



Event Guide 2023-2024

Introduction

The South Norfolk School Sport Partnership School Games is part of the national School Games which is a government programme designed to inspire young people to be physically active for life through positive experiences of daily activity and competition. The School Games is funded by Sport England and is **FREE** for all school to take part in.

All School Games events in South Norfolk are organised by Laura Goodswen (School Games Organiser).

This event guide contains all the information you will need relating to School Games competitions, festivals and events held by SNSSP and will be sent out with all the event information. **Therefore, we ask all schools to acknowledge they have received, read, and will adhere to the rules of the event guide.**

Vision and Mission

Vision: *Creating an energised culture across South Norfolk which inspires every young person to achieve their personal best and be physically active for life.*

Mission: *To provide a range of opportunities to schools in South Norfolk that create positive experiences for all young people to take part in PE, School Sport, and Physical Activity.*

Reframing competition

The School Games will also provide opportunities and experiences that young people of all ages and abilities will enjoy. Rather than focussing on sporting outcomes (e.g., who wins/ loses) some activities will be designed to support the wider development of young people in the following areas.

- **Physical Development:** Being active for at least 60 minutes a day supports young people to have immediate and long-term health benefits.
- **Personal Development:** The School Games has a positive impact on young people's personal development, such as developing their leadership skills and resilience.
- **Emotional Development:** The School Games improves young people's self-esteem, reduces stress, supports their mental wellbeing, and builds their resilience.
- **Social Development:** The School Games provides a sense of belonging, enabling young people to develop their teamwork, communication, empathy, and respect for others.

School Games Values

All School Games experiences/ events aim to instil the School Games Values of passion, self-belief, respect, honesty, determination, teamwork and eco Friendly in pupils to supports school to achieve their broader whole school objectives.



Our SNSSP Offer 2023/24

The School Games Organiser will offer schools a range of activities to achieve the following objectives:

1. To grow school engagement in the School Games and their delivery of 60 active minutes.
2. To create a positive experience of physical activity and competition with clear intents.
3. To focus on secondary schools and transition points.
4. To create experiences that support character development.
5. To advocate how the School Games can make a meaningful difference.

Themes



All activities will be designed around the following activity themes. These will help schools understand the format of each activity and which pupils to select to participate.

ENGAGE	Events are non-competitive festivals, carousels or come and try events designed to inspire young people through positive activity experiences. These events may have been designed to target specific groups of young people who may benefit the most from being involved.
DEVELOP	Events will have a strong emphasis on the School Games Values and will primarily focus on supporting the development of physical, personal, emotional, and social health.
COMPETE	Events are for pupils who are competitive in nature and enjoy performing and competing against others. Events will be developed and delivered using the School Games principles of competition ensuring SMILES for all.

Intent

Activities will aim to address a range of wider outcomes. Each activity will focus on achieving one of the following intents.

ENGAGE	To improve health
	To develop independence
	To engage new audiences
DEVELOP	To foster social connections
	To develop physical skills
	To increase confidence
COMPETE	To develop sport specific skills
	To develop character and life skills
	To support individual development in sport

HOW TO GET INVOLVED

The School Games has become a powerful movement for change in PE, school sport and physical activity. It removes barriers and improves access for all young people to represent their school and be part of the School Games. I am very excited for the year ahead and thank you in advance for helping build brighter futures and ensuring more young people enjoy the benefits that come from physical activity and sport.

To get involved contact Laura Goodswen South Norfolk School Games Organiser l.goodswen@fehs.set.education or visit www.southnorfolkssp.co.uk

SCHOOL GAMES ORGANISER AND SCHOOL AGREEMENT 2023-24

This agreement outlines the areas of responsibility for both the School and the School Games Organiser at School Games events run between September 2023 and July 2024.

This agreement is designed to help create as safe an environment as possible for children and schools when attending SNSSP School Games events.

Area of Safeguarding	Responsibility
Event Information and SSP Policies	SGO will; Send the school all relevant documentation and information prior to the event including the objectives of the event. Your School will; Read and understand all information supplied. Ensure staff attending each event have the relevant information. Select/ target appropriate pupils for participation at each event based on the objective identified by the SGO.
Safeguarding Policy and Procedure for responding to concerns	SGO will; Upload information on the SSP website, make available to all and follow the policy adopted by the SSP. Challenge suspicious behaviour at events and record, monitor and follow up any incidents and disclosures. Your School will; Read and understand the policy followed by the SSP. Share information and follow ups with the SGO as appropriate. Follow schools' protocol for reporting concerns and inform SSP where relevant.
Risk Assessments	SGO will; Send out and upload event and venue RA onto SSP website prior to each event. Your School will; Read RA supplied. Be responsible for RA for travel to and from the venue at each event.
Code of Conduct - Children/Staff/Spectators	SGO will; will upload onto website and display at events. Your School will; forward to staff/ volunteers accompanying the children to the event they will need to read prior to attending and ensure ALL attendees are aware and behave accordingly.
First Aid	SGO will; Clarify the responsibility for first aid at each event and notify schools if there is going to be any first aid trained staff in attendance. SSP staff will hold a one day first aid qualification and have a basic first aid kit. Your School will; Bring their own appointed First Aider who is responsible for the first aid of their own students. Bring a First aid kit and relevant contact information for contacting parents. Schools are responsible for reporting/ recording an incidents/ accident on return to their school.
Reporting Accidents/incidents	SGO will; Document any accidents which occur at the event. Notify the venue if applicable. Your School will; Notify the SGO, then follow their own school policy/ procedure. Notify parents of any incidents/accidents.
Medical information of participants	SGO will; Accommodate any pupil's specific need appropriately when informed by school in advance of the event. Your School will; Inform the SGO prior to the event of any specific needs that may impact on the event. Accompanying adult will have all relevant details/ medicine with them at each event.
Photography information	SGO will; Issue SSP policy and procedure to schools. Make clear no guarantee is made that no other photos can be taken. SGO will remind staff during briefing and will issue yellow bands for those participants not able to be photographed to wear at the event. Challenge those not adhering to policy.

	Your School will: ask permission from parents for SSP staff to take photos/videos of their child. Ensure accompanying staff are aware of who can and can't be photographed at each event and then highlight to SGO at the event. Ensure the relevant participants wear the yellow band visibly throughout the event. Adhere to the policy adopted by the SGO. Staff to then respect those children wearing yellow bands when taking photographs throughout the event trying to zoom in on pupils from your school. It is the school's responsibility to ensure parents from their school are aware of the photography policy.
Ratios of staff to children attending	SGO: No responsibility. Your School Will: Adhere to your School Policy
Supervision of Participants	SGO will; Ensure the environment of the event supports schools supervising their pupils appropriately. To ensure that suitable changing and toilet facilities are available. Your School Will; always remain responsible for your pupils at each event. Ensure all accompanying adults understand their role and responsibility at each event, under the direction of their school. School staff to accompany their own pupils using toilet and changing facilities and to control movement and behaviour of own pupils during times of low/ no activity.
Event postponements and cancellations	SGO will; Only cancel or postpone any event when absolutely necessary. Inform the school of event changes by the end of the school day, the day before the event, where possible. Endeavour to reschedule as appropriately as possible. Minimise disruption to the participants. Your School will; Act on any changes in scheduling asap to minimise disruption to the participants.
Coaches, Volunteers and Leaders	SGO will; Brief all coaches, volunteers, and leaders prior to the event so that they understand the code of conduct, format and rules of the event. Your School will; Inform a member of SSP staff immediately of any issues with any coaches, volunteers, or leaders.
Spectators	SGO will; inform schools which events are suitable for spectators to attend. Publicise the code of conduct so everyone understands what is expected of them. Spectators to be kept separate from school parties where possible. Your School will; Support the SSP staff in ensuring the code of conduct is followed by school pupils, staff, and associated spectators/ parents.
Safeguarding Due to Covid-19- If covid numbers rise we review protocols.	SGO will; ensure handwashing facilities and hand sanitiser are available. Ensure that anyone displaying signs and symptoms of Covid-19 is isolated and sent home. Your School will; To ensure participants are fit and well and free from Covid-19 symptoms. If a child becomes unwell during the event to be isolated and sent home.

EVENT MANAGEMENT PROCEDURES AND SAFEGUARDING

South Norfolk School Sport Partnership (SNSSP) acknowledges the duty of care to safeguard the welfare of children and young people in sport and is committed to ensuring safeguarding practices reflect government guidance.

The School Games Organiser (SGO) is responsible for ensuring that each event organised is done so safely and that appropriate measures are in place to safeguard young people, staff, and the venue.

The SGO hosted by Framingham Earl High School will follow all procedures and policies set out by Framingham Earl High School. Where events are held at other schools/ venues- The SGO will follow where appropriate the procedure of that venue. If schools would like to report a safeguarding concern the SGO will have safeguarding forms at the registration desk.

Risk Assessments

The SGO will provide a risk assessment for the venue and activity to each school, Risk Assessments will be used in conjunction with the venues risk assessment. Risk Assessments will be sent a minimum 14 days prior to the start of the event. Schools will need to complete their own Risk Assessment prior to the event. Schools must adhere to their own NCC/ governing body recommendations for supervision ratios.

Weather

The events will run throughout the year and all schools attending events are expected to prepare pupils for all weather events. The weather forecast shall be monitored by the event organiser in the build up to the event. Any activities deemed unsafe due to weather conditions shall be cancelled. Please can schools bring Tarpaulins to sit on at events if wet and Gazebos for protection from the sun.

Event Cancellation Policy

Cancellation request:

1. If you are unable to attend a SNSSP event you have booked on, please do let us know as soon as possible- this can be done via email to l.goodswen@fehs.set.education
2. Schools cancelling attendance should give at least 24hours notice.

Amendments/ Cancellation by SNSSP:

1. Amendments: SNSSP reserves the right to modify the programme/ format/ fixtures of an event up to the day of the event. We put our events together to provide the most up-to-date and relevant information. This means that occasionally the events change due to influences out of our immediate control. Other times it may be necessary to alter the venue, time, content etc due to unforeseen circumstances.
2. Cancellation: If unforeseen circumstances cause us to cancel the event all schools will be informed as soon as possible by 8am on the day of the event. If particularly inclement weather is forecast that will affect the safety and enjoyment of the pupils a decision will be made by midday on the day before as to the viability of the event. In rare occurrences the event may be cancelled during the event if the weather is bad.

Complaints Procedure

In the event of a participant, school staff member or parent wishing to make a formal complaint, the School Games Organisers host site should be contacted.

The contact of which are documented below:

Postal Address: Framingham Earl High School, Norwich Road, Framingham Earl, Norfolk, NR14 7QP.

Email: office@fehs.set.education

Telephone: 01508 492547

First Aid

The attending schoolteacher 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 should deal with first aid matter concerning their pupils. Schools should also bring their own first aid resources to cover their pupils. Schools must ensure they have all emergency contact and medical information for any pupils attending an event, in line with their own school procedures.

Where first aid is administered by a member of school staff, own school reporting procedures should be completed at the earliest possible opportunity.

In the event of an SGO or event staff member involvement, a further recording will be kept in addition to the schools' own procedures.

The SGO is not solely responsible for first aid, but SNSSP will ensure the SGO has up to date First Aid training qualification and basic first aid resources will be available on site/ at the venue.

Accident Report forms/ book are available from the SGO at the registration desk.

Incident Procedure

All incidents should be reported on an incident form immediately these are available from the SGO at the registration desk or found in **Appendix 1**. If pupils receive a head injury at the event please see **Appendix 2**.

School Games events aim to be a safe environment for participants and staff alike. This emergency procedure has been written to assist all present at the venues of events:

Emergency Action Plan:

When handling emergency situations all staff must follow these guidelines:

1. **Check for danger** – Don't become part of the emergency by rushing in.
2. **Listen**- the injured person/ witnesses will help you find out what happened.
3. **Observe**- look around you but be sure not to move people or objects.
4. **Injury**- alert the relevant first aider who should then deal with the injuries.
5. **Group**- deal with the rest of the group and ensure they are supervised.
6. **Report**- complete an incident/ accident report form.

Emergency Procedures

In the event of a fire/ bomb threat or any other emergency follow the evacuation procedures of the venue.

Spectators

This year we are looking forward to welcoming back parents to our events. However, a **NO** spectator rule is in effect for all events held during the school day on a **school site**. It is the school's responsibility to inform parents that they cannot spectate. Should parents turn up at events without the school's permission- They will be sent away by the event manager, and the school staff will need to take any further action/ responsibility for those parents.

It is the school's responsibility to ensure that adults attending with their pupils do so with the express permission of that school and who have followed safeguarding protocols. Any adults attending with a school team must wear their identification badge. Any adult not wearing an identification badge will be asked to leave the premises.

Please highlight to parents attending the SSP School Games Code of Conduct and Photograph Policy.

Individual schools retain duty of care for all young people attending South Norfolk SSP events. Should an issue arise SNSSP are on hand to provide support but do not and will not take duty of care of an individual school/ pupil. If issues do arise schools should inform the event manager at the event.

Equipment

In all events delivered by SNSSP suitable equipment will be used to facilitate the running of the sports events in line with National Governing Body guidelines. All equipment will be checked prior to, during and after an event and any defects logged accordingly.

There may be a need for the SGO to request to borrow additional equipment from schools. In the event of this happening, it is the school's responsibility to provide the equipment for the event in the knowledge that it has been suitably checked in the last equipment inspection (if appropriate) and passed as safe. Once the equipment is at the event site, it becomes the responsibility of the SGO. They must arrange for it to be visually checked for safety before use, and to continue to carry out checks throughout.

Should you be asked to bring equipment to the event which will be solely used by your participants from your school (e.g rackets/ hockey sticks), it is your responsibility to ensure its safety prior to and will be the school's responsibility to manage this throughout the event. The SGO is unable to take responsibility for any equipment which is unsafe, broken or lost during an event where it is used solely by a school's participants.

Missing Children and Young People Procedure

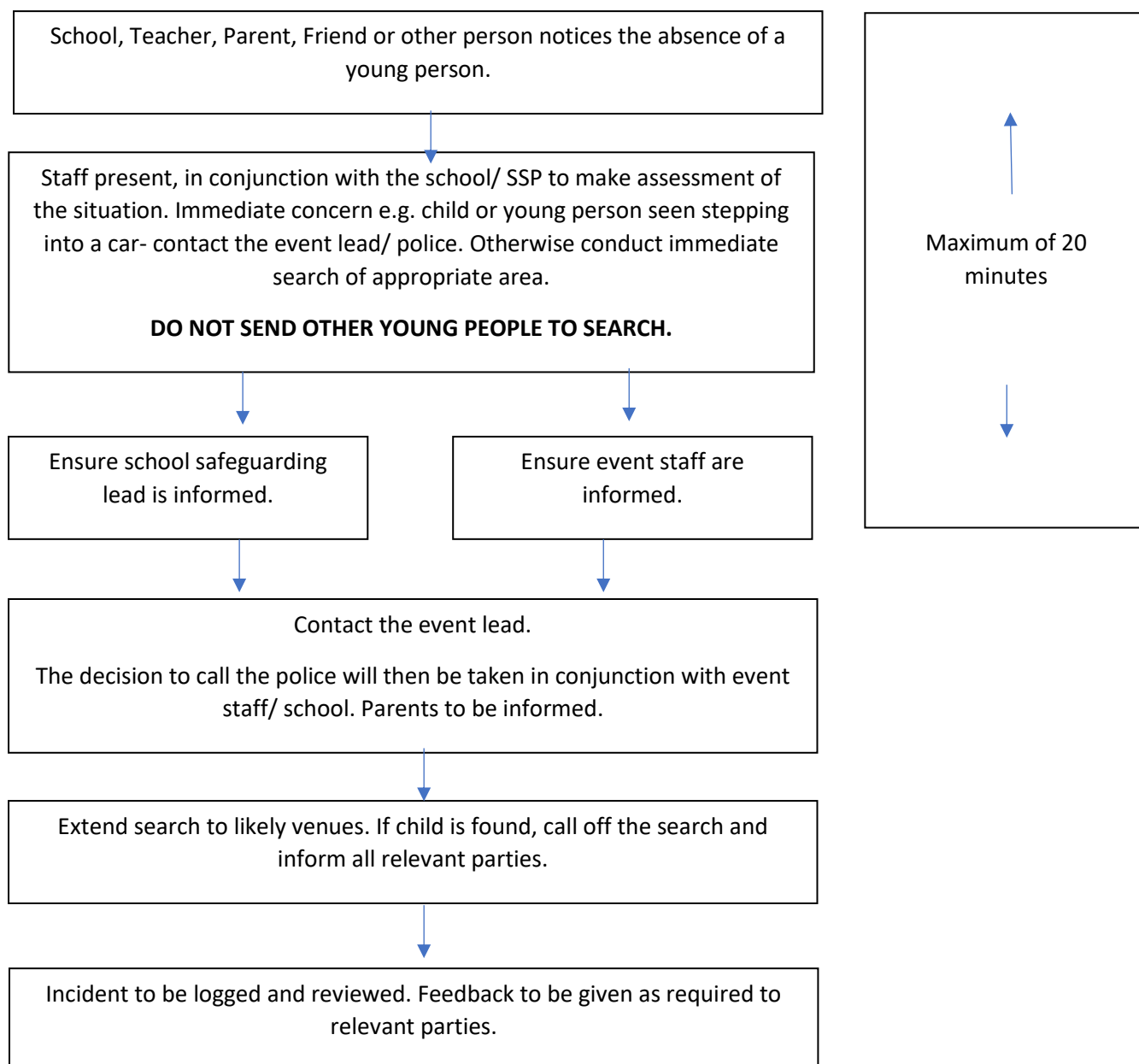
South Norfolk SSP Missing children and Young People Procedure-

If a child goes missing during an event, the school/ SSP will apply the following procedure and report forms will be available on the day on the SGO registration desk:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching to report back within a short period of time, dependent on the size area being searched.
- If the child cannot be found after a good search of the immediate surroundings, schools to contact the child's parents to advise them of the concern and reassure them that everything is being done to locate a child.
- Make a note of the circumstances in which the child has gone missing and where they were seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing they were wearing, as this will be required by the police. **Forms can be found at the registration desk.**
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report of the search is ongoing.
- Follow the police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the schools safeguarding officer.
- Ensure that the school/ SSP informs all adults involved including the parents, searchers, and police if at any stage the child is located.

Flowchart:

If a child or young person appears to be missing, the flow chart below identifies the process to be followed. There may be access to photographs of young people at the event and if so these can be used to help provide the police with a description should this be necessary.



Photography, Filming and Consents

School staff are responsible for gaining photographic and video consent for their pupils. Photos and videos will be taken at SNSSP events for use on social media, website, and other marketing purposes. **Any child not able to be photographed must be notified to the SGO upon registration.** These pupils will then be asked to wear an illuminous band to identify them throughout the day and ensure they are not photographed at any time. Please ensure that this band is returned to SNSSP on your departure. If required a template Photography and video consent form can be found in **Appendix 3**.

SOUTH NORFOLK SSP SCHOOL GAMES

Photo and Video School Policy

**PLEASE DO NOT TAKE PHOTOGRAPHS OR VIDEOS
OF ANYONE WEARING AN ILLUMINOUS BAND
THANK YOU**

To ensure the safety of those taking part in our events we follow the procedures outlined below. SSP staff will challenge those not adhering to this policy.

We cannot guarantee that images will be not be taken by members of the public.

- When booking to attend an event via the SSP website it will be outlined that photo and videos will be taken at the event and link provided to this photo and video consent policy.
- It is the schools responsibility to gain written consent from parents/ guardians of all participating pupils for photos and videos to be taken by SSP staff or other appointed event photographers/ videographers.
- Images may be used to promote the event and publicise the services of the SSP via its website, social media profiles and other marketing materials.
- During the briefing before the start of all SSP events, schools will be reminded that photos and videos will be taken during the event.
- Staff will be informed that if pupils do not have permission for any pupils from their school to have photos and videos taken that they should collect a illuminous band from a member of SSP staff before the event starts and to **ensure this is displayed clearly throughout the event.**
- During the briefing school staff, helpers will be reminded to respect those children wearing illuminous bands when taking photographs and videos throughout the event trying to zoom in on participants from their school.
- Following the event, the SSP event photographer will check all photos and videos taken of the event and any photos or videos including pupils with a illuminous snap band will be deleted.

**PLEASE DO NOT TAKE PHOTOGRAPHS OR VIDEOS
OF ANYONE WEARING AN ILLUMINOUS BAND
THANK YOU**



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SOUTH NORFOLK SSP SCHOOL GAMES

Photo and Video Spectator Policy

**PLEASE DO NOT TAKE PHOTOGRAPHS OR VIDEOS
OF ANYONE WEARING AN ILLUMINOUS BAND
THANK YOU**

Please Do;

- Take photographs and videos of who you are here to support.
- Complete photo consent before the event, if you are a parent/guardian.
- Make event staff aware of any participant who does not have photo consent.
- Remember this is a public venue and we do not have responsibility for venue users who are not connected to this event.
- Bring to event staff attention any cause for concern.

Please Don't;

- Take photographs and videos of anyone wearing an illuminous band as this indicates they do not have photo consent.
- Take photos in inappropriate places. Event staff will challenge you accordingly.
- Share your photos on social media.

**PLEASE DO NOT TAKE PHOTOGRAPHS OR VIDEOS
OF ANYONE WEARING AN ILLUMINOUS BAND
THANK YOU**



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SOUTH NORFOLK
SCHOOL SPORT PARTNERSHIP

Codes of Conduct

All attending parents/ carers/ spectators/ staff at SNSSP events must set an example for young people participating by demonstrating the highest standards of sporting behaviour. Remember school sport is for **EVERYONE** and to help ensure **EVERYONE** has the best possible experience during the South Norfolk SSP competitions and events we will continue to use the School Games Values. These are: **HONESTY, RESPECT DETERMINATION, TEAMWORK, SELF-BELIEF, ECO FRIENDLY AND PASSION.**

SOUTH NORFOLK SSP SCHOOL GAMES

ENGAGE DEVELOP COMPETE

OUR CODE OF CONDUCT

It is wonderful that we have these events and competitions for young people, teachers and spectators to enjoy. Our enjoyment is maintained by following our very simple philosophy...

All participants are the responsibility of their accompanying adult (Therefore, their school) for the duration of the event.



RESPECT

Thank you for being polite and courteous to all others. Thank you for showing understanding and empathy towards young officials. Thank you for accepting victory and defeat with grace. Thank you for supporting all participants.



DETERMINATION

Thank you for wanting to be here. Thank you for trying your best. Thank you for understanding that everyone else is trying their best. Thank you for never giving up. Thank you for understanding that the focus is on enjoyment for everyone.



SELF-BELIEF

Thank you for having self belief to be here and represent your school as a participant, young leader or official. Thank you for helping participants and officials to believe in themselves through being positive, supportive and caring.



TEAMWORK

Thank you for for treating everyone equally. Thank you for encouraging everyone else who is here. Thank you for being selfless by thinking of others before your self. Thank you for being part of a team that helps everyone have FUN.



PASSION

Thank you for for your role in creating a positive atmosphere. Thank you for displaying your passion through supportive comments. Thank you for giving 100%. Thank you for trying your hardest. Thank you for loving sport and physical activity.



HONESTY

Thank you for following the rules of each activity. Thank you for encouraging others to play to these rules. Thank you for communicating fairly. Thank you for supporting others to be truthful. Thank you for doing the right thing.



ECO FRIENDLY

Thank you for making the right choice and helping protect the planet. Thank you for thinking about the way you travelled to this event. Thank you for recycling and taking home your rubbish.



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SCHOOL GAMES



SOUTH NORFOLK
SCHOOL SPORT PARTNERSHIP

Thank you for following our philosophy and being a role model to others.

NORFOLK SCHOOL GAMES

ENGAGE

DEVELOP

COMPETE

SPIRIT OF THE GAMES VALUES

There are seven values that form the "Spirit of the Games". Competition creates the ideal context in which to explore personal values and conduct, as through it young people can learn how to handle victory and defeat, how to believe in their abilities and achieve their personal best, and how to respect their opponents and work with their team mates to achieve success. The way in which we, as schools communicate these values and involve young people in championing this cause will help bring the Spirit of the Games to life. This will ensure that competitive school sport is a rich learning experience for young people, an experience which develops them to not only the best sports person they can be but the best person as well.



Respect means you treat others with kindness and care. **Respect** is shown through listening, being polite and courteous. In sport (particularly competitive sport), this can be tested, but you must maintain **Respect** for your team mates, opponents, coaches, spectators and officials at all times. Accept victory and defeat with grace and humility.



Determination is never giving up no matter what! A **determined** person decides to do something and then does it! In sport, you may find that you or your team are losing but keep on trying regardless. You may find a skill or sport difficult but you persevere, never giving up, no matter how hard or painful.



Without the ability to believe in your own worth and actions you may struggle to reach your full potential. In sport, you need to have confidence in yourself and stay positive, no matter what the score is or how well you are playing. Have the **self belief** to put your self forward, get involved in a sport and represent your school.



Teamwork involves understanding you are part of a team, with each team member contributing toward a shared goal. Everyone in the team deserves to be there and you are partly responsible for ensuring that everyone enjoys being involved by encouraging and treating everyone fairly and equally.



Passion means you have the enthusiasm and desire to be involved in something. Within sport it means you really want to participate, do your best and support your team mates. When that opportunity comes, you grasp it with both hands and let everyone know how much it means to you to be involved.



Honesty is about speaking and acting truthfully. In sport, it will mean you play by the rules of that sport, ensuring you listen carefully and act accordingly to the instructions and decisions of officials. Being honest means you do the right thing all of the time. .



Being **Eco Friendly** is to think more of the everyday choices that we can all make to help the planet. In sport we can donate old equipment and kit so they can be used by someone else. Can you or walk/ cycle to school or share transport with another school to our events.

#schoolgamesvalues

@NorfolkSchGames



Team Manager Checklist

Team Managers and school staff are responsible for their team members at all times during the SNSSP events, competitions, and festival- including supervision, health and safety, welfare, behaviour, and conduct.

There must be one designated 'Team Manager' for each individual sports team.

All staff should be wearing their own school ID badge.

Prior to the event

- Before arriving, ensure that all relevant emails and event information sent by the SGO has been **read and understood**.
- Ensure that pupils have been thoroughly prepared and are fully aware of the objectives of the opportunity and what is expected of them.
- Be responsible for the pupils during their transport to and from the event and adhere to the timings.
- All staff attending SNSSP events on behalf of individual schools should have enhanced DBS checks in place and have undergone all relevant and appropriate safeguarding checks/ training. This will allow them to be able to supervise their pupils at the event and to be part of a larger scale event involving numerous schools.

Information required from teachers

School team managers are required to collect all relevant personal information for **ALL** their team's participants **prior to the event**, including additional staff members. This will initially be directed by your own school trip policy. Team managers **Must** have the following information with them on the day of the event:

- Individual emergency contact details for parents- including mobile phone contacts.
- Information about the specific care needs of any disabled participants (retained by the teacher).
- Information about any medical condition/ allergies their pupils may have. Consent has also been requested for any treatment to be administered to the participant in the event of any illness/ accident, if the parent cannot be contacted (retained by the teacher).
- Teachers should also ensure that their pupils carry enough medication for the duration of the event.
- Evolve or other relevant trip forms completed and submitted.
- Permission for the taking of photographs and visual footage or ensuring the SGO is aware if there is a restriction on their pupils' image being taken or used.
- Schools monitoring form is completed and handed in at registration. **Appendix 4.**
- Schools feedback form is completed and handed in on completion of the event. **Appendix 5.**
- Any other information that supports their pupil's maximisation of opportunity at the event.

Ensure that pupils for their school are respectful of the rules, the impact of their behaviour on other and instructions provided by the SNSSP staff.

Post Event

School team managers are required to ensure all pupils safely depart the venue. If pupils from your school have required first aid treatment for an injury, incident or head injury please ensure you follow your school's policy. Record any accidents, ensure parents are informed and where necessary provide parents of pupil with further information regarding head injuries.

Please ensure all monitoring and feedback forms have been handed to the School Games Organiser before departure.

Appendix 1- Incident Report Form

School Staff Member Reporting Incident

Name

School

School Telephone Number

Person Involved in the Incident Details

Name

School

Year Group

Nature of the Incident

Date and time of the incident

Venue/ facility of the incident

Type of incident (please circle)

Verbal

Physical

Emotional

Vandalism

Other

Details leading up to the incident?

Description of the incident.

Action taken after the incident.

All above facts are true and accurate account of the incident.

Signature of school staff:

Signature of SGO:

Date:

Date:

Name:

Name:

Appendix 2- Head Injury Form

Please note an accident form must be completed, this form is to be given to the school to give to the parents/ carer of the injured participant.

School Staff Member

Name

School

Telephone Number

Person Involved in Accident Details

Name

School

Date/ time of injury:

Brief details of injury:

Head Injury Advice Form

The person named above sustained a head injury. They have been treated at the facility but should be observed closely for the next 48 hours by a responsible adult as head injury/ concussion problems may not become apparent for some time after the original incident.

The following are often experienced after head injury:

- Mild headache
- Nausea (feeling sick)
- Mood changes, irritability
- Loss of appetite
- Disturbed sleep
- Lack of concentration and forgetfulness

These should settle down in the days following the incident, but medical advice should be obtained from a GP or NHS Direct if there are any concerns during this time. If any of the following are noted the person should be taken to the nearest accident and emergency department **immediately**:

- Unconscious, persistent drowsiness, difficulty walking, unusual sleep patterns
- Slurred speech, nonsense speech, difficulty speaking or understanding
- Vomiting
- Fits, convulsions, sudden collapse or fainting
- Blurred vision, double vision or any other problems of eyesight
- Deafness, persistent noise, ringing or any other problems of hearing
- Severe headache
- Problems of balance, weakness, tingling or numbness in limbs
- Bleeding or discharge of clear fluid from ears or nose (not simple nosebleeds).

Expect to stay off sport until at least 2 weeks after symptoms are fully recovered. Always discuss with your child's school and sports clubs to discuss a gradual return to full activity.

Appendix 3- Template Photo Consent Form

South Norfolk SSP photo consent policy is available on www.southnorfolkssp.co.uk South Norfolk SSP will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform South Norfolk SSP immediately. **South Norfolk SSP may use images to promote events on the South Norfolk SSP website, Norfolk School Games Website, School Games Case Studies and the South Norfolk SSP Twitter Page.**

School Name:		
Participant Name:		
Consent information:	YES	NO
I give permission for my child to be photographed and videoed at South Norfolk SSP Events by South Norfolk SSP assigned photographers.		
I give permission for my child to be photographed and videoed at the Norfolk School Games Events by Active Norfolk assigned photographers.		
I give permission for my child's photographs to be used by South Norfolk SSP and Norfolk School Games within printed publications.		
I give permission for my child's photographs and videos to be used on South Norfolk SSP website, Norfolk School Games website and social media pages.		
I can confirm that I have read or been made aware of how these images or videos will be managed and handled within the organisation.		
<i>To be completed by parent (or carer):</i>		
Signature of parent (or carer)	Print name of parent (or carer):	
Date:		
Consent information:	YES	NO
I give permission to be photographed and videoed at South Norfolk SSP Events by South Norfolk SSP assigned photographers.		
I give permission to be photographed and videoed at the Norfolk School Games Events by Active Norfolk assigned photographers.		
I give permission for photographs to be used by South Norfolk SSP and Norfolk School Games within printed publications.		
I give permission for photographs and videos to be used on South Norfolk SSP website, Norfolk School Games website and social media pages.		
I can confirm that I have read or been made aware of how these images or videos will be managed and handled within the organisation.		
Signature of Child	Print name of child:	
Date:		

Appendix 4- Registration/ Monitoring form

Welcome to today's event and thank you for supporting the Partnership.

Please complete this form before you leave & hand it in to a member of SNSSP staff. If you have more than one team, please collate all your data onto one 'School' sheet.

School Name	
Event	
Number of teams entered	

Number of pupils NEW to SNSSP events this year 2023/24	
Number of pupils who attended that DO NOT take part in extra- curricular activities or clubs inside or outside of school	

Gender: Please provide a breakdown of your team's gender	
Total number of male participants	
Total number of female participants	
Total number of other participants	
SEND: Please provide the number of SEND pupils in your team	
Total number of SEND pupils	
Team Ethnicity: Please provide a breakdown of the ethnicity of your team	
Total number of White (British) participants	
Total number of white (not British) participants	
Total number of Mixed Race participants	
Total number of Asian or British Asian participants	
Total number of Black or Black British participants	

What did you think of...	<i>EXCELLENT</i>	<i>GOOD</i>	<i>SATISFACTORY</i>	<i>POOR</i>
<i>PRE-EVENT INFO</i>				
<i>VENUE</i>				
<i>ORGANISATION</i>				
<i>CONTENT OF EVENT</i>				
<i>QUALITY OF LEADERS</i>				

In one sentence, how would you describe your experience of today's event?

What impact has taking part in the event had on your pupils?

Pupil Feedback- Questions to ask after the Event...

What have you enjoyed?	
Do you want to play more?	
What did you learn at the event?	
Did you make new friends?	
Did you laugh and smile a lot during the activity, was it FUN?	
How could this event be improved?	
What was your highlight of the day?	

SCHOOL GAMES VALUES AWARDS

Our Events will focus on the 7 School Games values. Please use the provided Sticker(s) and certificates & give them to a Pupil from your team(s) who has shown that character trait – they will then receive recognition during the presentations.



Thank you in advance for your co-operation. This will enable us to shape future provision as well as ensuring that our events are inclusive and that we are providing opportunities for all pupils – any questions then please find a member of SNSSP staff.