

Appendix P

Event Welfare Plan – Checklist

Item	Notes	✓
Roles and responsibilities of personnel	<ul style="list-style-type: none"> • <i>Event Co-ordinator</i> • <i>Welfare Manager</i> • <i>Sport Co-ordinator</i> • <i>Welfare Officer</i> • <i>Staff & Volunteers</i> • <i>Team Manager</i> • <i>Parents & Carers</i> • <i>Participants</i> • <i>Other</i> 	
Recruitment procedures and qualifications	<ul style="list-style-type: none"> • <i>See KSLO Recruitment Procedures & Flowchart</i> 	
Minimum training requirements		
Contact details of relevant staff		
Codes of conduct – staff/volunteers/other	<ul style="list-style-type: none"> • <i>See Appendix A</i> 	
Code of conduct/principles of participation – participants	<ul style="list-style-type: none"> • <i>See Appendix A</i> 	
Breaches of Codes of Conduct		
Reporting structures/communications		
Security		
Guidance for disabled athletes	<ul style="list-style-type: none"> • 	
Complaints/disciplinary procedures	<ul style="list-style-type: none"> • <i>See KCC Disciplinary Procedures</i> 	
Guidelines for photography/media	<ul style="list-style-type: none"> • <i>See Appendix H</i> 	
Guidelines for registration		
Health and safety policy	<ul style="list-style-type: none"> • <i>See KSLO Health & Safety Policy</i> 	
Insurance		
Risk assessment	<ul style="list-style-type: none"> • <i>See Appendix O</i> 	
Map of site		
Timetable		
Residential		
Details of daily welfare briefings		
Accommodation layout		
Transport arrangements		
Procedures for missing participants		

For further information, please refer to Tiivas, A. & Morton, J. (2003) **Safe Sport Events**. NSPCC and Sport England: London.

Appendix P

Event Welfare Plan - Template

Objectives
Purpose of Welfare Plan
Values & Principles
Definitions

1. Introduction
2. The (Event)
 - Principles of Participation
 - Codes of Conduct for Competitors
 - Codes of Conduct for Staff/Volunteers/Spectators/Other
3. Responsibilities for Child Welfare
 - Event Co-ordinator
 - Welfare Manager
 - Sport Co-ordinator
 - Welfare Officer
 - Staff & Volunteers
 - Team Manager
 - Parents & Carers
 - Participants
 - Other
4. Chain of Reporting for Welfare Issues
 - General Welfare Issues
 - Supervision and Missing Participants
 - Breaches of Code of Conduct, Complaints and Disciplinary Procedures
 - The Reporting of Child Protection Incidents
4. Sexual Activity
5. Disabled Participants
6. Recruitment, Selection and Training
7. Disciplinary Procedures
8. Photography and the Media
9. Child Protection Training
 - Child Protection Training/Awareness programmes/products
 - Minimum Training requirements for all staff/volunteers
 - Clarification of equivalent experience/training
10. References and Resources
11. Appendices
 - Consent Form
 - Self-disclosure Form
 - Application Form
 - Incident Form
 - Reporting Flowchart
 - Essential Contacts
 - Information for Parents