**Safeguarding at SSP Events**

**SSP and School Agreement 2023-24**

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

**This is to ensure the safeguarding of the participants is paramount at all events.**

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| **Area of Safeguarding** | **Responsibility** |
| **Event Information and SSP Policies** | **SSP Staff will;** Send the school all relevant documentation and information prior to the event including the objective of the event – Compete/Develop/Engage.  **Your School will;** Read and understand all information supplied. Ensure staff attending each event have the relevant information. Select appropriate pupils for participation at each event based on the objectiveidentified by the SSP - Compete/Develop/Engage. |
| **Safeguarding Policy and Procedure for responding to concerns** | **SSP Staff will;** Upload information on the SSP website, make available to all and follow the policy adopted. 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 SSP staff as appropriate. |
| **Risk Assessments** | **SSP Staff will;** upload event RA onto 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** | **SSP Staff will:** will upload onto website  **Your School will:** Read prior to attending and ensure ALL attendees are aware and behave accordingly. |
| **First Aid** | **SSP Staff 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.  **Your School will:** Bring their own First Aider and provision. |
| **Reporting Accidents/incidents** | **SSP Staff will:** Document any accidents which occur at the event. Notify the venue if applicable.  **Your School will:** Notify the SSP staff, their own school and parents of any incidents/accidents. Follow their own school procedure. |
| **Medical information of participants** | **SSP Staff will:** Accommodate any pupil’s specific need appropriately when informed by school in advance of the event.  **Your School will:** Inform the SSP prior to the event of any specific information that may impact on the event. Accompanying adult will have all relevant details with them at each event. |
| **Photography information** | **SSP Staff will:** Issue SSP policy and procedure to schools**.** Make clear no guarantee is made that no other photos can be taken. Challenge those not adhering to policy.  **Your School will:** Ensure accompanying staff are aware of who can and can’t be photographed at each event and then highlight to SSP staff at the event. Adhere to the policy adopted by the SSP. |
| **Ratios of staff to children attending** | **SSP Staff:** No responsibility.  **Your School Will:** Adhere to your own School Policy |
| **Supervision of Participants** | **SSP Staff will;** Ensure the environment of the event supports schools supervising their pupils appropriately.  **Your School Will;** Remain responsible for your pupils at all times at each event. Ensure all accompanying adults understand their role and responsibility at each event, under the direction of their school. |
| **Event postponements and cancellations** | **SSP Staff 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. |