



Leicester-Shire & Rutland School Sport Competition Programme

SAFEGUARDING PLAN

To be reviewed annually or immediately after any major national or local safeguarding incident

Last reviewed: September 2023

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Leicester-Shire & Rutland School Sport Safeguarding

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Leicester-Shire & Rutland School Sport Safeguarding

Introduction

This Safeguarding Plan is designed to minimise the risks to the children taking part in the Leicester-Shire & Rutland School Games (SG) & Team Leicestershire (TL) programmes to help maximise their enjoyment and well-being. In order to help us achieve this goal we require partners to be familiar with the key aspects of this document so they can respond to situations appropriately.

This document complements the Active Together Adult and Child Protection Policies (2021) and should be used in-conjunction with this policy. The safeguarding policy is available from <https://www.active-together.org/safeguarding>

This document is designed primarily for those involved in the Active Together (AT) SG & TL school sport programmes and should be read in-conjunction with the pre event confirmation emails which contains details of relevant health and safety information, including first aid provision and fire regulations. It is recognised that all SSPANs, schools and many National Governing Bodies already have in place comprehensive policies and procedures to cover the welfare and duty of care requirements when attending events. This document is intended to supplement not replace or reproduce those details.

Aims

To ensure that:

- The welfare and wellbeing of the young person / athlete is paramount.
- All young people / athletes, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability, have equal rights to safety and protection.
- All staff & volunteers can recognise and respond to safeguarding issues and receive appropriate support, information and training.
- All staff & volunteers are clear about their individual responsibility in relation to safeguarding athletes at the AT SG & TL.
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.
- Everyone involved in the event, including staff, volunteers, parents, carers, coaches, officials etc enters into the spirit of the games.
- Every School Sport and Physical Activity Network (SSPAN) has their own designated Safeguarding Officer.

Recruitment of Staff & Volunteers

All partners will ensure that all reasonable steps are taken to ensure that any unsuitable people are prevented from working with children. The procedures should be adopted where the staff are paid or volunteers.

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All staff and volunteers:

- Are clear about their roles.
- Have been through a process where their attitudes and experiences / skills have been assessed
- Have appropriate qualifications and/or experience relevant to their role.
- Have ideally attended recognised Child Protection Training *e.g. UK Coaching, NGB, or recognised Local Safeguarding Board course.*
- Those individuals regularly volunteering (16+) and supporting AT events should complete a self declaration form (see Appendix 3)
- Where appropriate, relevant criminal record checks have been undertaken.

Full Roles & Responsibilities

Responsibilities for the AT Responsible Officer

The AT Responsible Officer will take responsibility for child welfare, child protection, health and safety matters and the duty of care towards the participants (including staff, volunteers and spectators at the competitions).

- Information must be requested about the needs of any disabled participant.
- Medical information should be sought from each participant via a Medical Consent Form. The SSPAN Safeguarding Officer should inform the School Games Manager of appropriate information concerning a participant's welfare if that information might improve that athlete's experience, or if there are any specific needs that need addressing, E.g. volunteer ratios need increasing or extra first aid provision is required.
- Information should be requested about any specific religious / cultural needs E.g. space / time to pray.
- Disciplinary procedures must be in place and implemented for staff / volunteers working at the event.
- Duties must be clarified for the role of staff / volunteers who may be assisting with arrangements at event venues and accommodation. They will need to be easily identifiable.
- All staff / volunteers will be informed at an induction or volunteer briefing of procedures relating to child welfare, and who to report to.
- A system will be implemented with regards to recording any concerns / incidents (see Appendix 1 for Incident Form).
- A briefing / debriefing system will be implemented to ensure staff / volunteers receive and are kept up to date on welfare issues.

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The AT Responsible Staff Member will also:

- Work with the AT Safeguarding Lead to provide the AT Competition Programme Safeguarding plan, and manage implementation of the plan in association with partners.
- Aim for best practice and advocate the recommended standards in the plan, but to ensure that minimum standards are met. E.g. in terms of recruitment, selection and training of staff
- Liaise with the AT Safeguarding Lead re:
 - Implementation of the Safeguarding Plan at the event.
 - Managing / co-ordinating welfare issues as they arise at the event
 - Liaison with all SSPAN Safeguarding Officers.
 - Producing additional literature & communicating key issues from the Safeguarding plan.

AT Safeguarding Lead key responsibilities:

- To ensure that the AT SG Safeguarding plan and procedures are in place and are implemented
- To ensure that minimum standards are met as identified in the Safeguarding plan E.g. regarding selection / vetting of all staff / volunteers and levels of child protection training for all staff / volunteers
- They work in partnership with the AT Responsible Officer and other partners
- To ensure that, together with Team Managers, that staff and volunteers have the opportunity to attend UK Safeguarding and Child Protection workshops before the Competitions.
- Implementation of the Competition Programme Safeguarding Plan at the event.
- Managing / co-ordinating welfare issues as they arise at the event

The role and responsibilities of the SSPAN Team Safeguarding Officer

Each SSPAN squad should have a designated Safeguarding Officer. This will be nominated by the SSPAN Manager and should be able to provide evidence of child protection training undertaken in the past three years. The SSPAN Manager should provide the AT Responsible Officer the name and contact details of their designated Safeguarding Officer.

The SSPAN Safeguarding Officers as well as having to deal with more high- profile concerns about potential child abuse / allegations of abuse, will need to respond to other concerns arising from participants when competing. This may include performance anxiety, bullying or prejudice or other things happening in their lives. ***They must be contactable at all times.*** They should attend briefing sessions to clarify how to deal with arising issues and lines of communication in the event of an incident or allegation of abuse to a child.

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SSPAN Safeguarding Officers should also:

- Have a safeguarding plan for their SSPAN for all Level 2 School Games
- Ensure that all employed staff / volunteers who provide services for their team at the SG have had appropriate criminal record checks where eligible or completed self-declaration form prior to an event.
- Ensure that all participants and staff / volunteers have signed up to the code of conduct relevant to them
- Ensure that written consent has been obtained, for all participants from parents / carers in advance of Competitions. Parents / carers must be asked to provide information about any medical conditions / allergies their child may have – where relevant they must supply sufficient medication for the duration of the event. The consent form should ask for the details of who has legal 'parental responsibility' for the participant and key contact details in the event of an emergency. This is particularly important where a child is looked after by someone other than their birth parents or is in local authority care. It makes sense to include all 'consent' issues on one form
- Communicate the relevant information from the AT Competition Programme Safeguarding plan to staff, volunteers, players and parents

The role and responsibilities of the School Team Manager

- The School Team Manager may be the first point of contact with the individual participants.
- The School Team Manager must be familiar with the Safeguarding Plan and must know the lines of communication should any incident or concern be reported to them.
- Read and adhere to the School Games / Team Leicestershire Team Managers Code of Conduct

Responsibilities of Parents and Carers

Parents / carers of participants at the AT SG & TL Finals are responsible for ensuring that:

- They have given their written consent to their child / young person's attendance.
- They have provided information about any medical needs / allergies that their child may have and provided sufficient medication for the Event where necessary.
- Where a child or young person is disabled, information must be provided related to any additional care needs.
- They have provided information about any specific dietary needs their child may have.
- They have read the School Games / Team Leicestershire Participation Code of Conduct and, discuss with their child how they will abide by these

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- They have provided emergency contact details, including who has legal parental responsibility for the child.

Parents and carers should advise their School Team Manager / SSPAN Safeguarding Officer of any non-sport related issues which may affect their child's participation at the Event. This may include:

- A child who may be affected by bereavement
- A child who is 'looked after' by the local authority
- A child who is being bullied in another setting
- Any child protection issues

Participants' (Children and Young People's) responsibilities

Children and young people participating at the School Games / Team Leicestershire Finals are responsible for:

- Reading and agreeing to abide by the Principles of Participation and Code of Conduct for the Event.
- Following the Code of Conduct that governs behaviour within their sport
- Ensuring that they know who their School Team Manager is and how to contact them.

Participants will be informed that their parents / carers will be contacted if they become involved in an accident or serious breach of safety.

General Safeguarding Issues

SSPAN Safeguarding Officers will most commonly come across concerns for children such as: forgetting to bring things with them; lost items; anxiety about how they will perform and get on with other children and young people;

These issues will normally be managed by the School Team Manager, i.e. teacher. If a School Team Manager has any further concerns then they should report this to their SSPAN Safeguarding Officer.

Supervision and Missing Participants

From the moment children and young people arrive at the Event (or from when they are handed over by parents to be transported to the Event), staff and volunteers are acting in 'loco parentis' and have a duty of care towards them.

While risk assessments may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the following table shows recommended adult to child ratios. Below are the Ofsted guidelines and would be suitable for most organisations working with children and young people.

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Childs age	Number of adults	Number of children
4 – 8	1	6
9 – 12	1	8
13 - 18	1	10

SGOs should consider higher ratios where the School Team Manager is managing a mixed gender team. SGOs should also consider whether 1 adult is sufficient cover, in particular if that individual had to deal with an issue that takes them off site, E.g. accompany a child to hospital should they suffer an injury. At a minimum SGOs should consider how they might deal with a situation that takes a School Team Manager off site and communicate that plan to the relevant individuals. SGOs should also be mindful of the arrangements a school will put into place should it be bringing 2 or more teams to the School Games Championships to represent the area. Recommended ratios will differ where the event caters for young people with a disability.

Reporting of Child Protection Incidents

Any allegations / concerns about abuse of children and young people by staff / volunteers or where poor practice has thought to have occurred, must be reported to the relevant person who will follow the event reporting procedure. See appendix 2 for information and appropriate forms regarding reporting incidents.

Training and Education

All staff involved with AT SG & TL should have received the following training (MOS):

- AT Responsible Officer - UK Coaching GP&CP (or equivalent)
- AT Safeguarding Lead - DSO & Time to Listen Training
- SSPAN Safeguarding Officers / SSPAN team Managers - UK Coaching, GP&CP (or equivalent)
- Event Staff - UK Coaching GP & CP (or equivalent)
- Event Volunteers / Young leaders - Event Induction covering welfare (Leicestershire County Council – Guidance for safer working practice)

It is the responsibility of the SSPAN Team Manager to ensure that all their school team managers and support staff have received appropriate training and clearance for working with young people prior to attending competitions.

It is the responsibility of the individual Sport Competition Manager to ensure that any officials or volunteers who are working on a sport specific event have received appropriate training and clearance for working with young people prior to supporting the competitions.

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It is the responsibility of the AT Responsible Officer to ensure that the all central volunteer and event staff have received appropriate training and checks for working with young people prior to attending competitions.

Implementation and Monitoring

It is the responsibility of all partners to ensure that the actions in this policy are followed.

All those responsible for implementing the Safeguarding Plan should ensure that all participants taking part are aware of these principles and have agreed to abide by the Code of Conduct.

Codes of Conduct

Codes of conduct have been developed for:

- Team Managers / Teachers / Volunteers
- Participants
- Parents and spectators

The codes of conduct will be circulated in pre-event information to SSPAN Welfare Managers and Team Managers. The codes of conduct will also be displayed at all Level 3 School Games Super Series and Championship events and Team Leicestershire Finals. They will be reviewed annually by the AT SG Local Organising Committee and Team Leicestershire Board

Please see appendix 5 for example codes of conduct.

Breaches of Code of Conduct, Complaints and Disciplinary Procedures

All breaches of the Events' code of conduct, whether by adults or participants, must be reported through the event procedures. It will remain the overall responsibility of the AT Responsible Officer to decide on the appropriate response. Where the complaint is directed at an AT member of staff, E.g. School Games Manager or Safeguarding Lead, this complaint should be tabled in writing to the AT Director, J.Byrne@active-together.org

First Aid Provision

Official First Aid Services will be provided for the event by Trailmed. These staff will be strategically placed on the site and each will be issued with a 2-way radio. Accidents should be reported directly to First Aid Services using a radio located with all Competition Managers and School Games Organisers. Please state the nature of the injury and where the accident has taken place. They will get to you as soon as possible.

*For all School Games Festivals at Loughborough University, we follow the

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Standard Operating Procedures and Emergency Operating Procedures in the case of an incident, including fire, bomb alert and medical emergency.

Disclosure and Barring Service (This section is extracted from the AT Safeguarding Policy)

The Protection of Freedoms Act 2012 received Royal Assent on the 1st May 2012 and has introduced new safeguarding and vetting requirements affecting all individuals who have contact with children and adults at risk.

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The three main significant changes are:

- New definition of Regulated Activity - This will affect who is eligible for a DBS check and which level of check they require.
- The introduction of Single Disclosures - Only the applicant will receive a copy of their DBS Certificate.
- The introduction of the DBS Update service - This service will keep a subscribed individual's DBS Certificate continually up to date, allowing instant online checks and enabling portability (when certain criteria is met).

There are essentially two types of DBS check

A **Barred List** check is a legal requirement for all individuals applying to work in Regulated Activity and can only be applied for if the person is in Regulated Activity. This check will show whether an individual is barred from working with children or adults at risk in Regulated Activity.

A **DBS Enhanced Disclosure** will include information about warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the Chief Police Officer if that information is deemed relevant to the role the individual is applying for.

Regulated Activity

Regulated Activity is defined by type and place of work and the frequency and intensity of the contact with children. It is vital to understand the new definition of Regulated Activity and important to note that:

Barred List information can only be requested for individuals applying to work or volunteer in Regulated Activity. AT will request a DBS Enhanced Disclosure on individuals in and out of Regulated Activity where they have regular contact with children. Staff and volunteers undertaking regulated activity will be checked against the barred list. **A one off event such as the School Games would not be classified as Regulated Activity.** It is recommended that adult volunteers, I.e. those over the age of 16 complete a self-declaration form. See Appendix 3.

AT is required by law to refer an individual to the DBS if they remove them from Regulated Activity because they have caused harm or because they may cause harm to a child or adult at risk.

Finally, AT will promote and undertake DBS checks on staff and volunteers when required to by law.

Leicester-Shire & Rutland School Sport Safeguarding Evaluation and Management of Disclosure Information

Any concerns raised as a result of a DBS check must be followed up. Where information is disclosed, employers must carry out an initial evaluation and make a judgment about the person's suitability to work with children taking into account only those offences that may be relevant to the post in question. Where further information is required, the applicant's consent must be sought and the information should be obtained by a person with an understanding of child protection matters.

In deciding the relevance of disclosure information, the following should be considered:

- The nature of the appointment;
- The nature and circumstances of the offence;
- The age at which the offence took place;
- The frequency of the offence;
- A full written record must be kept about this decision making process.

Photography

Parents, spectators and friends will naturally want to take positive photographic and video images of children and young people taking part in sport. This should not be discouraged, but appropriate and proportionate measures should be put in place to protect and safeguard children and young people.

- SSPANs and school staff must identify to the AT Responsible Officer any child that cannot have their photography taken, so appropriate measures can be taken.
- Will need to adhere to the guidance set out in the event confirmation, Information Pack/Programme
- All event staff must be vigilant with any concerns, and challenge those not authorised to take photographs or video footage at the AT SG & TL Finals. Event staff should report any specific concerns to a SSPAN Safeguarding Officer, AT Safeguarding lead or AT Responsible Officer.
- Anyone that is behaving inappropriately or suspiciously should be reported to the AT Responsible Officer or AT Safeguarding Lead. Photographers from the local media will be present.

Leicester-Shire & Rutland School Sport Safeguarding Social Media

AT has embraced the opportunity to use social media to promote and advocate its work and the work of partner organisations and has established Facebook, Twitter, Instagram and YouTube accounts and programmes regular information feeds.

AT actively encourage the community, including children and young people, to utilise its social media functions to access information and comment on its programmes and events. In recognition of this, AT have produced Social Media Guidelines and Safety Tips for young people & parents / carers / teachers (<https://www.active-together.org/safeguarding>).

The Guide is posted on the AT website and referenced at events that AT are the lead organisation, including School Games.

Settings are implemented (and will be reviewed regularly) on the following sites to try and promote the safest possible use:

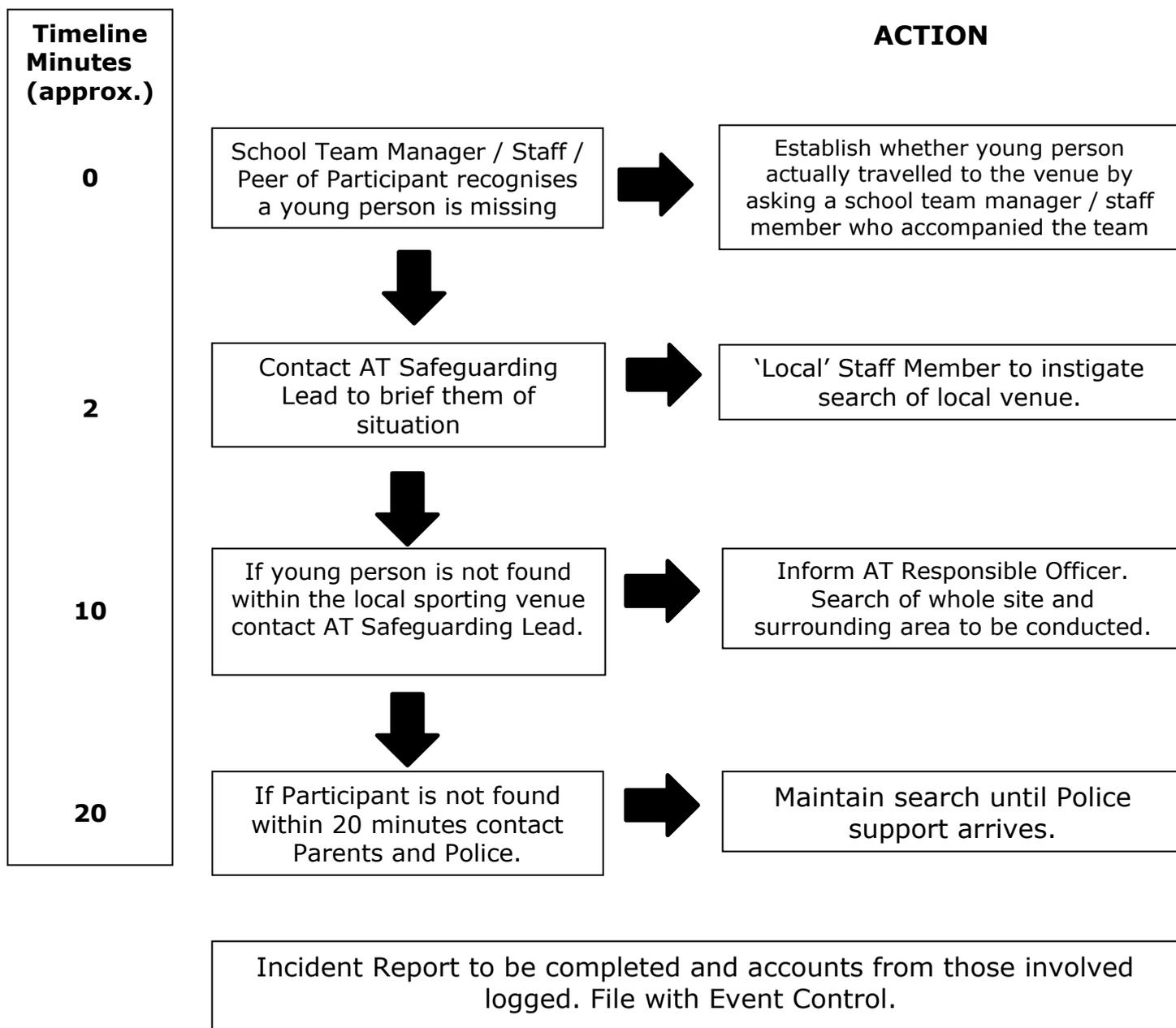
- Tweets; Posts, comments and hashtags are monitored on a daily basis by an AT officer.

Transport

Times of particular concern are when children are arriving at/leaving the Games and when they are transferring between venues/facilities. There will be a specific risk assessment addressing these concerns.

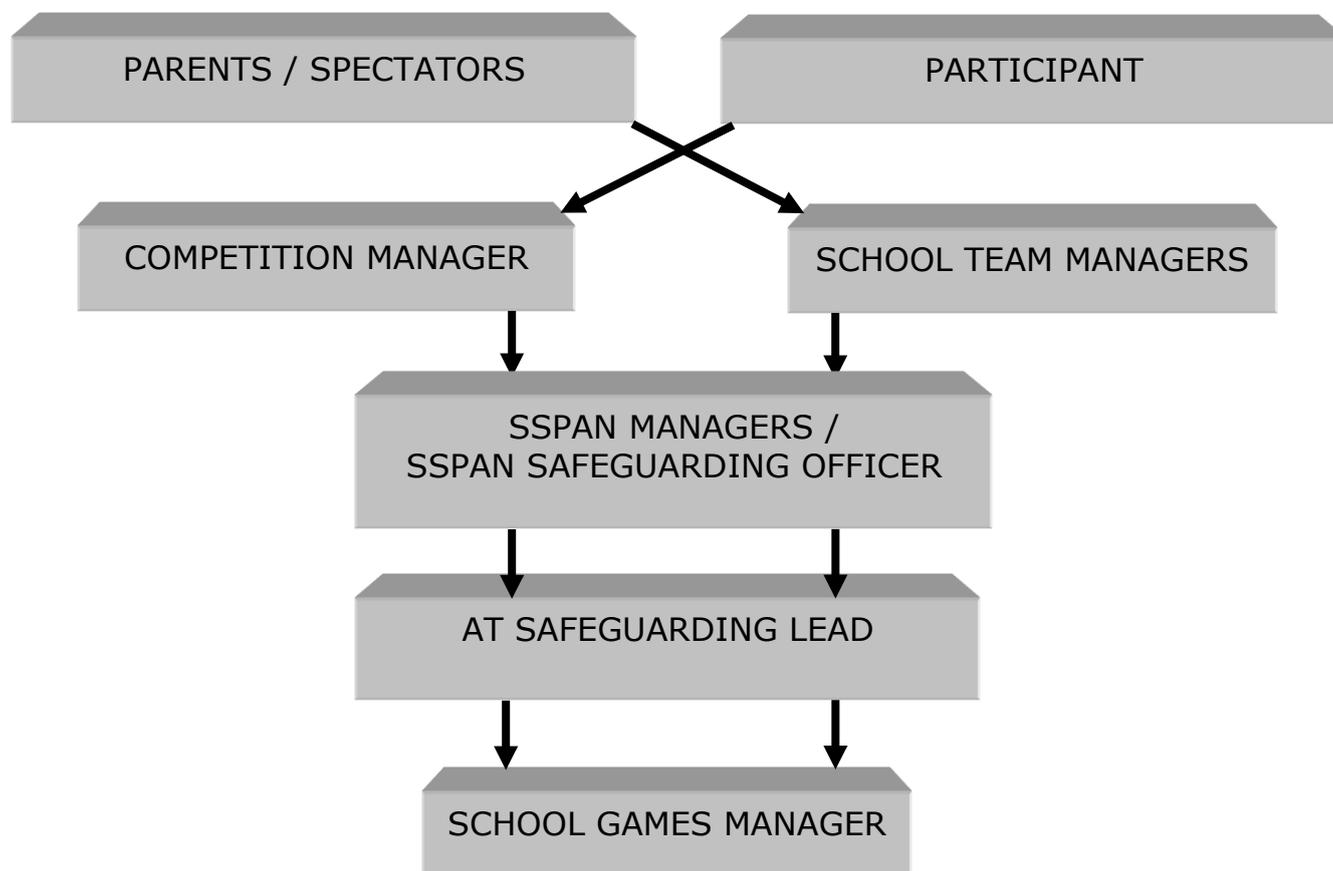
- An adult must be present on the team buses **at all times**. Please see page 7 for recommended adult to child ratios.
- Parents, children and young people should be notified of any changes in arrival / collection plans by SSPAN Team Managers
- Parents should notify their SSPAN Team Manager of any changes to their travel arrangements to or from a School Games venue (E.g. a child being collected or not going on the team coach). Under no circumstances should a young person be left unsupervised at the drop off / collection points for the team buses.
- It is the SSPANs / school staff's responsibility to ensure that all the participants are registered in and out.
- The School Games Manager should ensure that there are adequate bus and car parking arrangements. Bus drop off points should be staffed and children should be supervised on arrival at the event site.
- The route from the designated parking areas to the competition venues should be safe and well signed.

Leicester-Shire & Rutland School Sport Safeguarding PROCEDURE FOR MISSING PARTICIPANTS



Leicester-Shire & Rutland School Sport Safeguarding REPORTING INCIDENTS

Below demonstrates the usual management chain for reporting incidents.



The School Games Manager will liaise with the AT Safeguarding Lead to decide appropriate action to take the matter further. Under no circumstances should the event radios be used to report Safeguarding Issues – please use mobile phones or make face to face arrangements

Safeguarding Procedures at a Glance

Allegations of child abuse

Contact the AT Safeguarding Lead IMMEDIATELY.
Be calm and reassuring. Do not promise 'not to tell'.

Allegations of poor practice

Inform SSPAN Safeguarding Officer who will deal with this level of incident
Inform the relevant Line Manager of the incident

Allegations of Bullying

Inform SSPAN Safeguarding Officer who will deal with this level of incident.
Inform AT Safeguarding Lead when necessary.

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Suspicious 'Stranger' is seen on site

Inform the AT Safeguarding Lead IMMEDIATELY.

Ensure that young people are safe.

Non-Accredited Photographer taking photos

All event staff are empowered to approach individual and explain accreditation procedure.

Contact AT Safeguarding Lead if suspicious.

Missing Young Person (Refer to Missing Young Persons procedure – see page 12).

A Major Health and Safety Incident Occurs

Inform the School Games Manager immediately.

Ensure young people are safe.

Key Points:

- **Always ensure young people are safe**
- **Never be on your own with a young person**
- **Never make false promises**
- **Inform the AT Safeguarding Lead of all incidents**
- **Always ensure that appropriate records are logged**

Responding to Disclosure

There may be occasions when a young person approaches a person (officer, coach, volunteer etc.) and indicates that he / she is being abused or information is obtained which gives concern that a person is being abused. In such instances, it is vital that appropriate and immediate action is taken. The person receiving the information needs to react in a sensitive manner and:

- Allow the child time to speak,
- React calmly and remain calm throughout,
- Really listen to the child and reassure the child that they have done the right thing in telling someone and that it is not their fault,
- Be honest, and inform the child that you have to talk to someone else who can help,
- Keep questions to a minimum (do not ask probing or leading questions and use only to clarify what has been said by the child),
- As soon as practical make a full record of what had been said, heard and seen using the Incident report form attached.
- Remember that this is a confidential matter and you should only discuss this with the designated Child Protection Officer or Social Services / Police if out of hours.

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It is important that the person receiving the information **does not**:

- Show any feelings of anger, disgust, disbelief to the child as they may stop talking for fear of upsetting the person further or feel that the negative feelings are being directed towards them,
- Interrupt or make suggestions to the child,
- Ask probing or leading questions,
- Speculate or make assumptions,
- Make negative comments about the alleged abuser,
- Approach the alleged abuser,
- Make promises or agree to keep secrets.

Unsure that the Child Protection Disclosure Form (see appendix 2) is completed and forward to the School Games Safeguarding Lead.

Communication of policy to Parents & Carers

A short version of codes of conduct will be provided to all young people & spectators in the SG programme and will be displayed around the site. "Child Protection in Sport": A full copy of this policy will be published on the Active Together website and copies will be at Event Control at the Games.

**Leicester-Shire & Rutland School Sport Safeguarding
APPENDIX 2 - CHILD PROTECTION DISCLOSURE FORM**

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few questions as possible
- Encouraged the child to use their own words

Your Name:

Your Position:

Young Person's Name:

Young Person's address:

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Parent's Name & Address:

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Your Observations:

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Exactly what the young person said to you:

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Any action you have taken so far:

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Intended Action:

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Signature:

Date:

**REMEMBER TO MAINTAIN CONFIDENTIALITY.
DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE THAT NEED TO
KNOW**

Leicester-Shire & Rutland School Sport Safeguarding

APPENDIX 3

SAMPLE 'FIT PERSON' CHECKLIST

Adapted from 'The Good Sports Guide' with kind permission of Southampton City Council

When interviewing candidates for a position of coach / leader or volunteer, certain criteria should be checked to determine whether the person is a 'fit' person for the post they will be undertaking:

- Knowledge of child protection issues
- Relevant sports qualifications / training
- Willingness to update skills
- Previous experience of working with children
- Knowledge of and positive attitudes to equal opportunities
- Commitment to treat all children as individuals and with equal concern
- Physical health
- Mental stability, integrity and flexibility
- No known involvement in criminal cases involving abuse to children
- No disqualifying previous criminal records

If any person is considered not to be a 'fit' person to work with children, his / her application should be re

CODE OF CONDUCT

MOTIVATING YOUNG PEOPLE TO TAKE PART IN SPORT AND PHYSICAL ACTIVITY

Players:

- Treat all people fairly and with respect regardless of race, background, religious beliefs or gender
- Be a good sport and recognise good play even when it comes from the other team
- Respect the referee, umpire or official's decisions and the rules of the game
- Co-operate with teachers, coaches, volunteers, teammates and opponents
- Control your temper and do not criticise others by words or gestures
- Work to the best of your ability both individually and as a team
- Respect the facility and equipment being used

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Parents / Spectators:

- Applaud good performance and effort by your team and the opponents
- Congratulate both teams
- Encourage players to play by the rules and to respect the official's decision
- Never ridicule or criticise young people for making a mistake during a competition, mistakes are part of learning
- Condemn the use of violence in any form, be it by spectators, coaches, teachers, officials or players
- Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches, teachers or officials
- Recognise the value and importance of teachers, volunteer coaches and officials, and show your appreciation
- Let the teacher/coach/official do their job, don't confuse the players by telling them what to do
- Anyone taking photos & videos should familiarise themselves with the photo & video policy displayed at the event

Coaches / Teachers / Team Managers:

- Show respect to others involved in the game including your players, match officials, opposition players, coaches, managers and spectators
- Compliment both teams on their effort, giving positive and constructive criticism
- Be consistent, objective and courteous in calling infractions
- Don't use inappropriate language, behaviour and violence of any form
- Act as a positive role model, adhere to the rules and teach players to do the same
- Ensure that your behaviour is always consistent with the principles of good sportsmanship
- Place the wellbeing, safety & development of young people before the performance or result
- Encourage players to value their own performance and not just results
- Treat all people fairly and with respect regardless of race, background, religious beliefs or gender
- Use common sense to ensure that the "Spirit of the Games" for young people is not lost by overcalling violations

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APPENDIX 5 – KEY CONTACTS

Identified Roles & Contact Details	
AT Responsible Officer School Games – Matt Hackfath M.Hackfath@active-together.org 01509 467484 / 07896764707	AT Responsible Manager Geoff Maltby G.Maltby@active-together.org 01509 467489 / 07780 614784
AT Safeguarding Lead Noel Haines 01509 467482 / 07775 025168 N.Haines@active-together.org	
SSPAN Team Managers / Safeguarding Representative	
Partnership	School Games Organiser & Safeguarding Representative
Blaby & Harborough	Hussein Khan
North Charnwood	Ellie Beachell
South Charnwood	Aaron Asawla
Hinckley & Bosworth	Martin Lynch
East Leicester	Dan Hewins
West Leicester	Charlotte Spencer
Melton & Belvoir	Clare Marlow
North West Leicestershire	Brian Rushe
Oadby & Wigston	Jon Griffiths
Rutland	Chris Thomas

**APPENDIX 6 – SCHOOL SPORT COUNTY FINALS
CALENDAR**

This is a working document. The most up to date calendar can be found at:

<https://www.active-together.org/schoolgames>