



**Devon School Games  
Year 7 Event**

**Den Building  
Team Building  
Scavenger Hunt**

**Wednesday 19th October 2022**

**Event Plan**

|  |   |
|--|---|
| Event Overview .....                             | 3 |
| Brief Description of the Event.....              | 3 |
| Who is the Event for? .....                      | 3 |
| Event Date .....                                 | 3 |
| Timings .....                                    | 3 |
| Venue .....                                      | 3 |
| Aim .....  | 3 |
| Audience .....                                   | 3 |
| Venue .....                                      | 4 |
| Clothing.....                                    | 4 |
| Footwear .....                                   | 4 |
| Refreshments .....                               | 4 |
| Spectators & Guests.....                         | 4 |
| Toilets .....                                    | 4 |
| Risk Assessments .....                           | 4 |
| Emergency Evacuation Assembly Point.....         | 4 |
| Parking & Charges .....                          | 4 |
| Transport Links & Directions .....               | 5 |
| By Road .....                                    | 5 |
| By Train.....                                    | 5 |
| By Bus .....                                     | 5 |
| Safeguarding Policy, Procedures & Guidance ..... | 5 |
| Welfare Plan.....                                | 5 |
| First Aid & Medical Provision.....               | 5 |
| Automated External Defibrillator (AED) .....     | 5 |
| Nearest Accident & Emergency .....               | 5 |
| Event Photography .....                          | 5 |
| Litter.....                                      | 6 |
| Lost Property .....                              | 6 |
| Event Management Team.....                       | 6 |
| School Games Organisers.....                     | 6 |
| Social Media .....                               | 6 |

## Event Overview

Welcome to the Devon School Games Event hosted by Active Devon and the Devon School Games Organisers. We aim to provide every child with a positive experience in an environment where the young person's motivation, competence and confidence are at the centre of everything we do.

## Brief Description of the Event

This event is designed to support children in Year 7 that are finding transition to secondary school a challenge. In a safe environment outside in nature, we will help them to develop their teamwork skills. They will build friendships with peers from their school and confidence to engage in physical activity.

Teams should consist of one member of staff and a maximum of seven students who will remain together throughout this event. Your school can enter a maximum of two teams and **MUST** have one member of staff with a maximum of seven students. Your school team will be working together and will not be working with other students or staff from other schools.

This event will consist of the following three elements:

- Den building
- Team building
- Football World Cup themed scavenger hunt

## Who is the Event for?

- Mainstream Year 7 students
- Hidden child and children finding transition to secondary school a challenge

## Event Date

Wednesday 19th October 2022.

## Timings

- 09.00am - Arrival and registration
- 10.00am - Event starts
- 2.00pm - Event finishes, collect drinks and depart venue

## Venue

Killerton National Trust, Broadclyst, Exeter EX5 3LE

## Aim

To deliver a safe, effective, enjoyable and challenging event for Year 7 students.

## Audience

Devon School students, teachers and support staff.

## Venue

The event will take place in the grounds of the National Trust Property Killerton, A family home and a great estate. It has a glorious, landscaped garden surrounded by parkland with a fine 18th-century house on the grounds.

National Trust – Killerton, Broadclyst, Exeter, EX5 3LE

- Cafe
- Shop

## Clothing

This event will be outdoors in fields and woodlands. Please ensure suitable footwear and clothing is worn to be outdoors for the duration of this event and bring spare clothing to travel home if necessary.

## Footwear

Staff and students should wear or bring suitable footwear for wet, slippery, muddy fields and woodlands. Wellington Boots, walking boots or old trainers would be advisable.

## Refreshments

The Stables coffee shop café will be open and serving hot and cold food and drinks, sandwiches and light snacks from 10am. However, we would advise bringing your own packed lunch and drinks due to time constraints. As part of this event all staff and students will receive a free drink on departure.

## Spectators & Guests

We are not inviting guests or encouraging spectators to this event.

## Toilets

The Toilet block is situated in the visitor car park, we will also have access to another toilet block close to the activities.

## Risk Assessments

A risk assessment has been carried out prior to the event date. This will be assessed on the morning of the event when event staff carry out a dynamic risk assessment.

## Emergency Evacuation Assembly Point

In the event of an onsite emergency, we will be guided by the National Trust staff and follow their procedures. They do not have an emergency assembly point unless you are in the mansion house. In the event of an emergency within our group, the event staff will deal with it as required.

## Parking & Charges

All schools and staff will be sent a "Free" parking voucher on email to print and bring with you, alternatively you can collect one from the Registration point. The parking voucher will need to be visible on the dashboard in the vehicle.

## Transport Links & Directions

### By Road

From M5 southbound: leave at J28, go through Cullompton on B3181, follow brown tourism signs for Killerton on B3181 heading towards Broadclyst.

From M5 northbound: exit J29. Keep right onto Honiton road/A3015, take 4th exit at the roundabout and follow signs for B3181 Pinhoe/Broadclyst. Killerton is signposted on brown tourism signs. Go through Pinhoe, then Broadclyst on B3181. Killerton is shortly after leaving the village of Broadclyst, turning on the left.

Parking: 280 yards. Follow signs to main visitor car park (not up the main drive to the house).

### By Train

Pinhoe, 4½ miles; Whimble, 6 miles; Exeter Central and St David's, both 7 miles.

### By Bus

Services from Exeter to Tiverton. More information at [www.stagecoachbus.com](http://www.stagecoachbus.com)

## Safeguarding Policy, Procedures & Guidance

Active Devon is committed to promoting the safety and welfare of all participants engaged in organised sport & activities. Please see [Active Devon Safeguarding Policy](#).

### Welfare Plan

A specific Devon School Games Event welfare plan will be available at the registration point.

### First Aid & Medical Provision

The Safety Medical Group Ltd will provide 2 qualified members of staff to cover this event. All accidents and incidents must be reported to the First Aid staff or the Event Staff who will ensure that the necessary accident / incident procedure is followed, and report form is completed.

### Automated External Defibrillator (AED)

Killerton National Trust has TWO (2) automated external defibrillator (AED):

- One is in the stable block close to café and bookshop
- One is in the mansion house

### Nearest Accident & Emergency

Royal Devon and Exeter Hospital, Barrack Rd, Exeter EX2 5DW.  
6.8 miles from the event location.

### Event Photography

Photography and media provide an excellent opportunity to celebrate the achievement of young people and the spectacle of the Devon School Games.

Team Managers must complete the Photo Non-Consent Form if there are any young people whose photograph is NOT to be taken. **[BRIGHT GREEN]** wristbands will be issued for those children.

Event Staff will be clearly identifiable wearing an event tabard and instructed not to take photographs of anyone wearing a **[BRIGHT GREEN]** wristband.

Everyone wishing to take photographs will be required to complete a form at the registration point and will be issued a Yellow "Photo Consent" wristband to wear throughout the event. This applies to mobile phones that are to be used as cameras.

### Litter

Bin bags will be provided at the registration point, please collect your teams litter and take home or place in the bins provided.

### Lost Property

Lost property will be kept on the site and will be up to the discretion of the venue as to how long the items are kept.

### Event Management Team

Active Devon is hosting this event, with the following staff co-ordinating the day.

|                 |   |
|-----------------|---|
| Lisa Alford     | 07582 350349<br>lisa.alford@activedevon.org     |
| Rebecca Skinner | 07784 359862<br>rebecca.skinner@activedevon.org |

### School Games Organisers

| Names                 | Department / Company    | Mobile No.                          |
|-----------------------|-------------------------|-------------------------------------|
| Kevin Moran           | East Devon              | 07971 547369                        |
| Annabel White         | Torbay                  | 07784 689516                        |
| Tammi Lethbridge      | South Dartmoor          | 07872 129195                        |
| Hayley Jarvis         | Plymouth SSP            | 07932 460012                        |
| Josh Gilbert          | Plymouth SSP            | 07929 774570                        |
| Nick Gillard          | Exeter & Mid Devon      | 07767 006180                        |
| Recruiting at present | North Devon             | Contact Lisa Alford on 07582 350349 |
| Jeanette Green        | South Hams & West Devon | 07977 594820                        |

### Social Media:

Why not share your achievements with us on social media using #DSG:

- Facebook – @schoolgamesdevon
- Twitter – @SGDevon
- Instagram -devonschoolgames