**![C:\Users\ETTA\Dropbox\01 - TTE North Area - Shared Docs\08 - TTE docs\Logos\TABLE TENNIS MASTER LOGO [LANDSCAPE] AW CMYK - Sml.jpg]()**

**Leeds North West Primary Schools Table Tennis Festival**



Teams of 6 pupils (Mixed gender)

Year 5 and 6 Pupils Tuesday 28th March 2017

Aireborough Leisure Centre, 3.30pm-5.00pm

ENTRY FORM

SCHOOL NAME…………………………………………….

TEACHER IN CHARGE…………………………

 CONTACT EMAIL……………………….

…………………………………………………………………

|  |  |  |
| --- | --- | --- |
| Year groups | Date | Please indicate if you wish to attend? |
| Year 5 and 6 | Tuesday 28th March 2017 |  |

Please return by 17th March 2017 to Sally Shutt

Email: sally.shutt@tabletennisengland.co.uk

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**HEALTH & SAFETY / SAFEGUARDING**

**FILMING & PHOTOGRAPHY**

* Please ensure that the member of staff in charge is aware of which pupils can/cannot be photographed
* Pupils who cannot be photographed must be identified by a yellow wristband which will be provided
* The school will be asked to identify a designated member of staff for photography who must wear a blue wristband which will be provided
* Only images taken by that person can be used by the school
* All persons accompanying the school must be informed of the following:

They may take photographs, however;

* they must not display or distribute images taken unless they have consent to do so from the school or Active Schools;
* they must not use images which may cause distress;
* they must not use a mobile telephone to take images;
* they must not take images “in secret” or take images in situations that may be construed as being secretive;
* they must not take images of single children/young people with no surrounding context;
* they should ensure that in all images taken children/young people are dressed appropriately
* and that any inadvertent photograph taken of a child wearing a yellow wristband must be destroyed.

**FIRST AID**

In the first instance staff are responsible for providing first aid to the children they have brought to the event. There will be support for larger instances. Please ensure you bring sufficient first aid supplies.

**RISK ASSESSMENTS / EVOLVE NOTIFICATION**

It is the responsibility of individual schools to have appropriate risk assessments in place for all activities they attend. SGO’s and Active Schools will not send risk assessments direct to Schools.  They should download sample risk assessments from Evolve for all Active Schools and SSP events and personalise them.

For large, centrally organised Active School events, risk assessments will be in the Active Schools tab of the resources section on Evolve.  For School Games and SSP events risk assessments are in the PE tab. The ‘Events’ risk assessment can be adapted to cover the vast majority of sites used, and for all multi skills activities. Your school may also add activity specific risk assessments if they feel it necessary. (Sample activity risk assessments can also be downloaded from Evolve.) As always a Transport risk assessment will be required.