



St John's Church of England Primary School

Finding the light in ourselves and each other
Inspired by the Gospel according to John (chapter 8, verse 12)

Logistics for Participation in Sporting Events in Welwyn Hatfield

Issued	September 2023
Next review	September 2026
Approval	Headteacher

Aims

- To set transparent expectations regarding the school's participation in local Sporting Events.
- To outline the expectations of the school for transport arrangements, which is underpinned by National Guidance.
- To formalise safeguarding arrangements to ensure the safe collection and return of pupils.

Participation in Sporting Events

The school is committed to attending as many Sporting Events as the Senior Leadership Team (SLT) determine is manageable, whilst taking into consideration the impact on the wider curriculum and staffing capacity. The decision made by SLT on this matter is final.

There will be times when the Senior Leadership Team are required to cancel their involvement in a Sporting Event due to staffing capacity, transport arrangements being insufficient, pupils withdrawing from the event and unsuitable weather conditions.

If a Sporting Event is cancelled by the school, for whatever reason, then the school's decision is final. The decision to cancel a Sporting Event is an internal management decision and although disappointment is understandable, this is not a matter that can be resolved through following the complaints policy and procedures.

Transport to and from Sporting Events

The school follows the National Guidance from www.oeapng.info with regards to transport arrangements in private cars, **where parents are asked to provide the necessary transport**. In following this guidance, the following applies:

*Parents are being asked to organise transport, which may involve some parents providing lifts for children other than their own – as this is the case then the establishment makes it clear **that it will not be involved** in making these arrangements and **will not have any responsibility for them**.*

As parents are being asked to organise their own transport, the establishment considers the timely need for:

- *Information from parents about what arrangements have been made;*
- *Communication with parents, in case of delays or 'no shows';*
- *Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors;*
- *The provision by the establishment of transport for any children whose parents are unable to make such arrangements.*

To the best of our ability, we will provide as much notice as possible of a Sporting Event so that parents are able to make the necessary arrangements. A deadline will be set for parents to communicate with the school who is taking and collecting each child that has been invited to participate in the event. How parents make these arrangements is not the responsibility of the school. If the deadline passes and insufficient information has been communicated with the school, the school reserves the right to cancel the school's participation in the event.

There may be occasions where the school is able to arrange transport to a Sporting Event through a mini bus that is provided by the Monks Walk Sports Partnership. However, it should be noted that the school is unable to guarantee this availability or service.

Safeguarding Arrangements

The class teacher leading the school's participation in a Sporting Event, will print out a class list which will detail which pupils are being taken by which parent and which pupils are being collected by which parent. Should this information be incomplete, then the children will not be able to attend. If changes to pick up and/or collection are required, then this must be communicated in good time to the school office, who will then contact the member of staff leading the school's participation in the Sporting Event on their personal mobile phone. The member of staff leading the event at the venue will not permit any changes to the pick up or collection arrangements unless communication has been received directly by the child's parent or carer. Each Sporting Event will require different logistics as to where to drop off or collect the children from, please read all information carefully. Each Sporting Event will have different rules regarding whether or not parents and carers are able to stay on site and to watch the Sporting Event; please follow the rules shared by the school, but ultimately, the instructions communicated on the day by the Sporting Event organisers are to be followed and respected at all times.