

Jam, Competition and Event Safe Sport Checklist – Non Parkour UK Events

The following check list is designed to help you run an event following recommended best practice:

- Safeguarding policy:** Write or adapt an existing safeguarding policy and implement for the event. It is best practice to publish your **safeguarding policy** for the event and ensure all staff and volunteers read this and adhere to it. Make sure it is somewhere easily accessible for parents to read such as your website.
- Details of designated safeguarding person:** Assign a **designated person** who is in charge of safeguarding for your event. Publish details of who this is and how they can be contacted on the day of the event and put up signs around the event with this information.
- Code of Conduct:** Write or adapt a **Code of Conduct** and ask people to read and sign when buying tickets for the event. This way if people are acting in a manner which is offensive, irresponsible or dangerous and contradicts the Code you can refer them to it and ask them to leave if necessary. It is important that all people involved in the event, whether guests or paying attendees abide by the code.
- Photography, video and live streaming policy:** Have a **photography, video and live streaming policy** in place. An example of this can be found on the Parkour UK website.
- Event risk assessment:** Ensure that you have carried out a **risk assessment** for the event. This should be a live document that your staff and volunteers have read and understand.
- Insurance** – We recommend you obtain public liability insurance to protect you against legal liabilities connected to an event you have organised. For example, if someone is injured or property is damaged you, as event organiser may be held responsible.
- Accident procedure:** Make sure you have an **accident procedure** and accident reporting book/log.
- Name of designated first aider:** It is good practice to have a qualified (up to date in person qualification received within the last 3 years) **first aider** on site for the duration of the event.
- Participants Under the Age of 18 (Anyone under the age of 18 is still considered a child by UK law):** Obtain parental permission and relevant forms for under 18's to attend the event alone, ensure you have emergency contact details for a parent/carer and details of any medical information (existing conditions, any medication such as inhaler/epipen, allergies etc), photo and video consent. Brief any staff/volunteers before the start of the event to make them aware that there are under 18's present at the event without a parent.
- Uncollected child policy and procedure:** It is good practice to have a **procedure** in place which outlines what actions you will take if a child under the age of 18 (who has not made their own way to the event) is not collected.

The following is also good practice that we suggest you take into consideration:

- ❑ Ask all participants and competitors to sign a waiver to say they are aware you do not accept liability in the event of a claim for injuries or damages that arise from unforeseen mishaps that might happen during your event.
 - If the participant or competitor is under the age of 18 this must be signed by a parent/carer/guardian.
- ❑ Ensure that people give consent for their image to be used in photos/videos and live streaming (if applicable). It is easier to include this part of the waiver to ensure that everyone sees it and signs to say yes/no. If they do not agree, ensure that you put a procedure in place to make people aware that they must NOT photograph/video that particular person.
- ❑ Ensure that people taking **photography, video or live streaming** do so in line with your photography policies. If someone *hasn't* consented to their image being used, decide on a procedure for identifying them so official photographers or those streaming the event know to avoid them. This could be by giving them a lanyard (although bear in mind the safety of this when performing parkour) or a sticker (these can sometimes fall off) or have a designated area to one side of the main spectator area where people can sit out of shot. Ensure that all official photographers are aware of those that cannot be photographed etc. Put up posters around the event advising what media will be used during the day and where it will be viewable (Instagram/YouTube etc). There is always a chance that you will miss someone who doesn't want to be photographed but by putting these precautions in place you are taking appropriate precaution.
- ❑ Carry out a DBS check of all staff and volunteers.
- ❑ Ensure that you have details of any medical conditions of attendees and participants, for example does anyone have a severe peanut allergy which could be triggered by others eating nuts in the venue? Or an asthma inhaler?
 - If so, make sure they always have the medication with them, and someone knows how to administer it.

Emergency and Fire Procedures

- ❑ Ensure that you have an up-to-date fire procedure if your event is inside, along with an emergency procedure and that your staff and volunteers know what to do in the event of an emergency.
 - Make sure they know where the meeting point is outside, and where the emergency exits are if inside.
 - Ensure someone is in charge of bringing the information with the number of attendees and who they are outside.
 - Assign someone to check bathrooms, staff rooms or any other rooms when evacuating.
 - If someone requires emergency medication such as an inhaler, assign someone to ensure that this is taken outside if you must evacuate.
 - Put in place a provision to assist any physically or visually impaired people out of the building when evacuating.

- Parkour UK recommend a **minimum of two adult supervisors**, even for very small groups of children and young people.

It is encouraged that you also adhere to the following good practice where possible:

- Ensure you know where the nearest accident and emergency department and AED (defibrillator) machine to your event is.
- Ensure you know the quickest route to the nearest emergency department.
- It is important to consider whether the venue is open air, or open to other members of the public at the same time of the event and the risks that may come with this.
- It is recommended that you have both male and female supervisors.
- It is recommended that your designated safeguarding person has taken an appropriate qualification
- Ensure you have a phone charger in case you need to make a call in an emergency and ensure that you have sufficient data
- Carry out a dynamic risk assessment before the start of the event and again if you move to a different location