



CHRISTIAN SCHOOLS EVENTS NETWORK

PLAY IN A DAY CHAMPIONSHIPS

| | |
|---------------------------------|---|
| LOCATION OF EVENT | Maranatha Christian School (Officer) - tbc |
| DATES OF EVENT | Workshop – Friday 2 nd August Competition – Friday 9 th August |
| CONVENER OF EVENT | Zachariah Barker |
| SCHOOL ARRIVAL TIME | 9:30am |
| OFFICIALS CHECK IN TIME | 9:30am |
| OPENING PRAYER | 9:50am |
| FINISH TIME (ESTIMATED) | 2:30pm |
| COST PER STUDENT ENTERED | \$31.00+ GST invoiced at the end of term |
| OTHER INFORMATION | https://csen.org.au/cultural-events/play-in-a-day/ |

AGE GROUPS

The following age groups will be offered for Play in a Day:

Junior Secondary (Years 7 – 9)

Senior Secondary (Years 10 – 12)

All students are expected to attend the workshop day prior to the competition day to ensure they are aware of the games played.

AWARDS

1. All participants will receive a certificate of participation.
2. The winning team in each age group on the competition day will receive a first-place certificate.
3. The winning team in each age group will win the shield for Play in a Day for the year.

CHILD SAFETY

This Code of Conduct has a specific focus on safeguarding children and young people at CSEN Events against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, and board members at CSEN are expected to actively contribute to a school events association culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as per policy.

All adults present at the championships should fall into one of the following categories:

- a. Students (in school sports / theatre sports uniform)
- b. Staff from a school (in school staff polo top, or with school identification / lanyard clearly visible)
- c. Staff from Rethink PD
- d. CSEN staff (in CSEN attire)
- e. Parents / Visitors (school lanyard visible)

All school staff are requested to ensure adults sitting in the room have appropriate identification. If not, please ask them to sign in with the school they are associated with. Schools must have lanyards available for parent visitors and ensure they sign the school Child Safe Policy. Cultural Coordinators should be fully aware of the CSEN [Child Safety Policy](#) and the implementation of the policy at this event.

The Child Safety Officer at the event will be the convener of the event.

EMERGENCY PROCEDURES

Emergency procedures are available at the venue.

ENTRY FORMS

1. Entries are due 31 July in the year of competition (4:00pm), via the online entry form.

EVENT RULES

1. Secondary Championships – only currently enrolled students in Years 7 – 12 from member schools may compete.
2. Primary students may compete at the Secondary Championships providing:
 - a. They are an emergency replacement for a secondary student.
 - b. There is no more than one primary boy or girl representing the school.
3. Schools enter teams of up to 5 students in any of the following categories: Junior (Years 7 – 9) or Senior (Years 10 – 12) or more than one section.
4. Schools participate in one workshop day to learn the skills required for the competition.
5. The intention of the day is for schools / students to compete to the best of their ability in a friendly, encouraging Christian setting.
6. Electronic equipment must not be accessed during the day. It is preferred that these devices are not brought to CSEN Play in a Day
7. All competing teams must have a teacher with them.

FINAL / END OF DAY PROCEDURE

It is expected that at the conclusion of the event, all schools will clean the area they have been sitting in CSEN / venue staff. Excess cleaning costs will be passed onto schools that leave their area in an unacceptable state.

FIRST AID

must also provide their own first aid kit and a trained first aider (may be a teacher). Any injuries at a CSEN event must be documented by the school and the school accident form submitted to CSEN at the end of each term as part of the Principal's Declaration.

NOTES FOR SCHOOLS

1. Staff and students are expected to provide their own lunch / snacks for the day.
2. If you require additional information, please check the [CSEN website](#).
3. Further queries may be directed to the CSEN Executive Officer (csen@csa.edu.au).

PARKING

1. Schools are expected to park in designated bays at the venue. Please check with the venue on arrival for suitable parking.

PHOTOGRAPHY

1. Students, staff and parents may take photographs during the day for personal use only. These photographs must not be published to social media as this contravenes the CSEN Media Policy.
2. CSEN will not provide official photographs of the event.

SCORING PROCEDURES

1. During the competition, staff from participating schools are expected to help score the performances of all schools. There is no scoring on the day of the workshop. The intention of the workshop is for students to understand and develop their story telling skills in a non-competitive environment.
2. The school with the highest score after the final performance of the play will be awarded the CSEN Play in a Day shield.
3. In the case of a tied results, the schools will be declared joint winners and will share the shield.

SPECTATORS

Due to space requirements for this event, no spectators/parents are permitted to attend.

WHAT IS PLAY IN A DAY?

Play in a Day focuses on scripting a story, creating a beginning-middle-end. It seeks to develop student's storytelling skills within a team-based setting. Teams are given an initial title for the play but then each play would grow and change according to the creativity of the group and the way in which they choose to incorporate the challenges given to them.

FORMAT

1. Schools enter teams of 4 in either Junior (Years 7 – 9) or Senior (Years 10 – 12) who would compete in creating a 3 Scene Play with certain 'Challenges' in each act.
2. The Challenges could range from:
 - a line that must be included
 - a location which must be enacted
 - a prop which must be used
 - a costume which must be incorporated
 - a piece of music which must be played.
3. The Challenge options are unlimited, diverse, and varied.
4. The final session of the day is a 'Show & Tell' where the finished plays are performed.
5. The Workshop Day prior to the competition day, gives students the skills that are required to complete the following tasks:
 - an orientation-conflict-resolution narrative structure
 - how to creatively incorporate some of the Challenges
 - essentials in scriptwriting (even distribution of lines, chorus work, non-naturalistic elements, etc)

RISK ASSESSMENT

ASSESSED BY

KAREN DAVIDSON – CSEN EXECUTIVE OFFICER

ASSESSMENT DATE

14TH NOVEMBER 2023

LOCATION

VARIOUS – REFER TO CSEN CALENDAR

ACTIVITIES

INTERSCHOOL DRAMA CHAMPIONSHIPS

DATE OF ACTIVITY

VARIOUS – REFER TO CSEN CALENDAR

APPROXIMATE NUMBER OF PEOPLE INVOLVED ANNUALLY

500 PAX

NEXT REVIEW DATE

1ST NOVEMBER 2024

CSEN does not provide Personal/Accident Insurance Cover.

As a competing school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed the school Child Safe Policy and signed the CSEN Child Safe Register that will be forwarded to CSEN as required.

CONSEQUENCE OR IMPACT

| Level | Descriptor | Example detail description |
|-------|---------------|--|
| 1 | Insignificant | No injuries, low financial loss |
| 2 | Minor | First aid treatment, on-site release immediately contained, medium financial loss |
| 3 | Moderate | Medical treatment required, on-site release contained with outside assistance, high financial loss |
| 4 | Major | Extensive injuries, off-site release with no detrimental effects, major financial loss |
| 5 | Catastrophic | Death, toxic release off-site with detrimental effect, huge financial loss |

LIKELIHOOD

| Level | Descriptor | Description |
|-------|----------------|---|
| A | Almost Certain | Is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | May occur only in exceptional circumstances |

RISK ANALYSIS MATRIX – LEVEL OF RISK

| Likelihood | Consequences | | | | |
|--------------------|--------------------|------------|---------------|------------|-------------------|
| | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| A (almost certain) | H | H | E | E | E |
| B (likely) | M | H | H | E | E |
| C (moderate) | L | M | H | E | E |
| D (unlikely) | L | L | M | H | E |
| E (rare) | L | L | M | H | H |

Legend

- E: extreme risk; immediate action required
- H: high risk; senior management attention needed
- M: moderate risk; management responsibility must be specified
- L: low risk; manage by routine procedures

| Exposure | Current Controls | Assessment | | | Additional Controls Required |
|--|--|-------------|-------------|---------------|--|
| | | Severity | Likelihood | Risk Priority | |
| GENERAL | | | | | |
| Referees/Officials with inadequate knowledge for effective supervision | Use of accredited Rethink PD Officials as key officials | 2 | D | L | - Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the event they have been allocated to run. |
| Staff unfamiliar with emergency management principles | Convener / Announcer to announce details of emergency procedure prior to commencement of event | 2 | D | L | |
| Employees without Working with Children Checks | All staff present at the event are understood to have undergone Working with Children check by the venue, Officials Association, or individual school. | 2 | C | M | - Schools are responsible for ensuring that they fully complete and return the register to CSEN by the due date. - Contractors to complete the CSEN online register prior to the event. |
| Transport to and from the Theatre Sports / Play in a Day Championships | Responsibility is with the student's school and / or parents. | | | NA | |
| Student Supervision when not competing | Schools are responsible for supervision of their students at the event. | 2 | C | M | - All schools notified of their responsibility to provide 1 teacher to supervise those students not competing while in the stands (1:20 ratio staff : students) |
| Collisions at event | Students to only walk around the outside of the competition area when making their way to a match. | 2 | C | M | - announcements to be made regularly on each of these points to ensure students do not forget the correct and safe procedures. |
| Food Poisoning | A canteen may be available for students to purchase "Fast/Take Away" food & drink. All care has been taken by the venue to ensure proper control & handling procedures are followed. | 2 | D | L | - Purchasing food at these outlets is done at their own risk. Spectators & competitors are recommended to bring their own food & drink to the venue. |
| <u>Footwear</u> Broken glass or sharp objects in the environment | Students are always to wear footwear. No students may compete in bare feet. Competitors are required to keep a safe distance from other competitors when competing. | 3 2 2 | D C C | M M M | |
| <u>Grandstand / Stage / Competition Arena</u> Students may trip and fall down several stairs / rows when moving in the competition area and surrounds. | The stands will be a non-running area to avoid falling down steps | 2 | D | L | - Announcements to be made at a regular interval about safety rules in the grandstand. |

| | | | | | |
|--|--|---|---|---|---|
| Major Emergency | School based venue – follow the instructions from the school Community based venue – follow the instructions from the venue supervisor. | | | | -Cultural Coordinators are to ensure they know their responsibilities under the plan. |
| <u>PARTICIPANTS / SPECTATORS</u> | | | | | |
| Inadequate training and preparation of students/competitor Low level of physical fitness / strength | Responsibility of each school to prepare students/competitors. | 2 | D | L | |
| Physical injury/ asthma attack etc. because of participation | If students are asthmatic, they must always carry their medication. | 2 | C | M | - Each school is required to bring a First Aid Kit & ensures that the - Each school must have a first aid trained supervising teacher. |
| Students inappropriately dressed to compete. ie. uniform, footwear | CSEN rules of competition require students to be dressed appropriately for the event. Individual schools must check that their students are appropriately dressed to compete, preferably in school uniform or school sports uniform. | 2 | C | M | |
| <u>OFFICIALS / PROGRAM</u> | | | | | |
| Poor program/draw organisation | The program has been arranged to maximise efficiency and safety of participants | 2 | D | L | |
| <u>EQUIPMENT / GROUNDS</u> | | | | | |
| Failure to check competition areas/venues and equipment prior to event | School staff attending event to check venue safety prior to competition. | 2 | C | M | |
| <u>ENVIRONMENTAL</u> | | | | | |
| Carnival continues during dangerous weather conditions ie. extreme heat/humidity, rain, lightning | Deteriorating conditions continually assessed and appropriate action taken by CSEN EO in consultation with staff present. | 3 | D | M | |
| Sun sense / Dehydration / Exhaustion | Schools to provide sunscreen for their own students & remind students to bring/wear hats and apply sunscreen regularly throughout the day. | 2 | D | L | - announcer to make several announcements throughout the day |
| COVID – 19 | Risk of spread of Coronavirus | 5 | D | M | - Schools are to ensure they download and follow the coronavirus risk assessment. |

RISK WARNING UNDER SECTION 5M OF THE CIVIL LIABILITY ACT 2002

ON BEHALF OF CSEN AND CSEN MEMBER SCHOOLS

Sporting and Cultural Activities

Christian Schools Events Network (CSEN) administers and convenes CSEN inter-school sporting and cultural activities in which many students from its members' schools participate. Students participating in these events take part in practice, trials, workshops, and competitions.

CSEN and its members' schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property, and grounds. CSEN and its members' schools also expect parents, spectators, and other participants to behave in a safe and responsible manner, to comply with the CSEN Code of Conduct and to set a good example for the students.

While CSEN and its members schools take measures to make the sporting and cultural activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting and cultural activities, whether at training or in actual events. Parents, spectators, and officials could also be injured or suffer loss.

Injury can occur while the student, parent, spectator, or official is engaging in or watching a sporting or cultural activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion, or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator, or official has a pre-existing injury, participating in a sporting or cultural activity could result in an exacerbation of that injury.

Students, parents, spectators, and officials could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

CSEN does not provide Personal/Accident Insurance Cover

It is the responsibility of CSEN member schools to ensure that all teachers/parents/volunteers they send to a sporting or cultural event have a valid WWCC and / or VIT accreditation and have signed the CSEN Child Safe Policy Register at their school. This information will be forwarded to CSEN on a regular basis.

It is the responsibility of schools to ensure that all staff, students, and parents attending a CSEN event have been informed of this Risk Warning.

CHANGE ROOMS

CSEN recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSEN is that Member School Staff and Member School Volunteers would appropriately supervise change rooms in accordance with Department of Education guidelines. The same goes for CSEN Staff and CSEN volunteers who may be required to supervise change rooms in the course of supervising CSEN Representatives at non-CSEN events.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

- give explicit instructions and guidelines for behaviour in change rooms
- ensure students and staff have been notified that mobile phones (and cameras) are prohibited in changerooms
- set a routine for going into change rooms and keep to it
- announce to students when entering the change room and allow time for students to cover up
- do not stand in change rooms while students are changing as students have a right to privacy, and
- staff should not be in a changeroom with one student / player.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

- give explicit rules about what is expected of students' behaviour in the change rooms
- ensure that students know that if there is an emergency you will enter the change room
- choose two student representatives to report to you about any problems in the change rooms
- ask the students to come out of the change room if there is any disturbance
- if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
- if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

Parents from member schools must be discouraged from entering the changerooms unless truly necessary.

THEATRE SPORTS / PLAY IN A DAY

Date:

LEVEL OF COMPETITION (tick appropriate)

Intra School

Inter School

YEAR LEVEL/S (tick appropriate)

Junior Secondary (Yrs 7-8)

Junior Primary (Yrs 3-4)

Intermediate Secondary (Yrs 9-10)

Senior Primary (Yrs 5-6)

Senior Secondary (Yrs 11-12)

GENERAL

Yes No NA

| | | | |
|---|--|--|--|
| Permission has been obtained from parents/guardians for all students participating | | | |
| Adequate teachers are attending providing appropriate levels of supervision for the activity. | | | |
| Parents have been notified of location of venue, transport arrangements and time involved | | | |
| First Aid Kit available | | | |
| Water is available for students at the venue | | | |
| Ice is available | | | |
| Students have been advised of personal sun protection requirements | | | |
| Students suffering from Asthma have been advised to carry their puffer to all events | | | |
| Students suffering from anaphylaxis have been advised to carry their EpiPen to all events | | | |
| Staff issued with first aid policy | | | |
| Form provided for record of injuries/incidents | | | |
| Access available for emergency vehicle | | | |
| A Risk Assessment has been completed | | | |

PARTICIPANTS & OFFICIALS

| | | | |
|--|--|--|--|
| Suitably qualified officials/teachers are to be used and are aware of rules and safety procedures at their event | | | |
| Students wearing appropriate clothing and footwear to compete (school uniform) | | | |
| All attending are aware of emergency procedures and exits | | | |

EQUIPMENT / GROUNDS

| | | | |
|---|--|--|--|
| The playing area has been checked and is free of obstructions and loose objects | | | |
| Adequate facilities and shelter are available for spectators | | | |
| All event areas and equipment have been checked for age appropriate weights and heights | | | |
| Public facilities and buildings which are to be used have been checked | | | |

ENVIRONMENTAL

| | | | |
|--|--|--|--|
| Weather conditions appropriate for the safe conduct of the event if outdoors | | | |
|--|--|--|--|

COVID 19

| | | | |
|--|--|--|--|
| COVID 19 risk assessment downloaded and followed | | | |
|--|--|--|--|