



Barnet Partnership for School Sport

Safeguarding policies and procedure

Name of responsible person	Role	Contact	Host School Head of Safeguarding. Name and number
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Katie Knight	School Games Organiser – Clarion School	KBa@clarion.school	Michelle Stephenson 0208 455 4114 Clarion Secondary School, Claremont Road, Barnet
Caroline Connell	School Games Organiser – St James’ High School	Email: cconnell@st-james.barnet.sch.uk Mobile: 07776 015171	Ms V Agolli St James’ Catholic High School, Great Strand, NW9 5PE 0208 8358 2800

MANAGING RISK

Risk assessments have been completed as part of a site visit for all the facilities that will be in use on the day of the event. National Governing Bodies will also be responsible for completing risk assessments for each of their activities prior to any competitions taking place. All activities taking place as part of the BPSS calendar will be required to produce a risk assessment before they will be allowed to set up.

External Provider Agreements (Appendix) will be signed by each event host site.

Risk Assessments can be found in the appendix and each event will have a risk assessment carried out by the BPSS team. Risk assessments must be updated if any processes of the event change, personnel or facilities alter.

Responsibility

School Game Organiser or delegated officer by SGO, is responsible for risk assessing the competition or activity and for ensuring the facility being used has an up-to-date risk assessment in place for the facilities being used.

The visiting schools are expected to meet their school’s own policy on visits and excursions and have the responsibility for first aid for their pupils. Each school have signed this within their Service Level Agreement with BPSS.

YOUNG LEADERS

Schools who supply young leaders for an event run by BPSS must comply with the procedures laid out in the appendix 'Young Leaders at Events'. BPSS can take no overarching responsibility for the young leaders during an event unless they are from their host school.

ACCIDENT/INCIDENT RECORDING

Each SGO has accident/incident report forms in the event bag that is located at the control point for each event. This will be used to record any accident/incidents that may occur on the day; these will then be reported to the lead SGO to deal with accordingly. Copies of all incidents will also be available on request and will be stored in a folder within the QE Girls SGO Office.

In the event of an incident/accident, the following procedure should be followed:

- Fill in 2 copies of the Accident/Incident reporting form.
- Ensure a relevant adult contacts the parents/guardians, where appropriate.
- Contact emergency services if required.
- Record in detail all facts surrounding the accident/incident - witness's etc.
- Any further action taken post event should be recorded and cc in J Eames.
- Sign off on any action required from line manager.
- One copy of form should be kept in the incident folder.
- Forward 1 copy to designated person for record keeping/action required – J Eames

Appendix: Accident/incident report form

Appendix: RIDDOR reporting method

INSURANCE

The School Games Organiser's have Public Liability Insurance to cover the running of events on the selected sites and each facility will be appropriately insured to run the selected sports and completes a Provider Form (Appendix).

Barnet Partnership for School Sport has Public Liability Insurance through QE Girl's School. Each hub site has insurance for their own SGO delivering our events.

SAFEGUARDING

In the running of the event the event lead plus the schools attending must always follow their own safeguarding policies.

All adults attending events must ensure that both they and their pupils stay within the defined area as identified by the event lead whilst at the event.

All adults must sign in as directed, spectators will not generally be allowed to attend events at schools' sites, other than those transporting children. On external sites the schools' each have responsibility for accompanying adults and spectators.

Safeguarding Procedures

In the event of a safeguarding issue, either a disclosure or concern arising from another source, the SGO Safeguarding lead *must* speak with their School Designated Officers immediately. These are listed on page 1 of this document.

If SGO is unable to speak with their SG Lead;

- then they *must* contact a member of host school Safeguarding or SLT immediately.
- If it is outside of the normal working day SGO should speak with a member of the SLT in person as soon as possible.
- Concerns cannot be left

- Speaking directly to the right person is essential; text messages, voicemail or emails should be avoided and not regarded as an end to SGO responsibility

If you are in any doubt about any potential safeguarding issue or concern do not hesitate to follow the procedure above.

The Local Authority Designated Officer (LADO) deals with allegations against staff within the children's workforce in Barnet.

Where one of the following allegations have been made, these must be reported to the LADO within one working day:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he/she would pose a risk of harm if they work with children regularly or closely.

The LADO can also be contacted for advice regarding concerns or suspicions about behaviour towards children by staff within Barnet's children's workforce. This includes volunteers as well as paid staff and those in a position of trust for example faith leaders.

Barnet's LADO should be contacted via the [Multi Agency Safeguarding Hub \(MASH\) Team](#).

Multi Agency Safeguarding Hub (MASH) is a referral scheme.

GUIDANCE FOR TRANSGENDER INCLUSION IN SPORT

BPSS follows guidance from both [Association for Physical Education](#) & [UK Sports Council](#) when determining whether a student can take part in our competitions.

It is stated in the AfPE guidance that for competitions the following applies:

"The exemption within Section 195 of the Equalities Act 2010 makes it lawful to restrict participation of transsexual people in competitions where physical strength, stamina or physique are major factors in determining success or failure, if this is necessary to uphold fair competition, but not otherwise. If the physical strength, stamina or physique of the average pupil of one sex would put him or her at an advantage compared to the average pupil of the other sex as a competitor in a sport, game or other competitive activity, it is not unlawful for those arranging the event to restrict participation in the activity to pupils of one sex. Sports which come under this heading are referred to in the Act as a 'Gendered Activity.'"

Within the UK Sports Council Guidance (2021) it also states the National Governing Bodies of Sport should consider that "Based upon current evidence, testosterone suppression is unlikely to guarantee fairness between transgender women and natal females in gender-affected sports: Transgender women are on average likely to retain physical advantage in terms of physique, stamina, and strength. Such physical differences will also impact safety parameters in sports which are combat, collision or contact in nature."

Whilst at BPSS we want to ensure inclusion of students at all our events, we will also need to abide by the above documents and guidance to ensure fairness at our competitions.

For more NGB documents on specific sports please refer to our [website](#).

SOCIAL MEDIA POLICY

The internet provides a range of social media tools that allow users to interact with one another, for example from rediscovering friends on social networking sites such as *Facebook* to keeping up with other people's lives on *Twitter* and maintaining pages on internet encyclopaedias such as *Wikipedia*.

While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that the SGOs are expected to follow when using social media.

It is crucial that pupils, parents and the public at large have confidence in the SGO decisions and services. The principles set out in this policy are designed to ensure that staff members use social media responsibly so that confidentiality of pupils and other staff and the reputation of the school are safeguarded.

Staff members must be conscious at all times of the need to keep their personal and professional lives separate.

This policy applies to BPSS, all teaching and other staff, apprentices, volunteers and other individuals who work for or provide services on behalf of the BPSS. These individuals are collectively referred to as 'staff members' in this policy.

This policy covers personal use of social media as well as the use of social media for official partnership purposes.

This policy applies to personal webspace such as social networking sites (for example *Facebook*, *Snapchat*), blogs, microblogs such as *Twitter*, chatrooms, forums, podcasts, open access online encyclopaedias such as *Wikipedia*, social bookmarking sites and content sharing sites such as *flickr* and *YouTube*. The internet is a fast-moving technology, and it is impossible to cover all circumstances or emerging media - the principles set out in this policy must be followed irrespective of the medium.

LEGAL FRAMEWORK

The partnership is committed to ensuring that all staff members provide confidential services that meet the highest standards. All individuals working on behalf of the school are bound by a legal duty of confidence and other laws to protect the confidential information they have access to during the course of their work. Disclosure of confidential information on social media is likely to be a breach of a number of laws and professional codes of conduct, including:

- the Human Rights Act 1998
- Common law duty of confidentiality, and
- the Data Protection Act 1998.

The partnership could be held vicariously responsible for acts of their employees in the course of their employment. For example, staff members who harass co-workers online or who engage in cyberbullying or discrimination on the grounds of race, sex, disability, etc or who defame a third party while at work may render the partnership liable to the injured party.

PERSONAL USE OF SOCIAL MEDIA

Staff members must not identify themselves as employees of the partnership or service providers for the school in their personal webspace. This is to prevent information on these sites from being linked with the school and to safeguard the privacy of staff members, particularly those involved in providing sensitive frontline services.

Staff members must not have contact through any personal social medium with any pupil, whether from the partnership or any other school, unless the pupils are family members.

The partnership does not expect staff members to discontinue contact with their family members via personal social media once the school starts providing services for them. However, any information staff members obtain in the course of their employment must not be used for personal gain nor be passed on to others who may use it in such a way.

Staff members must not have any contact with pupils' family members through personal social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Staff members must decline 'friend requests' from pupils they receive in their personal social media accounts.

On leaving the partnership service, staff members must not contact the partnership pupils by means of personal social media sites. Similarly, staff members must not contact pupils from their former schools by means of personal social media.

Information staff members have access to as part of their employment, including personal information about pupils and their family members, colleagues, and other parties and school corporate information must not be discussed on their personal webspace.

Photographs, videos or any other types of image of pupils and their families or images depicting staff members wearing school uniforms or clothing with school logos or images identifying sensitive school must not be published on personal webspace.

School email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media.

Staff members must not edit open access online encyclopaedias such as *Wikipedia* in a personal capacity at work. This is because the source of the correction will be recorded as the employer's IP address and the intervention will, therefore, appear as if it comes from the employer itself.

The partnership corporate, service or team logos or brands must not be used or published on personal webspace.

The partnership only permits limited personal use of social media while at work (in own time using own device). However, staff members are expected to devote their contracted hours of work to their professional duties and, in practice, personal use of the internet should not be on the school's time.

Caution is advised when inviting work colleagues to be 'friends' in personal social networking sites. Social networking sites blur the line between work and personal lives and it may be difficult to maintain professional relationships, or it might be just too embarrassing if too much personal information is known in the work place.

Staff members are strongly advised to ensure that they set the privacy levels of their personal sites as strictly as they can and to opt out of public listings on social networking sites to protect their own privacy. Staff members should keep their passwords confidential, change them often and be careful about what is posted online; it is not safe to reveal home addresses, telephone numbers and other personal information. It is a good idea to use a separate email address just for social networking so that any other contact details are not given away.

MONITORING OF INTERNET USE

The partnership monitors usage of its internet and email services without prior notification or authorisation from users.

Users of the partnership email and internet services should have no expectation of privacy in anything they create, store, send or receive using the school's ICT system.

BREACHES OF THE POLICY

Any breach of this policy may lead to disciplinary action being taken against the staff member/s involved in line with the partnership or host school Disciplinary Policy and Procedure.

A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of the partnership or the County Council or any illegal acts or acts that render the partnership or the County Council liable to third parties may result in disciplinary action or dismissal.

PHOTOGRAPHY & FILMING

Data Protection

Schools must tick the photographic policy notice on the website to enter into an event.

Responsibility for photographs taken at an event are that of the individual schools to their pupils.

BPSS remind all within an event briefing of our no-photo policy at all events.

Individual schools will ensure that parental permission is given before images of pupils are published. This applies to webcam pictures, video or stills. Permission will be sought by each school attending the partnership event.

Appropriate use of images

Consideration on whether to name a child when using a photograph will be given, with a final decision resting with the headteacher of the pupil.

Only use images of children in suitable dress to reduce the risk of inappropriate use. This is a judgment for the SGO to make but some activities – swimming, gymnastics and athletics – clearly present a greater risk of potential misuse. With these activities, the content of the photograph should focus on the activity, not on a particular child, and should avoid full face and body shots. So, for example with swimming, shots of children in a pool would be appropriate or, if possible, seen waist or shoulder up.

Never use an image of a child who is subject to a court order.

Make sure images are stored securely and used only by those authorised to do so.

Websites

Staff in the partnership must be particularly aware of the extra potential danger of inappropriate use on external websites, such as social networking sites.

Newspapers

No photographs of children may be taken unless permission has been granted by the parents through their school.

It will be appropriate to have named photographs of individuals providing consent has been granted. For large group photographs, it should not normally be necessary to give all names.

Names of pupils in newspaper articles may not be given without parents' consent.

Filming events

If consent is given, and filming is allowed by the partnership or parents, care should be taken concerning the appropriate nature of the images and how they will be used.

Issue the film crew with identification, which must be worn at all times.

Ensure parental consent for the use of video is produced in the partnership.

Do not allow unsupervised access to children or one-to-one video sessions at events.

Camera Phones

The present policy of the partnership is that mobile phones may be brought to the partnership, but their use is not permitted throughout the day, by pupils. Unless express permission is granted, mobile phones must not be used to take photographs.

WEATHER

General Weather

The events will be run throughout the year and all schools attending events are expected to prepare their pupils for all weather events. The weather forecast shall be monitored by the School Games Organiser in the build-up to the event. Any activities deemed to be unsafe due to weather conditions shall be cancelled.

The team will endeavour to cancel an event with up to four hours before the start time of the event but where possible at least 24 hours' notice will be given.

Extreme Weather

Health and safety considerations will be communicated on the day to all participants and staff. There will be adequate shaded areas for participants and spectators to take shelter from the weather where available at the chosen site.

If extreme weather affects the event, appropriate action will be taken, and any activities deemed inappropriate or unsafe for the weather conditions will not take place.

EMMERGENCY ACTION POLICIES

Statement for Fire/Bomb - As determined by the host venue and communicated by the SGO.

Emergency evacuation procedure - As determined by host venue and communicated by the SGO.

Martyn's Law - the Terrorism (Protection of Premises) Act 2025 - aims to improve how publicly accessible premises and events prepare for a terrorist attack.

It is expected to come into force in spring 2027, with the exact date still to be confirmed.

The legislation is relevant to SGOs because they may organise events, or hire venues such as schools, leisure centres, and sports grounds.

Martyn's Law does not automatically make an SGO personally responsible. Legal responsibility will normally sit with the organisation controlling the premises or event - potentially a school governing body, academy trust, local authority, leisure operator, Active Partnership, NGB, or host organisation.

When planning School Games events, BPSS should ask:

- Is the venue within the scope of Martyn's Law?
- Who is the legally responsible person or organisation?
- What evacuation/invacuation, lockdown and communication procedures are in place?
- Who will brief staff, volunteers, and officials?
- How will children, spectators, arrival/departure areas, and queues be managed?
- Are responsibilities clear in the venue hire or delivery agreement?

CANCELLATIONS

Cancellation process

A decision has been made to cancel an event; this is the process:

- SGO informs all schools of cancellation, we will contact the PE coordinator via email and the school office by telephone.
- Schools to confirm receipt of cancellation via email or phone to SGO.
- Cancellation will be made as soon as possible and can be on the day of the event, but the expectation is to give 24 hours' notice.
- Where schools are not attending an event, they must also give 24 hours' notice.

- SGO will inform the venue of the cancellation and rearrange the event, if possible, and inform the school of the new date.
- Schools must inform transport and parents; it is not the responsibility of the SGO.
- The SGO is not responsible for any costs incurred via schools as a result of a cancellation.

RULES

The rules for each competition can be found on our website under each sport calendar

<https://www.barnetpartnershipforschoolsport.co.uk>

CODE OF CONDUCT

The BPSS Code of Conduct is designed for coaches, Teachers, parents, team supporters and volunteers to follow. This can be found in the appendices.

FIRST AID

First Aid protects students and staff by creating a safe environment.

What constitutes First Aid?

The following areas are problems that are considered should be dealt with only by First Aiders. First Aid is considered the first port of call after an accident, or seizure:

- Bleeding/cuts/grazes
- Burns
- Fainting
- Head injuries – always dealt with very seriously – all head injuries, however minor, lead to the student being sent home with a letter from their school or sent straight to hospital.
- Epilepsy
- Asthma
- Minor health issues that First Aiders cannot deal with:
- Period pains
- Headaches
- Students complaining of feeling sick, fever, etc.
- Sore throat

Existing problems such as backache, previous accidents that may have happened at the weekend or outside of school hours are deemed the responsibility of the parents/ carers. Further treatment from First Aiders at an event is unnecessary.

Paracetamol or Ibuprofen tablets cannot be issued at events for these ailments.

First Aid provision at all BPSS events

The attending teacher to all BPSS events is responsible for ensuring that there is an adequate number of qualified First Aiders accompanying the pupils attending the event. In the first instance, the attending school staff should deal with first aid matters concerning their pupils.

The School Games Organiser is not responsible for first aid but may provide first aid.

At some events, where necessary, BPSS will provide additional medical cover.

PARENTAL CONSENT

This must be sought by each school for every event.

Appendices

Appendix 1: External Provider Form

For completion by 'external providers' used by BPSS

Providers that are to be used by BPSS, are required to complete and return this form in advance of a commitment.

Establishment Name: Barnet Partnership for School Sport

Provider Name: _____

Staff member in charge: _____

Date(s) of visit: _____

The provider providing services to the establishment named above is asked to consider the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Sections A & C should be completed for all visits. Section B (adventure activities) should also be completed if applicable.

SECTION A

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection. ☐

2. Accident and emergency procedures are maintained, and records are available for inspection. ☐

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used. ☐

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people. ☐

There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is enough flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff. ☐

The provider has never been dismissed from any employment or had a contract ended. ☐

Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'. ☐

Accommodation (if provided)

8. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed. ☐

9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned. ☐

10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. ☐

11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation. ☐

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

12. **Adventure Activities Licensing Authority (AALA) Licence covering dates of visit** ☐ YES

13. If YES, AALA Licence number:

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

SECTION C – ACTIVITY MANAGEMENT

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties. ☐

15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned. ☐

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser. ☐

17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies. ☐

18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures. ☐

19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants. ☐

20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary. ☐

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed:

Date:

Name (print): _____

Position in organisation: _____

Full name and address of company, firm, person or corporation:

Tel: _____

Email: _____

Appendix 2: Risk Assessments

This document is completed by a member of the BPSS team for each event managed by BPSS. It is saved on our shared drive and schools can be sent a copy if required.

Barnet Partnership for School Sport		Perform sporting and recreational activities.		Overall Risk	12	MEDIUM			
Risk Assessment Date: _____ Review Date: _____ Completed By: _____		People Who Could be at Risk: Staff, students, visitors			Notes: _____ 5= High severity 1=Low				
Principal Legislation: 5.2 Health & Safety at Work Act 1974. The Work at Height Regulations 2005.		Work Activity: complete event name							
Hazards	Uncontrolled Risk		Risk Rating	Existing Controls	Observations	Post-Control Measures		Residual Risk Rating	Additional Controls Required
	Severity 1-5	Likelihood 1-5				Severity 1-5	Likelihood 1-5		
Tackling- Injuries vary from bruising to injuries to the face, shoulders, upper body limbs, knees and ankles.	4	4	7	Coaches are to ensure that players are taught the correct technique. Always tackling when coach is teaching 1 to 1. Mats laid down to cushion the tackle. Pupils must wear a mouth guard. Two teachers are present during training and another teacher who has rugby CPD is always present in the sports hall. Full warm up prior to training. Only tackle in a training scenario.		3	2	6	Ceri to be asked for additional support if required as she has had the correct training.
Mishandling of equipment	4	2	8	Teacher gets the equipment from the cupboard and checks before giving to students. Equipment is assembled and disassembled systematically and students are taught to do this, wherever possible. Equipment is checked by staff to ensure correct assembly before activity commences and that students are encouraged to remain alert to, and report, any unintended adjustment to equipment as work proceeds		3	2	6	When teaching LAPS or SEN students, a LSA or teacher will spend more time with them showing/setting up the equipment for them.
Lighting is not adequate for safe participation	1	3	3	Teacher is to wait for the lights to fully brighten before execution of activities		1	2	2	Any broken lights reported to Site Manager
Injury due to collision with equipment.	3	2	6	Staff ensure that all the equipment is put away before training commences and that the sportshall is cleared. Ensure benches are safely out of the way and students are aware of the potential hazards with the benches at the side of the room.	Record the number of accidents due to collision with equipment such as balls/bags/badminton posts	3	2		Premises staff to help with heavy equipment if asked in advance of the lesson.
Blockage of fire exits	5	2	10	Students are taught the importance of keeping the exits available to use. Teacher is to check prior to commencing a lesson. Students are also taught the fire exit procedures		4	1	4	
Slippy surface	4	3	12	Check the whole sportshall and entrances and exits before commencing any session		3	1	3	
Storage	4	1	4	Ensure that all equipment is placed back into its original place and only teachers access these areas.		3	4	12	
Collision with other pupils.	3	4	12	Staff ensure that all pupils are aware of their surroundings and are told to ensure they do not collide with other pupils especially during tag rugby. Pupils may wear protective padding for shoulders and legs however as tag rugby is non contact it is not compulsory.		3	1	3	
Jewellery	4	3	12	Ensure all jewellery is removed before any session to avoid any accidents happening.		3	1	3	
LAST ROW DO NOT USE				LAST ROW DO NOT USE					

BPSS Accident/Incident reporting form

In the event of an incident/accident, the following procedure should be followed by the lead BPSS Team Member:

- Fill in 2 copies of the Accident/Incident reporting form.
- Ensure a relevant adult contacts the parents/guardians, where appropriate.
- Contact emergency services if required.
- Record in detail all facts surrounding the accident/incident - witness's etc.
- Any further action taken post event should be recorded and cc in J Eames.
- Sign off on any action required from line manager.
- One copy of form should be kept in the incident folder.
- Forward 1 copy to designated person for record keeping/action required – J Eames

Name of young person involved in incident/accident	
School	
Date of Birth	
Gender	
School Teacher Name	
Contact Number	
Accident/Incident information	
Date of incident	
Time of incident	
Date recorded	
Time recorded	
Name of person recording	
Location of incident	
Details of incident – please include any injuries	
Nature of how accident/incident happened	
Name of witness of incident/accident	
First aid involved: (Please provide details including any emergency services contacted)	

Parents/Carers notified	Yes	No
Form completed by		
Recommended action to be taken		
Referred to designated persons	Yes	No
	Name of referral to:	
Signature		
Print Name		
Date		

Please date and detail below any further updates post the accident / incident including communication between BPSS and the student/school involved

Appendix 4 – RIDDOR Method

RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information is included in the incident log.

A summary of injuries and occurrences which must be reported include:

For IMMEDIATE reporting:

- Death (also to Police)
- Major Injury –
- Amputation,
- Fracture (except fingers and toes)
- Loss of sight (even temporarily)
- Penetrating eye injury
- Injury from electric shock
- Loss of consciousness
- Acute illness
- Non-consensual violence (i.e. not a boxing match)
- Injury to non-employee requiring hospitalisation
- Dangerous occurrences (major power failure, structural collapse etc)
- For reporting within 15 days of occurrence
- Death of employee within 1 year of accident
- Hospitalisation of employee for more than 24 hours
- Absence from work for more than 3 days (employee or visitor)
- Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases). This must be sent within 10 days even if you have already reported by phone etc. The forms are held in the incident log files.

N.B. A '7 day' should be calculated as follows:

- Note the day of accident
- Includes weekend and bank holiday
- On the 4th day, if still absent, report on.

N.B. need mode of notification from First Aid provider to report under RIDDOR.

Appendix 5 – Young Leaders at Events

Schools must comply with the following procedures when sending their young leaders to any Barnet Partnership for School Sport Events:

- Schools hold the responsibility of their pupils and must seek relevant permission for each pupil to attend and travel to and from a BPSS event.
- The responsibility of the young leaders' rests with their school.
- The school are expected to provide the pupils details with parental consent to BPSS prior to the event day.
- The school must provide emergency contact details of each leader to BPSS prior to the event day.
- A member of staff from the school must attend with their leaders to ensure they are appropriately looked after. This cannot be the responsibility of the SGOs.

BPSS staff will manage the young leaders at each event and ensure they are delivering activities within a safe and risk assessed environment.

Respect



Code of Conduct for Schools

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy sporting activity.

This is an outdoor classroom and as such, expectations & behaviours should mirror those within your school grounds.

By signing this, we agree to:

- Remember that children play for FUN
- Promote Fair Play and high standards of behaviour.
- Applaud effort and good play as well as success.
- Respect the referee's/umpire's decisions whether or not we agree with them
- Appreciate good play by ALL teams
- Encourage the children to Respect the opposition, referee/umpire and match officials
- Support positively - if an error is made, offer encouragement not criticism.
- Never engage in, or tolerate, offensive, aggressive, abusive language or behaviour.
- Ensure school staff and adult spectators use position to set a positive example
- Adhere to the Laws and Spirit of the event
- Be gracious in victory and defeat.
- When off court/pitch, children will behave in a responsible and Respectful manner

We understand that the school staff are responsible for ensuring each of the above

I understand, on behalf of my school and those linked directly to it, that if we do not follow the Code, any/all of the following actions may be taken:

-
- Issued with a verbal warning from a BPSS member of staff.
 - Issued a verbal warning from the school/venue.
 - Individual/group, obliged to leave the venue.
 - School group, obliged to leave the venue and take no further part in the festival/competition.
 - The relevant Head Teacher will be notified at any point if the Code has been broken, be it a spectator, parent/carers, coach, team manager, or participants.
-

I understand and agree to follow the BPSS Code of Conduct and sign on behalf of:

School Name:.....

Signature: ***Date:***