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| **Areas to consider** | **Responsibility** |
| **Risk assessments** | **WNDSSP:** All uploaded onto website at least four weeks prior to Event date  **Schools:** Read & (if necessary) print off prior to attending event |
| **Codes of Conduct - Children/Staff/Spectators** | **WNDSSP:** Distributed to all staff, available on SSP website & displayed at appropriate events  **Schools:** Read prior to attending & ensure ALL attending staff are aware. |
| **First Aid** | **WNDSSP:** All SSP staff are first aid trained & a basic First Aid kit will be available  **Schools:** Advised to bring their own First Aid kit & provide suitable provision |
| **Reporting Accidents** | **WNDSSP:** Document any accidents which occurred at the event. Notifying venue if necessary  **Schools:** Staff to notify SSP staff in first instance, then to follow own School policy as / when deemed necessary |
| **Medical info of participants** | **WNDSSP:** School to make SSP aware as soon as possible of any necessary information  **Schools:** Accompanying staff to have all relevant details / medicine with them at each event. |
| **Photography information**  **(for use on social media/ SSP website / etc)** | **WNDSSP:** Issue Yellow wristbands to those pupils who cannot be photographed  **Schools:** Staff to highlight children & alert the SSP staff where necessary on arrival / after event briefing. Staff to then respect those children wearing wristbands whilst taking their own photographs throughout the event. |

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| **Areas to consider** | **Responsibility** |
| **Ratios of staff to children attending** | **WNDSSP:** Not applicable  **Schools:** Refer to & adhere to individual School Policy |
| **Multiple pitch/courts/areas** | **WNDSSP:** Fixtures / formats sent out in advance (where possible) to highlight orders of play  **Schools:** Schools decide on number of staff attending based on WNDSSP information |
| **Toilet Supervision** | **WNDSSP:** Not applicable  **Schools:** School Staff have full responsibility for their pupils during Toilet visits |
| **Reporting concerns** | **WNDSSP:** Report all concerns to parties involved if / where deemed necessary  **School:** Report all concerns to WNDSSP in the first instance |
| **Spectators** | **WNDSSP:** Notify Schools of which events spectators can attend & gegregate parents from children wherever possible.  **Schools:** Support the SSP in delivering the Code of Conduct & communicate this with Parents before and during any event |
| **Coaches, Volunteers & Leaders** | **WNDSSP:** All coaches, volunteers & leaders to be briefed about the event so they understand the code of conducts, rules & regulations of each individual event.  **School:**  Contact WNDSSP immediately if there are any issues with coaches, volunteers & leaders. Ask for evidence of DBS / Qualifications if necessary and/or need before event |
| **Control of Pupil behaviour** | **WNDSSP:** Provide enough volunteers, leaders & officials to safely control events  **Schools:** To control movement & behaviour of own pupils during times of low / no activity |

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