



*Believe, Succeed, Together*

## **School Events Policy**

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## 1.0 Introduction

The Academy recognises that it has responsibilities to ensure the health safety and welfare of its pupils, staff, visitors and contractors with regards to school organised events.

For the purposes of this policy, a school event is an event either outside normal school hours or off school premises that is organised either by staff and or pupils, the PTA or Governors, for the purposes of fund raising or the entertainment of staff, pupils and members of the public.

## 2.0 Procedure

### 2.1 Authorisation

In the first instance, the proposer of an event must seek approval from the appropriate SLT Link and then forward a written proposal to the Principal using the template in **Appendix 1**.

If the Principal agrees to the proposal, he will instruct the proposer to conduct a meeting with the member of SLT with overarching responsibility for health and safety, Mr. S. Sterling. This will primarily be concerned with the organisation of the event and the compilation of the risk assessment.

Mr. S. Sterling will advise the Principal on any relevant matters which, if they cannot be resolved, may lead to the withdrawal of the authorisation to hold the event.

### 2.2 Risk Assessment

In discussion with the event proposer, Mr. S. Sterling will complete a risk assessment using the [School Event Risk Assessment Template](#). This will be shared with the Principal, SLT Link and proposer of the event.

## 3.0 Line Management Responsibility

The SLT Link is responsible for overseeing the planning and organisation of the proposed event. If the nature of the event changes in any way, the SLT Link must ensure that Mr. S. Sterling is informed, and a new risk assessment is carried out.

## 4.0 Links to other Policies or Procedures

[Risk assessment | Resource Centre](#)

[Fire Evacuation Policy](#)

[Health and Safety Policy](#)

[Behaviour and Discipline Policy](#)

[Code of Conduct \(Staff\) Policy](#)

[Lettings Policy](#)

Appendix 1



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**Event Request Form**

<b>Nature or Purpose of Event</b>	
<b>Date and Times</b>	
<b>Staffing Requirements</b>	
<b>Resource Requirements</b>	
<b>Special Requirements</b>	
<b>Identified Risks including Health and Safety and Medical Considerations</b>	
<b>Proposed Communication with Stakeholders</b>	
<b>Any Other Relevant Information</b>	
<b>Proposer</b>	<b>Authoriser</b>