

Table 11: Points to consider when planning fixtures, festivals and tournaments, and sports tours

Stage of Planning	Points to Consider for Organisers		
	Away Fixtures	Festivals and Tournaments	Sports Tours
Pre-event	<ul style="list-style-type: none"> • Is the HT aware of the fixtures programme? • Are school policies and procedures known and applied? • Are consent forms required, and if so, have they been obtained? What is the procedure for non-returned consent forms? • Are parents aware of the itinerary, programme, particular needs and conditions, insurance provision, emergency contact system and venue address? • Have roles and responsibilities, ratios, competency, group management and knowledge of the group been discussed with the staff involved? Has this included, if relevant, discussion about equality in size, experience and confidence of participants? • Is a group register available to take to the fixture? • Are medical backgrounds known by staff involved? 	<ul style="list-style-type: none"> • Is approval needed from the governors? • Is additional staffing needed (eg to cover supervision/ officiating)? • Have group issues been clarified (eg age, ability, behaviour, selection)? • Has a 'telephone tree' (cascading communication system to convey messages/delays back to parents) been organised? • Has a pre-event visit been made to venue? • Has the risk assessment been received from the venue host or completed during a pre-event visit? • What is the first aid order of responsibility (eg school, then host or private company)? 	<ul style="list-style-type: none"> • Is employing authority approval needed and all requirements met? • Has all paperwork or online approval forms been completed and submitted? • Has a pre-visit been made to the area/venue where possible? • Have expiry dates of passports been checked to allow for sufficient time before expiry as set by the country to be visited? • Has any additional insurance been obtained if needed? (See 2.6.22 and Chapter 2, Section 3, page 86.) • What injections/ medication are required prior to, and during, the tour? • Has a student code of conduct been developed from basic school visit requirements (eg communication/ mountain code/country code/safety on water)? • Do parents have a copy of the itinerary, contact details and other relevant information?

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Stage of Planning	Points to Consider for Organisers		
	Away Fixtures	Festivals and Tournaments	Sports Tours
Pre-event (continued)	<ul style="list-style-type: none"> • Have first aid arrangements been made and agreed, including knowledge of dealing with incidents of concussion? • Have general school and PESSPA risk assessments been completed and requirements followed? • Are the school's crisis-management plan requirements built in to risk assessment and planning? • Are reciprocal arrangements with the host school clarified/known? • Have all other 'what ifs'/contingency planning been considered? 		<ul style="list-style-type: none"> • Do accompanying staff and adults demonstrate appropriate leadership skills? • Have additional 'expert' staffing requirements been identified and met (eg for students with special educational needs and disabilities [SEND], residential/adventure activities/city tour/swimming involved)? • Have the implications of taking non-school staff been considered? • Have safeguarding issues been checked (eg non-school staff, centre staff, host families)? • Are students adequately prepared for the tour – physically, emotionally and behaviourally?

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	Away Fixtures	Festivals and Tournaments	Sports Tours
Assembly	<ul style="list-style-type: none"> • When does the school duty of care begin and end? When does this take over from, and revert back to, the parents? • Has a register been taken and a corresponding register left at school? • Has kit/footwear been checked? • Do relevant students have their required medication with them, and understand their own responsibility to administer this? • Is emergency contact information to hand during the trip? • Do students know, and are they applying, the code of conduct? • Are mobile phones available to use in an emergency? 	<ul style="list-style-type: none"> • If outside of the school day, do students and parents know what time to meet and what to do, for example, if they miss the coach? • Have large groups been subdivided into smaller groups for ease of management, with an adult designated to manage each subgroup? 	<ul style="list-style-type: none"> • Have methods for supervising groups at airport, ferry or train terminals been decided?

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	Away Fixtures	Festivals and Tournaments	Sports Tours
Outward and return journeys	<ul style="list-style-type: none"> • Does the form of transport chosen meet legal, employer and local requirements, including volunteer cars? • Has it been decided whether the driver will supervise and drive, or drive only with additional staff to supervise? • Has the driver carried out a vehicle check? • Is a first aid kit available, and are arrangements for administering first aid known? • Have safe embarkation and disembarkation points been decided? • Are the register and head count before leaving consistent? • Are the emergency action plan and critical incident arrangements known? • Are arrangements and communication plans in place to alert parents of any delay? • Have strategies for dealing with illness or incident on the journey been decided? 	<ul style="list-style-type: none"> • Are additional drivers needed? • How are breaks in the journey to be managed (eg motorway service areas)? • Was a head count completed after any break in journey? 	<ul style="list-style-type: none"> • What are the package tour conditions? Will Package Travel, Package Holidays and Package Tours Regulations 1992, and the Package Travel Directive 2015 apply? (See 2.6.23.) • Have the implications of foreign law, standards, health and language been considered? • Have the international driving requirements been considered? • What information will be carried by students, in case of separation from the main group?

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	Away Fixtures	Festivals and Tournaments	Sports Tours
Venue and event	<ul style="list-style-type: none"> • Has a venue risk assessment been supplied to visitors by the host team? (If not, carry out a visual check on arrival.) • Have any reciprocal arrangements agreed been reconfirmed (eg in relation to first aid, supervision, taking pupils to hospital, staff sickness)? • Have any group or activity management and supervision issues been established (eg one staff with two teams/officiating and supervising)? • Are officials competent and/or qualified? Are any young sports leaders supervised by competent staff? • What is the procedure for assuring acceptable behaviour? • Are periodic head counts carried out? • Is equality in size/experience/confidence monitored? • Are kit and footwear appropriate to the weather/playing surface, and consistently applied by all teams? 	<ul style="list-style-type: none"> • Does the programme allow sufficient rest/recovery periods? • Is total playing time within the capability of those students involved? • Has it been decided who provides refreshments and rehydration? Are additional supplies available? • Is there a contingency plan in case of early completion/ abandonment of the programme (eg telephone tree)? • Is there a system for granting consent if necessary for any photography that may be involved? • Is sunshade/rain cover available, or is additional portable cover required (eg gazebos or tents)? • Do participants need a change of clothes? • Is supervision appropriate where changing is involved? 	<ul style="list-style-type: none"> • Is the itinerary decided and agreed as appropriate? • Is security sufficient and appropriate at the accommodation? • Are home care abroad standards, including safeguarding requirements, being met? • Is the student code of conduct being applied? • Is additional insurance needed? • Have down/free-time issues been considered? • Has a policy on student use of mobile phones been decided? • Do students have an accessible point of contact in the host country? • Have reciprocal arrangements been clarified if hosted by another school/group?

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Venue and event (continued)	<ul style="list-style-type: none"> • Has responsibility for managing personal effects been established? • Have PPE requirements been agreed (eg pads/helmets/mouth guards)? • Has the facility/equipment been checked before use as part of a host school risk assessment? Has this risk assessment been agreed by visitors? • Have weather issues been considered and well managed (eg sun/heat protection/rehydration/storms/other seasonal considerations)? 		

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Post-event evaluation	<ul style="list-style-type: none"> • Are there any near misses/incidents to review? • Have injuries been recorded and outcomes followed up? • Have improvements for the next event been identified? • Has any feedback been provided to HT/subject leader (SL)/staff/activity leaders/students/parents? • Have any adjustments to the risk assessment been formally recorded to inform future planning? 		