in advance to undertake any administration required for a school sporting trip.

Please ensure that all your team members have parental consent to attend this event and photographic permission.

Each Team Manager will be responsible for ensuring that if their team member cannot have photos taken the pupil is removed from photographic opportunities. Participating schools have a responsibility to ensure that they have access to up to date medical information and emergency contact details for participants, as well as ensuring participants are appropriately dressed and equipped for their activity.

Competition Information

Transport and Parking

Due to restrictions at some school venues, parents are not always able to attend.

Where parents are able to attend, parking is often limited at event venues and schools are requested to inform parents who arrive independently that it maybe necessary to park off-site. In all cases, parents are asked to abide by instructions from the parking team. Schools should inform the organisers of any exceptional circumstances where parents require parking on site.

Registration

Individual sport/venue information will contain specific details of timings.

N.B. some venues/sports have registration closing times that must be adhered to.

On arrival at your venue, a welcome crew will be on hand to guide you to where you need to be and will assist with the registration process. At registration, staff are requested to hand in appropriate paperwork, including photo permission and will receive any additional information relevant for the event.



Competitions

Stand-alone competitions will begin after a Welcome and competition briefing.

Festival events will commence with an Opening Ceremony.

After the competition, a short medal ceremony will take place for each individual sport.

Additional Information

What to wear / bring with you:

- Some young leaders will have already received their RED School Games t-shirts.
N.B. Please bring these as it may not be possible to replace them
- At Festival events, Young Athletes will receive their School Games t-shirts on arrival.
- Your School Sports Kit for competition
- Packed lunch, drinks and snacks
- Waterproofs
- Change of shoes for competition – this is **essential for Rugby**, as there will be an opportunity to take part in additional activities inside

N.B. Jewellery/ body piercings that are hazardous when taking part in sport should be removed before the competition

As a school you will need to bring:

- Your own first aid kit
- Equipment that you plan to use in warm ups/ practices throughout the day
- If competition is outside, please bring appropriate shelter for protection from weather (rain / sun)
- *Please see the sport specific information sheet which will be sent separately for additional items.*



Code of conduct

We hope that all participants will have a positive experience at the Dorset School Games. As teams are representing their school it is expected that they will abide by the Code of Conduct.

Spirit of the Games **Fair Play for All**

The emphasis is on competition enjoyment and respecting the Olympic and Paralympic Values

Winning at all costs is NOT encouraged and teams/individuals must compete fairly and within the rules of competition

Intimidation of referees or officials will not be permitted; players, team managers and spectators should accept decisions gracefully and without argument

The Event / Sports Organisers have the power to stop the event in progress and deal with unacceptable behaviour

Those involved in the School Games are representing their school / area and should reflect their behaviour accordingly.

Safeguarding **Staff & volunteers**

- Staff and volunteers working at the event must respect the rights of all participants, in particular children, young people and vulnerable adults.
 - They should behave in a way with participants and others that is based on openness, honesty, trust and respect.
 - They must not engage in behaviour that is abusive or inappropriate.
 - They must respond to any concerns about a child/young person/vulnerable adult's welfare. They must demonstrate proper personal/professional behaviour at all times promoting positive role models for the children/young people/vulnerable adults they are working with.
 - Staff must ensure that participants are provided with a safe environment, which maximises benefits and minimises risks to them.
 - Staff/volunteers must demonstrate commitment to respecting differences between all people in terms of gender, race, ethnicity, disability, culture and religious belief systems.
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- While every effort has been made to ensure that staff accompanying the Sport National Governing Body and Cultural Village providers are DBS checked, this cannot be guaranteed. As a 'one-off' event the School Games does not come under the requirement for regulated activity. If you have any safeguarding concerns on the day, please contact the Information Point, to contact Tony Jones-Pert, School Games event safeguarding lead.



School Games Values:

The 6 School Games Values will be observed and promoted throughout all competitions by demonstrating the following values:



Teams demonstrating the Values will be recognised throughout the day.

Refreshments

Teas and coffees may be available for parents to purchase at venues, but they should bring their own refreshments

Lunch will be provided for NGB staff, officials and event management teams **only**.

It is the teachers/staff, athletes and young leaders/schools' responsibility to bring a packed lunch and refreshments with them.

Changing Rooms

Changing Rooms will not be available. All participants should arrive dressed ready to compete



Use of Video & Photography

The Local Organising Committee recognises concerns regarding the use, and potential abuse, of images of children and young people taking part in physical and creative activities. In order to protect children, and reassure parents, the Local Organising Committee will implement the following procedures at Dorset School Games events:

Prior to the Dorset School Games:

Schools should have written permission from parents for their child to be photographed prior to the event. If there are any young people whose photograph is not to be taken then the details need to be logged on the squad list which you will receive via email. School staff are responsible for ensuring that these identified individuals are removed from any closed photographic sessions.

During the Dorset School Games

All young people not permitted to having their photo taken will wear an identifiable **green** wrist band

In line with recognised good practice and safeguarding & protecting children everyone using a camera/mobile/video recorder will register their devices, and following registration, will be identifiable by wearing an **orange** wristband.

Young Media Leaders, who will be accredited and wearing media t-shirts, will also be taking photographs.

All staff and volunteers will be vigilant at all times and report any concerns to the Information Point.

After the Dorset School Games

Only official photographs of children/young people whose parents have given their signed consent to photographs of their child being taken at the Dorset School Games will be used for publicity purposes.

The organisers will take the audience and purpose into proper consideration when publishing any photographic material featuring young people from the Dorset School Games.

All images will be stored securely to ensure access is restricted to appropriate staff. This will help to prevent potentially inappropriate use of the collection.



Staff / Area Identification

Event staff will be easily identifiable from their distinct Dorset School Games black t-shirts and white Active Dorset T-shirts.

ID Colour	Event Staff Type	Roles
Black School Games White Active Dorset	Event Management Team	Deal with issues which arise on the day, support event volunteers, liaise with NGBs / Club
Black Polo Shirts	Young Ambassadors RELAYS	Support event volunteers
Red	Young Leaders	Dance Crew Photography Crew Journalism Crew Film Crew Sports Crew
Area Colour for Festival events Bournemouth – Yellow Christchurch & Purbeck – Blue East Dorset – White North Dorset – Green Poole – Orange West Dorset - Purple	Young Athletes	Competing and representing their School and partnership area in the Level 3 Dorset School Games Festivals.

First Aid

N.B. All schools are kindly requested to bring their own first aid kits.

If you see any problems on the day that you don't feel that you can deal with yourself please tell the Event Management Team or your School Games Organiser who will then be able to direct the issue to the relevant person.

Emergency Procedures

In the case of evacuation at any of the sites, follow the instructions from the Event Management Team. Registers will then be taken at this point.

Risk Assessments

All risk assessments can be found online via the following address: <http://www.activedorset.org/school-games>



VIP Reception At larger Festival Events

VIPs have been requested by personal invitation to attend the larger Festival events throughout the day.

Wet Weather Plan

Procedure in the instance of bad weather prior to arrival on site

If the event or a specific competition has to be cancelled prior to your arrival on site you will be contacted by your SGO early on the day of the competition. All other attendees will be contacted by the Event Management Team.

The following procedure will take place if weather is affecting competitions during the event:

NOTE: NGB/ Sports Organisers and Event Management Team **MUST** be involved in the following decision making process:

1. NGB/ Sports Organisers and Event Management Team meet to agree to suspend play (depending on sport being played and health and safety considerations)
2. If majority agreement – play is suspended for up to 20/30 minutes to allow weather to pass. Teachers/school staff will then be informed of any such decision.
3. If 20/30 minutes have passed and there is no foreseeable change in the conditions, NGB/ Sports Organisers and Event Management Team meet to discuss reduction/ adaption of event to a suitable competition. Once again, Teachers/school staff will then be informed of any decision.
4. Majority agreement as to decide whether to reduce/ adapt the event to a suitable competition
5. If the weather persists and there is no sign of it changing, NGB/ Sports Organisers and Event Management Team meet to discuss cancellation of event (in consultation with teachers/school staff)
6. Majority agreement as to decide whether to cancel the event

Anything is possible in terms of British weather so please ensure all your participants are informed to come prepared for all playing conditions. We will do our best to maintain a high quality event whatever the weather!!

Lost Child Procedure

A child that is unable to locate their school should make their way to the Information Point. More than one member of the event staff will be involved in the process. The child will be reassured and their details obtained. An announcement will be made via the PA system (*where possible*) asking for a member of staff from the school to go to the identified information point. Once the school staff member has reported to the information point it will be established that the child knows them and is happy to be released into their care.

The staff member will be asked to sign the form releasing the child back into their care.



- The End -

