

Please note that these Terms and Conditions have been put together in order to help ensure the health and safety, child protection and safeguarding of all that attend Moving Matters Competitions. Please read these carefully. Moving Matters will ensure all competitions are well managed, high quality, safe and importantly enjoyable for all involved.

In entering a Moving Matters competition you as Primary Link Teacher, your school and your participants agree to the following Terms and Conditions;

- Follow all competition guidelines. Prior to all competitions rules, event information and guidelines will be made available online, these will include specific information on the number of participants allowed at competitions as well as details of specific competitions rules.
- If your school needs to withdraw from a competition inform Jamila Khaoui (Administrator) by e-mail (enquiriesmovingmatters@gmail.com) or call on 02036914576 with no less than 1 weeks' notice.
 - Any school, including those who get access as part of their package withdrawal from a competition without a week's notice will result in the school being invoiced for the competition.
- In the event of a school missing a competition without sufficient notice twice, places in further competitions will be offered to other schools. The school will be contacted to advise them if they have retained their place, 1 week before the competition takes place.
- Arrive punctually to all events and competitions. Guidance notes will display a clear arrival time as well as competition start time, some events may require registration of participants as well. If you arrive late this may delay the start of a competition or may lead to your school missing part of the competition. Also we would ask that you do not arrive too early, where we are holding back to back split competitions we require time between to debrief and set up.
- Manage the behaviour of your children. The behaviour of your children is the responsibility of the staff member(s) that has escorted them to the competition. Children displaying consistently inappropriate or disruptive behaviour may be banned from the competition.
- Inform competition organisers (Rob Wilkinson and Jenny Coady) of any children with any special needs or requirements. For the safety of your children and for the awareness of Moving Matters staff we would require notification prior 48 hours prior to the competition to be attended, in case any arrangements need to be made or the competition risk assessment needs alteration
- Provide competition organisers with details of any children that are NOT able to be photographed or filmed. Moving Matters will use still and moving imagery for marketing material and for our website, Facebook, Instagram and twitter pages. If photographs are to appear on social media sites we will make you aware prior to the event. At no point through any use of photo or moving imagery will details of any child's name be printed in conjunction with the image.
- Read and acknowledge the competition risk assessment. Prior to all competitions a risk assessment will be completed. This will generally be available to download online, be emailed and / or a paper copy held at the competition venue. Schools staff should familiarise themselves with this, in the event that there are any avoidable risks that they should be aware of.
- Directly administer first aid to your children. At all competitions a member of Moving Matters staff with Emergency First Aid qualifications will be present along with an accessible first aid

kit. Where necessary and only simple first aid is required we would ask school staff to administer this with their own first aid kit. In the event of more serious injury Moving Matters staff, site staff at the venue and in extreme circumstances the emergency services will deal with administration of first aid.

- Ensure any accompanying adult attending a competition with your school has an up to date DBS background check and that the clearance number for this as a minimum is available should it be requested.
- Inform competition organisers of any parents, carers or siblings that will be attending competitions. As many competitions take place on school sites during school days we are required to inform admin staff of visitors to sites. Please provide competition organisers with a list of names of any family members that wish to come and watch. Please note the right to enter other school grounds is at the discretion of the school site itself and possibly beyond the control of Moving Matters.

