



**Briefing and Briefing Checklist For
Youth Enablement Students On A Placement
With Swindon Harriers Athletics Club**

The safety and wellbeing of the Student, and that of athletes in their care, is paramount. This briefing programme MUST be followed for every participating student (e.g. Duke of Edinburgh scheme (all levels), New College work experience), at Swindon Harriers Athletics Club ('the Club').

Please tick to evidence that each of the following steps has been delivered to the Student, and that the Student has no further questions at this time.

Key Notes For The Person Responsible For The Student

This briefing must be completed in its entirety for each Student.

Please tick the left-hand column as each section is delivered to the Student

	Identify and agree with the Club Schools Liaison Representative (or their delegate), who the Responsible Person for the Student will be during the Student's time at the Club. The Responsible Person must be a UK Athletics-accredited coach affiliated to the Club.
	Inform the Student they must never be left alone with a group they are supporting.
	Inform the Student that due to the inherent dangers posed in Throws events, no youth enablement student is permitted to assist or lead a Throws class at the Club. The exception is at the FUNdamentals level as the athlete will be throwing adapted equipment.
	The Student to declare any conflict of interest to the Schools Liaison Representative.
	The Responsible Person to declare any conflict of interest to the Schools Liaison Representative.

Before They Start

	Student to declare any personal medical or physical information Swindon Harriers needs to be aware of
	If 18 years or older, the Student must complete the 'England Athletics Self-Declaration Form 1'. The completed form and any supporting documentation must be brought to the Student's first session at the facility. The form must be handed to Ray Bell, one of the club's Safeguarding representatives. Note: The Responsible Person will add the Student's contact details (or that of a parent/guardian if the Student is under 18) to the Responsible Person's phone. The Responsible Person to give the Student (or parent/guardian if the Student is under 18) the contact details of the Responsible Person.
	Before commencing their placement, the Student must have read the 'Club Documents & Conduct' page on the club web site: Club Documents & Conduct Swindon Harriers . In particular, the Student must have read the 'Volunteers' and the 'Coaches' sections stated on this web page.
	If: <ul style="list-style-type: none"> • 18 years old or over, student must agree to complete England Athletics' free Track and Field Health & Safety online course: Track & Field Health and Safety Online Course England Athletics • Under 18, Student must read 'British Athletics' Health & Safety FINAL Sept 2014.ppt'

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On Their First Day

	<p>Facility Orientation: Walk the Student around the facility so they can familiarise themselves and ask questions. In particular show the Student:</p> <ul style="list-style-type: none">• The toilet block• Where the first aid kit and accident book are located• Expectations in terms of administering any first aid. First aid will be limited to offering a chemical ice pack or a plaster (so long as the athlete is not allergic to plasters).• Where the defibrillator is located• How to turn the track lighting on and off.
	<p>Ensure the following safety elements are covered:</p> <ul style="list-style-type: none">• It is NEVER permitted to walk across the Throws field• If not leading or assisting a class, the Student must walk or stand on the grass around the track perimeter• If walking across the track e.g. to the high jump pan, the student must look both ways before crossing to make sure the track is clear. The same applies to the High Jump pan when a Throws event is in progress. The Student must keep looking and listening while they cross.• Swearing of any kind is not permitted.• What to do in an emergency:<ul style="list-style-type: none">○ Raise the alarm to your Lead coach. If the Lead coach is experiencing the medical emergency, safely get the attention of the nearest adult. If no coaching team is in assistance nor a parent, call 999 and follow the operator's instructions.○ If it is a 'Near Miss' or the injury is minor, let the Lead coach take the matter forward. Follow the instructions of the Lead coach or the training session's designated First Aider.○ If it is an evacuation, to assemble at the designated muster point. If it is a risk of lightning strike, to move into the nearest covered building.
	<p>Any further details (operational, health and safety, behaviour etc.) and ongoing questions, answers and feedback on the Student's observed performance are to be covered by the Student's Lead coach responsible for that session.</p>

Declaration

I confirm this briefing has been delivered to me in full by.....
I confirm I have successfully completed all requirements asked of me.

Signed (Student):

Date:

This document to be handed to the club secretary, where it will be retained for 12 months from date of the above signature.

This version of the document approved by: Swindon Harriers Athletics Club Committee on behalf of the Swindon Harriers Schools Liaison Officer
Date: