



Devon School Games 2019 -2020

Welfare Plan

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N.B. Copies of all appendices will be held at Registration

1. Glossary

Codes of Conduct:

- Recognised good behaviour for the range of roles at the Devon School Games and for participants

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

NGB:

- National Governing Body of Sport

Parents:

- A generic term to represent a person or people with legal parental responsibility for a child or young person

Safeguarding and promoting the welfare of children:

- The process of protecting children from abuse or neglect, preventing impairment of their health and development

Staff:

- A generic term that includes employed staff and volunteers

DSG:

- Devon School Games

LOC:

- Local Organising Committee

Duty of Care:

- The legal and moral responsibility that we all have to keep each other safe.

In 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.

2. Introduction

After the legacy of London 2012 Olympic and Paralympic Games, the DSG will be a fantastic sporting celebration of the talents and skills of young people from across the County.

Children and young people of all ages, abilities and those with disabilities will take part in multi-sport festivals.

The DSG is not solely about those who will play and compete in sport. The legacy of the games will also be in the young people who are trained as sports leaders, coaches, journalists, announcers and statisticians.

Welfare:

All sporting events for young people should take place within the broad context of the United Nations Convention on the Rights of the Child (1989). Whilst most children and young people thoroughly enjoy their sport and the camaraderie that goes with it, some experience disruption, danger or injury and others bring with them the impact of issues at home or school.

THIS WELFARE PLAN IS DESIGNED TO MINIMISE THE RISKS TO THE CHILDREN AND YOUNG PEOPLE TAKING PART AND TO MAXIMISE THEIR ENJOYMENT AND WELL BEING

In order to achieve this, all staff involved in the DSG are required to read it carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner. It is recognised that all NGBs of sport already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements.

This plan is intended to supplement, not replace or reproduce those policies; however where there could be a difference of response the Welfare Plan will take precedence.

Mission, vision and outcomes for the DSG:

Devon's Vision:

The mission of the DSG is: 'To enthuse and inspire all young people in Devon to become involved in sport and physical activity.'

Devon's Mission:

The vision for the DSG is: 'To deliver an outstanding School Games programme that is inclusive for all young people in Devon, which embodies the positive benefits and values that competition can provide.'

The organisers are committed to ensuring that the benefits of the DSG reach far beyond the competition and event days. The sporting events will be focal points for the development work that will take place in schools, clubs and other community settings. The focus will be on developing the skills, confidence and commitment of children and young people through the medium of sport and other areas related to sport and to the Olympic and Paralympic Games.

The key outcomes for the DSG are that:

- Children and young people experience a county-level Olympic-style event and the pride of representing their school and their area
- Children and young people learn through the values of the Olympic and Paralympic Games and have opportunities for education, personal development and growth
- Children and young people with disabilities are fully included and have opportunities to play and lead sport in school and the wider community
- More children and young people make the transition from school sport to sport in community settings, encouraging lifelong participation in sport and a healthy lifestyle
- More young people engage in cultural activities including music, arts and dance both in school and community settings
- A new workforce of future leaders is developed, with young people accessing training and accreditation in sports leadership, coaching and sports-related activities such as journalism, commentating and managing statistics
- New adult volunteers are recruited and involved in delivering the Devon School Games and provide a legacy of involvement inspired by the Olympic and Paralympic Games

Purpose of the Welfare Plan:

The purpose of the welfare plan is to promote and ensure the wellbeing of those children and young people taking part in the DSG. The plan will also ensure that all those responsible for the welfare of children and young people:

- Understand their safeguarding role and responsibilities
- Are suitably recruited, selected and trained to fulfil these
- Understand the procedures for responding to concerns about children's welfare
- Are able to act on these appropriately and effectively

Values and principles:

This Welfare Plan is underpinned by the following values and principles:

- The welfare of the participants and all young people is paramount.
- All competitors and young volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm.

- All suspicions, concerns or allegations of harm arising from the event, within the sport or outside of the sport, will be taken seriously and responded to swiftly and appropriately

3. DSG Overview

A school event:

As teams are school based, schools and their representatives at the event are ultimately responsible for the “loco parentis” of their pupils attending the DSG. Schools are advised in advance to undertake any administration required for a school sporting trip. The Event Manual, Welfare Plan and Risk Assessments will be available on the Active Devon Website [School Games](#) to support schools to undertake this administration, although schools will have their own procedures in place already.

Accreditation:

There will be an accreditation system in place for the duration of the DSG event. Anyone connected with the event will be wearing identification in the form of a branded shirt or identification badge. This identification will indicate the role of the individual. Anyone without the correct identification should and will be challenged.

Public access:

Some competitors may be competing within a venue and public space that is accessible to other groups i.e. they are not for DSG sole use. Team managers and staff will supervise their groups appropriately.

Emergency procedures:

In the event of an activated fire alarm, immediate evacuation is the mandatory response. From the venue, Sport Leads, Team Managers, volunteers and competitors should follow the instruction of the appropriately qualified venue staff and / or Site Manager and make their way immediately to the nominated assembly point as directed.

All Team Managers, or their support staff, if the Team Manager is absent, will have the responsibility of ensuring their team / competitors evacuate immediately (false alarm or otherwise). At the assembly point, each Team Manager will complete a roll call and inform the Site Manager of any individual unaccounted for together with their last known location.

Event Management:

The DSG will have an allocated overall Event Manager and where appropriate individual Site Managers on duty throughout the event.

Medical Provision:

There will be first response staff present with emergency response from venue staff.

Photography and Media:

There is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of young and disabled sports people in vulnerable positions. All organisations should be vigilant about this possibility. Any concerns during an event should be reported to event staff.

Active Devon requires all persons wishing to take photographic or video footage to complete a consent form. Adults are also required to complete a consent form to allow themselves to be photographed and/or videoed. Where they are unable to consent due to mental capacity then their carer will need to consent.

Prior / during event:

- Schools will be asked to collate 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, their details should be logged on the Photo Non-Consent Form (Appendix 1)
- Team Managers must visit the main registration desk on arrival of the DSG event to collect the necessary number of wristbands to distribute to their non-photo consenting young people prior to the start of the DSG event **BRIGHT GREEN - "No Media - No Photo"**.
- During the DSG anyone wishing to take photographs and or videos will be required to register at beginning of the day and will be issued a **YELLOW "Photo Consent"** wristbands to wear throughout the event. This applies to mobile phones that are to be used as cameras.
- All requests for interviews, photographs etc. from any media personnel for a participant must be referred to their Team Manager
- If any member of staff or volunteer is approached for a quote or interview, the journalist should be directed to the Event / Site Manager

If a professional photographer is commissioned or the press are invited to an event, it is important that they understand your expectations of them in relation to safeguarding.

Active Devon will:

- Ensure photographers / media are signed in (Appendix 6) and are clearly identifiable.
- Provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography;
- Inform participants that a photographer will be present at the event and ensure they consent to filming and photography and to its publication;
- Will not allow photographers unsupervised access to one-to-one photo sessions during the event;
- Will not approve photo sessions outside the events or at a participant's home.
- Will ensure that they are aware of how to identify anyone without consent.

If carers or other spectators are intending to photograph or video at an event they will also be made aware of Active Devon's expectations:

- Spectators will be asked to register at an event if they wish to use photographic equipment;
- Participants 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 using the incident reporting template

Using photographs of participants on websites

Photographs of participants on websites can pose direct or indirect risks. For example, images accompanied by personal information (i.e. 'this is X who likes to collect stamps') could be used by an individual to learn more about an individual prior to 'grooming' them for abuse. To minimise the potential for misuse, Active Devon will:

- Ask for individual participants' permission to use an image. This ensures that they are aware of the way their image is being used to represent the sport.

After the DSG:

- Only official photographs of children / young people whose parents have given their signed consent to photographs of their child being taken at the DSG 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 DSG:
- Identification: Neither the visual content nor any captions will be able to be used as a means of identifying where the young person / people live. Captions will be restricted to name and team name
- Dress: Any young person featured in publicity will be wearing suitable dress.
- Safety equipment, jewellery and clothing: Photographs used will not feature young people wearing jewellery, body piercing or clothing that could cause safety issues.
- 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

Social Media Guidance

Social networking services, more commonly referred to as social media, allows users to create their own content and share it with a vast network of individuals.

For more information and guidance please refer to [CPSU Social Media](#)

Water:

The DSG will provide all participants, Team Managers, Sport Leads and volunteers with access to water.

Ceremonies:

A programme of activities will be under the control of the Event Manager, including any ceremonies that take place

Transport and travel:

Teams will travel either directly from their school or on transport provided by their School Games Organiser (SGO). SGOs will be responsible for managing this process for their team. Transport to or from the event is not under the control of the DSG.

4. Welfare Procedures Prior to the DSG

Welfare Officers will be Active Devon members of staff.

The Welfare Officer will have:

- Clear understanding of the Welfare Plan.

The Event Manager will have:

- Undertaken a risk assessment of the event.

All participating Sport Leads will have:

- Undertaken a risk assessment of their sport and venue and reported any issues or concerns to an Event Manager.

All key event staff will have:

- Attended a UK Coaching 'Safeguarding and Protecting Children' workshop or a recognised equivalent or provided evidence of appropriate training undertaken.
- Familiarised themselves with the Welfare Plan.
- Undertaken / provided evidence of an enhanced level DBS or satisfactorily completed the self-declaration proforma.

All schools will have:

- Undertaken the relevant checks for adults travelling with the team as agreed by their policies and procedures
- Read and completed the necessary forms within the Devon School Games Welfare Plan.

5. Welfare Provision during the DSG

The teams will be classed as being at the DSG when they arrive at the registration point until they depart from the event.

PLEASE NOTE: TEAM MANAGERS ARE FULLY RESPONSIBLE FOR THEIR PARTICIPANTS FOR THE DURATION OF THE DSG.

The DSG Event Manager and Welfare Officer will meet to review any cases; this will include making decisions on all reported cases in line with the Welfare Plan. These decisions will relate to:

- The immediate response at the event
- Decisions about what level each case will be dealt with (minor poor practice through to suspected abuse), and the route a case will take (no further action, referral in writing to employing / deploying organisation or NGB for disciplinary proceedings to be initiated and / or external referral to statutory agencies)
- Identify and act on any emerging themes such as bullying behaviour

A formal record of these meetings will be kept and these records will be used at the end of the DSG to anonymously inform the evaluation reports for the DSG. These records will be held in the Active Devon offices for six months, after which time they will be archived appropriately.

6. Behaviour at the DSG

Smoking:

Smoking is no longer allowed in the majority of enclosed public places in England, including workplaces, to protect people from the harmful effects of passive smoking. The Smoke-free (Premises and Enforcement) Regulations 2006 came into force on July 1st 2007. 'No-smoking premises' include premises such as restaurants, bars, shops, cinemas, offices, hospitals, work vehicles and sports centres. Those premises will then be no-smoking premises if they are wholly or substantially enclosed. All sites used for DSG are designated no smoking areas and the DSG is a no smoking event.

Alcohol:

This is a high-profile event for young people, which is leading the way in terms of best practice and therefore alcohol is not permitted at the event. Adults must not drink alcohol prior to or whilst attending a DSG event.

Criminal / anti-social behaviour:

No type of criminal activity will be tolerated at the DSG. Appropriate action (i.e. referral to the Police) will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

7. Codes of Conduct

The DSG organisers hope that all participants will have a positive experience during the event. As teams are representing their school it is expected that they will abide by their own school rules throughout the event, therefore alleviating the need for a code of conduct for teams. The Olympic and Paralympic Values will be observed and promoted and the DSG truce signifies the expectations of the DSG organisers.

“We are here as participants and while we compete against each other, we must share the common sporting values that will build a peaceful and better world through Sport and the Olympic and Paralympic ideal. We recognise the excellence of the winners but also the determination of all competitors. We respect everyone equally. We participate as friends and take the inspiration from those who have the courage to compete.”

Code of Conduct for Young People:

Children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Make your club a fun place to be.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Show respect to other youth members/leaders and show team spirit.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chatrooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit; insert a list compulsory items – for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Not smoke on event premises or whilst representing the school at competitions.

- Not consume alcohol or drugs of any kind on the event premises or whilst representing the school.

Children / Young People have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy their sport / physical activity in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Code of Ethics and Conduct for All Adults:

(Team Managers, Teachers, Staff, Volunteers, Sport Leads, Parents)

Participation and involvement in organised sport/active lifestyle activities helps the development of individuals. This can be achieved by:

- Identifying and meeting the needs of individuals
- Improving enjoyment through a programme of safe, guided practice
- Creating an environment in which participants are motivated to maintain their involvement

Everyone involved with School Games should comply with good ethical practice and should:

1. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their activity.
2. Place the well being and safety of participants above all else.
3. Follow all guidelines laid down by the relevant organisation's governing body and hold appropriate insurance cover.
4. Develop an appropriate working relationship with participants, based on mutual trust and respect including being aware of e-safety and the implications.
5. Not exert undue pressure on any participants.
6. Encourage and guide participants to accept responsibility for their own actions.
7. Hold up to date and nationally recognised qualifications
8. Ensure the activities directed or advocated are appropriate for the age, maturity, experience and ability of the participant.
9. At the outset, clarify with participants (and where appropriate with their parents) exactly what is expected of them and what participants are entitled to expect in return.
10. Co-operate fully with other organisations in the best interests of the participant.
11. Always promote the positive aspects of organised sport/active lifestyle activities (e.g. fair play)

12. Consistently display high standards of behaviour and appearance and set a good example which others can follow.
13. Arrive in plenty of time to set up the activity and ensure safety checks are done prior to the start.
14. Keep informed about sound practices and the principles of people's growth, development and personal motivations for taking part
15. Never condone rule violations.
16. Never transport young people or adults at risk alone in a vehicle.
17. Never ridicule or shout at a participant for making a mistake.
18. Develop an appropriate working relationship with participants based on mutual trust and respect. Ensure that participants always show respect for each other.
19. Always report any incidents, referrals or disclosures immediately following appropriate guidelines set out in Active Devon's Safeguarding Policy and Procedures.
20. Ensure that confidential information is not divulged unless with the express approval of all those concerned.
21. Ensure that coach / participant ratios (as per staffing supervision / NGB ratios for participants).
22. Be aware that discriminatory, offensive and violent behaviour will not be tolerated and all complaints will be acted upon.
23. Maintain a clear boundary between friendship and intimacy with the participants and do not conduct inappropriate relationships with participants.

8. Reporting Procedures

What should be reported?

Category A:

Concerns to be reported may include:

- General concerns about a child / children's welfare
- Any event or circumstance related to a child protection / welfare incident including bullying, poor practice and prejudicial behaviour
- Suspicions or allegations of:
 - Misconduct/breach of code of conduct made against any member of staff or any person on site
 - Abuse made against any member of staff, or any person on site
 - Abuse within a child's family or community abuse made to a member of staff or person site

Category B:

All accidents and incidents, no matter how trivial they might appear, should be reported. The following list highlights the types of incident that provide good indicators of good practise and from which lessons can be learned:

- Any injury to any part of a person's body

- Any case requiring medical or first aid treatment
- Any event or circumstance, which is believed could have resulted in bodily injury, illness, shock or other condition requiring immediate treatment
- Any event or circumstance which resulted in, or in which it is believed could have resulted in, a person's exposure to a substance hazardous to health
- Any event or circumstance, which resulted in, or in which it is believed could have resulted in, damage to the site, equipment, vehicle or personal property

Reporting procedure:

All event staff / school staff and volunteers must make a report if an injury, accident, incident or near miss occurs or if they have any concerns in line with the above.

The two forms and their respective uses are:

- Child Protection Initial Issue / Concern Reporting Form (Appendix 3)
- Accident / Incident Report Form – Category B (Appendix 5)

All relevant forms are held by the Welfare Officer(s) & Event Manager who will be on site during the duration of the DSG.

Those reporting should not contact the Police / Ambulance / Children's Social Care directly but follow the welfare reporting procedure detailed within this document.

Disciplinary Procedures:

The Event Manager and Welfare Officer will have the authority to make the final decision in terms of removing an individual from the DSG. The organisation that the individual represents will then carry out their own investigation according to their disciplinary procedures once the event is over.

All concerns regarding the behaviour of participants, staff or volunteers will be dealt with according to the procedures identified in this document.

9. Procedures for Handling Concerns

If any member of staff has concerns about an incident involving a child or young person that seems untoward or unusual, they must report their concerns as soon as possible to the Welfare Officer. All event staff will be clearly identified with event tabards. The reporting process will follow the structure as set out in this plan. Remember that concerns need to be recorded but this should not delay referral. A Child Protection Initial Issue / Concern Reporting Form can be found in Appendix 3.

Throughout the DSG all event staff should observe the following principles:

- **Recognise:** You have a concern, notice a problem or receive a direct disclosure
- **Respond:** Reassure the individual, tell them what you will need to do
- **Refer:** Make contact with one of the Event Staff / Welfare Officer
- **Record:** Who, what, where, when – use the reporting form at the back of this document

Refer if any of the following occur:

- If a child / young person has been accidentally or otherwise hurt
- If a child / young person seems distressed in any manner
- If you receive a direct disclosure
- If you have any concerns at all even if they seem unclear
- If a child / young person needs to be restrained

Remember it is not your responsibility to decide whether or not a child has been abused. It is however everyone's responsibility to report any concerns.

Responding to a disclosure:

Information you receive about or from a child / young person may fall into one of the following categories:

- Concerns about abuse that has occurred outside a sporting environment
- Suspicion or allegation of misconduct by a participant
- Suspicion or allegation of abuse by a participant
- Suspicion or allegation of inappropriate behaviour by a coach, official, volunteer or other professional
- Suspicion or allegation of abuse by a coach, official, volunteer or other professional

It is very important that all staff and volunteers understand what is meant by the term 'abuse' and are able to recognise sources of concern. The different types of abuse are:

- Emotional
- Neglect
- Physical
- Sexual
- Bullying

Detailed guidance of the types of Abuse and Definitions can be found at (Appendix 2).

Dealing with Allegations - - What to do in responding to a participant

It should be recognised that direct disclosures are rare. However, participants who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what the person is telling you, you will already be helping to protect them. It is useful to think in advance how you might respond to this situation.

Here are some brief guidelines:

Create a safe environment by:

- Staying calm and not rushing into actions that may be inappropriate.
- Confirming you know how difficult it must have been to confide in you and that they have done the right thing.
- Reassuring the participant and stressing he/she is not to blame.
- Listening to what the person says and showing you are taking what is being said seriously.
- Where possible remain in view, do not go somewhere on your own.
- Be honest and **do not make promises you cannot keep**. Explain you may have to tell other people what is being disclosed.
- **Ensure** you are quite clear about what the person says so you report it accurately. Keep questions to a minimum, the law is very strict, and an abuse case can be dismissed if it appears the person has been led or words have been suggested.
- **Record** exactly what the participant has said to you. As soon as possible after the incident, complete the Incident Report Form (Appendix 3) accurately legibly and in as much detail as possible. Stick to the facts and do not give your opinions.
- **Inform one of the Welfare Officers** or as soon as possible so that the person can be protected, and you can gain some support for yourself in what could be a difficult situation.

Dealing with Allegations - - Against Staff/Volunteers

Should you become aware of an allegation against a colleague regarding an incident of abuse or poor practice taking place, or having taken place, it is vital that the following procedures are followed.

- Record exactly what the person has said to you. As soon as possible after the incident, complete the Incident / Accident Report Form (Appendix 5) accurately, legibly and in as much detail as possible. Stick to the facts and do not give your opinions.

- Inform the Welfare Officers as soon as possible so that the participant can be protected, and you can gain some support for yourself in what could be a difficult situation.

Dealing with Allegations – General

- Take the allegations seriously. It is your duty to consider any allegation to be potentially dangerous to the participant and therefore report it.
- Do not judge or investigate. As an employee or volunteer it is important not to lose focus of your role. By reporting an allegation quickly any necessary investigations and/or judgement can then be made by trained professionals i.e. social services and/or the police.
- Do not discuss the incident or concerns with anyone other than the LSO / DSO / Welfare Officers, social services department or police unless you are advised by them to do so.
- Maintain confidentiality. It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to both the person and to any investigations that may follow. Refer to the section on 'Confidentiality'.
- Any requests for information from members of the public (including parents/carers/guardians) or the media should be directed to the Designated Welfare Officers and should be given the 'no comment' response.

Suspension:

Suspension is not a form of disciplinary action. Suspension is a neutral act. Any member of staff working on the DSG may be suspended whilst an investigation is carried out.

The Welfare Officer, depending on the nature of the incident leading up to an investigation, will carry out this suspension. The information will then be passed onto the relevant organisation for action to be taken. Records will be held in a welfare file and passed onto the relevant organisation at the end of the DSG.

Managing allegations of non-recent abuse:

Allegations of abuse may be made some time after the event, e.g. an adult who was abused as a child. Where such an allegation is made the procedures for managing allegations of abuse detailed earlier must be followed. Remember – record and refer.

Sharing Concerns - When to Share Concerns with Parents, Carers or Guardians

There is always a commitment to work in partnership with parents/carers/guardians where there are concerns about their children. Therefore, in most situations it would be important to talk to parents/carers/guardians to help clarify any initial concerns. For example, if a child seems withdrawn, he/she may have experienced a family bereavement.

If in any doubt at all staff should consult with the Welfare Officers or Social Services Department before raising their concerns with the parents/carers/guardians of the child.

When NOT to Share Concerns with Parents, Carers or Guardians

There are circumstances in which a child may be placed at even greater risk if such concerns were shared (e.g. where a parent/carer/guardian may be responsible for the abuse, or not able to respond to the situation appropriately). In these situations, or where concerns still exist, any suspicion, allegations or incident of abuse must be reported to the Welfare Officers or Social Services Department as soon as possible.

Once the incident/allegations has been reported it is the responsibility of the Welfare Officers to inform the Social Services Department or police without delay.

Action Towards the Bully (if bully is a young person):

In circumstances where bullying is concerned and having sought guidance and been advised to take action:

- Talk with the bully, explain the situation, try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim
- Inform the bully's parents
- Insist on the return of 'borrowed' items
- Provide support for the coach and significant others of the victim
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform other coaches and designated officer of action taken
- Keep a written record of actions taken.

Confidentiality In dealing with any case/suspicion/allegations relating to child abuse all staff should be aware that safety of the child is always paramount over confidentiality.

However, in dealing with any case/suspicion/allegation relating to child abuse all staff should be made aware that any breaches in confidentiality can be very damaging to the child, family and any child protection investigations which may take place.

In an instance whereby enquiries arise from members of the public (including parents/carers/guardians) and any branch of the media it is vital that all staff be briefed that they are not at liberty to make any comments regarding the case, but that they have been told to relay all enquiries the Welfare Officers or their line manager. The designated staff member should then meet all questions with the 'no comment' response.

It is important that the rights of both the victims and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing the Welfare Officers (and if not available the Social Services Department or Police).

- Nobody should inform the parents/carers/guardians of the child without prior and explicit consent of the Social Services Dept. or Police.
- Nobody should inform the alleged perpetrator without prior and explicit consent of the Social Services Dept. or Police.

Informing the parents/carers/guardians of a child about whom you are concerned will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency i.e. the Social Services Department.

Any individual under suspicion of poor practice, whether or not he or she is a staff member or volunteer within the organisation, has a right to be notified of the cause of concern. It is not the role of the person who has these concerns to notify the individual. Such notifications will be given by the Welfare Officers or the individual's Line Manager.

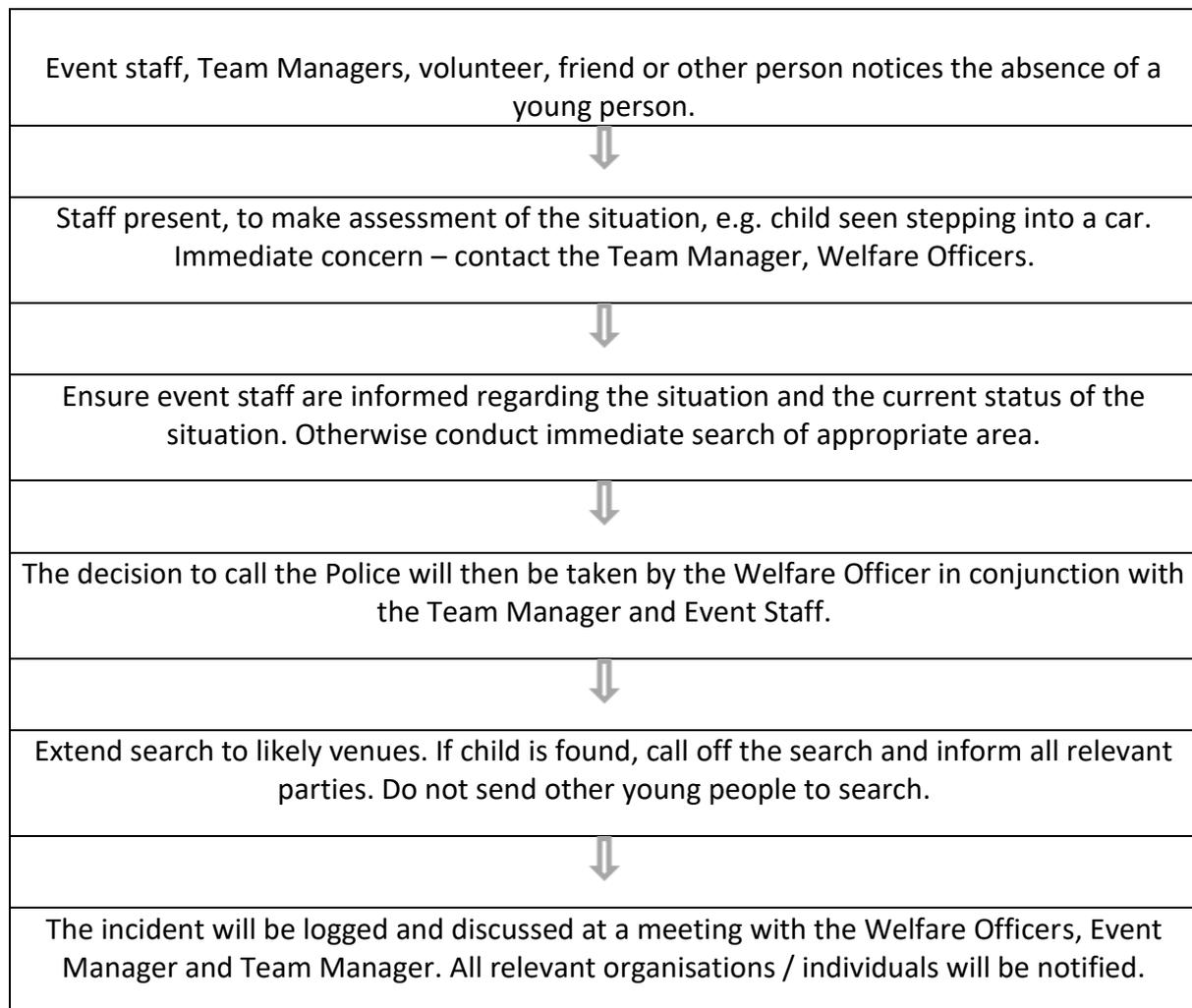
When a suspected case of poor practice / child abuse is referred out to the Social Services Department they will organise a strategy meeting that will decide who should be told, when they should be told, and the kind of information which it is appropriate to share.

Depending upon the outcome of initial enquiries, staff and other agencies that have contact with either the child concerned, or the alleged perpetrator may need to be given brief details of the incident and subsequent action.

Insurance:

- Public Liability insurance cover of £50 million is in place for the event through Devon County Council
- Event staff working for, or on behalf of, the DSG will not be insured by Active Devon (Devon County Council) are required to hold their own insurance cover
- Pupils attending the DSG will be covered under their Council's Public Liability Insurance regardless of which school they attend except for Academy and Independent Schools who will have their own Public Liability arrangements in place
- All young people attending as competitors, volunteers or Young Leaders will be required to complete and sign their own schools appropriate Consent Forms to assure agreement is in place to participate in the DSG
- It is the school's responsibility to ensure cover for the transportation of pupils to, from and around the event, and any third-party liability and personal injury to their staff when performing their role
- The Activity deliverers / event staff accept that their roles and responsibilities, in delivering the above work within the agreed timescales, budget and levels of performance, include:
 - Communicating progress, and engaging in review meetings, as and when required by Active Devon
 - Ensuring that the principles of equality and inclusion underpin planning, promotion and delivery
 - Operating a clear safeguarding policy and reporting procedure meeting Active Devon's requirements and providing evidence of such on request
 - Working together with Active Devon and any other relevant bodies on any safeguarding concerns that arise
 - Complying with all statutory requirements relating to delivery, including but not limited to those relating to Health and Safety, and where applicable national Codes of Practice and British Standard Specifications.
 - Accepting liability for, and indemnifying Active Devon against, any liability, loss, claim or proceedings arising under any statute or at common law in respect of any damage to property or persons; any injury to persons including injury resulting in death; any claim from a participant, or other person acting on their behalf, except where this is due to any act or neglect on the part of Active Devon or for any person for whom Active Devon is responsible.
- Insuring fully against its liability with an indemnity limit of £5 Million and providing on request evidence of liability insurance.
- Providing such other support or information as Active Devon may reasonably require to meet its funder's requirements or requests

10. Missing Young People



Note: A photocopy of the Missing Young Person's Report (Appendix 4) is required for venue records.

11.Key Personnel

Event Management Team

Responsibilities:

- Active Devon organise the Devon School Games (Level 3) Events.
- Point of contact for Sport Leads (relevant to their site) and other event support services

Event Manager	Lisa Alford (Active Devon)	07582 350349
Assistant Event Manager	Alice Upcott (Active Devon)	07736 294820

School Games Organisers

Responsibilities:

- Coordination and organisation of their School Games area teams
- Point of contact for any issue / query regarding their team or staff members
- Point of contact for parents / carers

School Games area	Contact name	Contact number
East Devon School Sport Partnership	Kevin Moran	07971 547 369
St Luke's School Sports Partnership	Nick Gillard	07875 299 454
South Hams & West Devon School Sport	Jeanette Green	07977 594 820
North Devon School Sport	TBC	TBC
Plymouth School Sport Partnership	Hayley Jarvis	07932 460012
Dartmoor School Sport Partnership	Tammi Letheridge	07872 129 195
Torbay Sport Partnership	Annabel White	TBC

12. Appendices

Appendix 1: Registration Document (Including Non-Photo Consent Form)

I confirm I have received, read and understood the Devon School Games Welfare Plan and recognise the importance of this document.

I will undertake to follow the aims, principles and procedures of this Welfare Plan for the duration of the event.

I will follow the Devon School Games Code of Conduct whilst working at the event.

I assure the Devon School Games Event Coordinators that any conversations or personal information I may have about young athletes attending the Devon School Games will not be repeated or discussed outside the event, or shared with the press or media during or after the event (other than Children’s Social Care Services / Police if required).

I also understand by signing this I recognise children with GREEN “No Media - No Photos” wristbands cannot be photographed, and I must only take photos once i have registered and wearing a YELLOW “Photo Consent” wristband.

Name of School			
Name of Person Completing this form (please print)			
Contact Number			
Date		Signature	

I permit Active Devon to:

- Circulate the video to local TV (if required)
- Use the video in any presentation or online publicity for Active Devon or other associated work projects in which any of its main partners have a stake.
- Reproduce the video on the websites and social media platforms of all partners (please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies)

Photo - Non Consent

These children must clearly wear a GREEN "No Media - No Photos" wristband in order for to be identified.

Name (Including Surname)	Sport / Competition
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Appendix 2: Types & Signs of Abuse

Detailed Guidance of the types of Abuse and Definitions Abuse and neglect are forms of maltreatment of any person. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. Participants may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger e.g. via the internet. They may be abused by an adult or adults, a child or children. Victims of abuse frequently suffer more than one category of abuse.

Abuse of Children and Young People Neglect

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate caretakers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The physical signs of neglect may include constant hunger, sometimes stealing food from other children constantly dirty or 'smelly' loss of weight or being constantly underweight inappropriate clothing for the conditions.

Changes in behaviour which can also indicate neglect may include complaining of being tired all the time not requesting medical assistance and/or failing to attend appointments having few friends mentioning being left alone or unsupervised.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Examples of physical abuse in sport may be when the nature or intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.

Physical symptoms include bruises, black eyes and broken bones are obvious signs of physical abuse. Other signs might include injuries that the child cannot explain or explains unconvincingly, untreated or inadequately treated injuries, injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen, bruising which looks like hand or finger marks, cigarette burns, human bites, scalds and burns

Changes in behaviour that can also indicate physical abuse: fear of parents being approached for an explanation aggressive behaviour or severe temper outbursts flinching when approached or touched reluctance to get changed, for example in hot weather depression withdrawn behaviour running away from home

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over the young performer, if misused, may also lead to abusive situations developing. One of the issues in assessing whether sexual abuse has occurred is that of exploitation (see below). Other symptoms might include pain, itching, bruising or bleeding in the genital or anal areas, genital discharge or urinary tract infection, stomach pains or discomfort walking or sitting, sexually transmitted infections.

Changes in behaviour which can also indicate sexual abuse include: sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn fear of being left with a specific person or group of people having nightmares running away from home sexual knowledge which is beyond their age, or developmental level sexual drawings or language bedwetting eating problems such as overeating or anorexia self-harm or mutilation, sometimes leading to suicide attempts saying they have secrets they cannot tell anyone about substance or drug abuse suddenly having unexplained sources of money not allowed to have friends (particularly in adolescence) acting in a sexually explicit way towards adults.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age- or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitations of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption

of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples include:

- Threats of harm or abandonment
- Humiliation, shaming or ridicule
- Harassment, bullying, intimidation
- Control or coercion
- Deprivation of choice or privacy
- Deliberate social isolation

Changes in behaviour which can indicate emotional abuse include neurotic behaviour e.g. sulking, hair twisting, rocking being unable to play fear of making mistakes sudden speech disorders self-harm fear of parent being approached regarding their behaviour developmental delay in terms of emotional progress

Emotional abuse in part may occur if children are subjected to constant criticism, name calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently, for example in a sporting capacity.

Bullying

In some cases of abuse, it may not be an adult that is the abuser. It could be that the abuser is another child or young person, and this is typically seen in common cases of bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It could take the form of:

- Physical assaults
- Name-calling, sarcasm and racist taunts
- Threats and gestures
- Unwanted physical contact
- Graffiti
- Stealing or hiding personal items
- Being ostracized or ignored
- Cyberbullying

Signs that a child may be being bullied can be:

Coming home with cuts and bruises torn clothes asking for stolen possessions to be replaced losing dinner money falling out with previously good friends being moody and bad tempered wanting to avoid leaving their home aggression with younger brothers and sisters doing less well at school sleep problems anxiety becoming quiet and withdrawn

These definitions and indicators are not meant to be definitive, but only serve as a guide. It is important too, to remember that many children may exhibit some of these indicators

at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers. In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child's development and context.

Appendix 3: Child Protection Initial Issue / Concern Reporting Form

Please note: From time to incidents will occur that may upset a young person, or an adult's actions or language may be misinterpreted. These incidents must be reported using this form as soon as the incident occurs. The completion of this form for this type of incident should be viewed as a quality assurance procedure.

Please complete in block capitals. Remember to maintain confidentiality and do not discuss with anyone other than those who need to know.

Name of Child:	Activity involved in:
Age: DOB:	Ethnicity:
Disability if any:	Team: School sport Network Area:
Parent/Carers name:	Home Address: Contact number:
Your name, position, contact details	Are you reporting your own concerns or those of somebody else? If appropriate include their contact details:
Brief description of what has prompted the concerns include dates, times etc	
Any physical signs?	

Have you spoken to the young person/ If so, what was said by you and them?

Have you spoken to the parent/carer, any member of the event staff or others? State to whom and what said:

Please give details of anyone against whom an allegation was made

Has the Welfare Manager been informed?

Time Reported:

This form must be returned to the Welfare Officer / Event Coordinator

For event staff use only:

Appendix 4: Missing Young Person Form

Name of child:	Activity involved in:
Age: DOB:	Ethnicity:
Disability if any:	Team/School:
Parents/Carers Name:	School Sport Network Area:
Home Address: Phone number:	Your Name and position:
Description of young person:	
Who first noticed young person was missing?	Where was the young person last seen? Location: Time:
Did you notice anything suspicious or see anyone suspicious?	Where have you searched and for how long?
List of those involved in the search:	

Police contacted YES / NO Time:	Name of police officer: Contact number:
Outcome	
Young Person was found. Location: Time:	Name of person who found young person: Contact number:
Police were notified of young person's return. Time:	Please state if this is now a Police investigation:
This form must be returned to the Welfare Officer / Event Manager	
For event staff use only:	

Appendix 5: Incident / Accident Report Form

Name of child:	Activity involved in:
Age: DOB:	Ethnicity:
Disability if any:	Team/School:
Parents/Carers Name:	School Sport Network Area:
Home Address: Phone number:	Your Name and position:
Description of young person:	
Who first noticed young person was missing:	Where was the young person last seen: Location: Time:
Did you notice anything suspicious or see anyone suspicious?	Where have you searched and for how long?
List of those involved in the search:	

Police contacted YES / NO Time:	Name of police officer: Contact number:
Outcome	
Young Person was found. Location: Time:	Name of person who found young person: Contact number:
Police were notified of young person's return. Time:	Please state if this is now a Police investigation:
This form must be returned to the Welfare Officer / Event Manager	
For event staff use only:	

Appendix 6: Official Photographers & Media

As the official photographer or member of the media at The Devon School Games Events I understand that Active Devon may contact me via the details below to request use of the images resulting from this event. This may include reproductions or adaptations of the images for all general purposes, and at any time, in relation to Active Devon's work.

- I will be clearly identifiable.
- Signing this I recognise children with GREEN "No Media - No Photos" wristbands cannot be photographed.

Name	Company	Signature

Appendix 7: Photographs & Video Sign In Sheet

I am taking photographs / video footage for any of the following:

- Personal use, for close friends and family (images not accessible to the general public)
- School use (images not accessible to the general public)
- Media use (for websites, newsletters, publicity material etc)

I hereby agree that all details are correct on this form and will abide by the event rules on photography.

Full Name	School	Contact Number