



CHRISTIAN SCHOOLS EVENTS NETWORK

PUBLIC SPEAKING CHAMPIONSHIPS

LOCATION OF EVENT	Maranatha Christian School (Officer)
DATES OF EVENT	Wednesday 15 th May 2024
CONVENER OF EVENT	Zachariah Barker with Debating Association of Victoria
SCHOOL ARRIVAL TIME	9:30am
OPENING PRAYER	9:40am
FIRST SPEECHES	9:45am
FINISH TIME (ESTIMATED)	2:15pm
COST PER STUDENT ENTERED	\$31.00+ GST invoiced at the end of term
OTHER INFORMATION	https://csen.org.au/cultural-events/public-speaking/

AGE GROUPS

The following age groups will be offered for Public Speaking:

Primary (Years 3 - 6)

Junior Secondary (Years 7 - 9)

Senior Secondary (Years 10 - 12)

AWARDS

1. All participants will receive a certificate of participation. The best speaker in each age group will receive a Best Speaker certificate.
2. The school that wins the overall competition will be awarded the Public Speaking shield. Each student in the winning team will receive a First-Place certificate.

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. School entries are due 31 March in the year of competition (4:00pm), via the online entry form.

EVENT RULES

1. Primary Public Speaking Championships – only currently enrolled students in Years 3 – 6 from member schools may compete.
2. Secondary Public Speaking Championships – only currently enrolled students in Years 7 – 12 from member schools may compete.
 - a. Junior Secondary Public Speaking – Year 7 – 9 students
 - b. Senior Secondary Public Speaking – Year 10 – 12 students
 - c. No student may compete in both divisions on the one day
3. Primary students may compete in the Junior 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
 - c. They are not competing in the Primary Championships on the same day
 - d. They must not compete in the Senior Championships
4. Schools enter teams of up to 5 students in any or all of the available categories.
5. Students compete in one prepared speech and one impromptu speech to determine the CSEN Debating Champions.
6. The intention of the day is for schools / students to compete to the best of their ability in a friendly, encouraging Christian setting.
7. Electronic equipment must not be accessed during the speeches, however students may access these devices in preparation for the impromptu speech.
8. All speeches should be adjudicated by DAV representatives.
9. All competing teams must have a teacher with them.

EVENT RULES – PUBLIC SPEAKING

1. Schools enter teams of up to 5 students in any of the following categories: Primary (Years 5 – 6) or Secondary (Years 7 – 12) or both sections. Schools compete in a one-day competition with all team members delivering a prepared speech and an impromptu speech.
2. There will be no access to electronic equipment during the speeches, however students may access these devices in preparation for the impromptu speech.
3. As per DAV competitions, the aim of the day is for students will develop the “building blocks” of public presentation—confidence, clarity, and the development of arguments—which are very important skills both in and out of school.

SUGGESTED SPEAKING TIMES

1. Prepared Topics: Each competitor will aim to speak for 2 to 3 minutes (Primary), 3 to 4 minutes (Junior) and 4 to 5 minutes (Senior). Speeches that go out of these time frames will incur point penalties.
2. Impromptu Topics: Each competitor will aim to speak for 1 to 2 minutes (Primary), 2 to 3 minutes (Junior) and 3 to 4 minutes (Senior). Speeches that go out of these time frames will incur point penalties.
3. A bell will be rung at the following times to guide the competitors:
 - 1 ring at 3 minutes (2 minutes for Primary)
 - 2 rings at 4 minutes (3 minutes for Primary)
 - 3 rings at 5 minutes
 - Continuous ringing at 6 minutes.

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 as directed by CSEN / venue staff. Excess cleaning costs will be passed onto schools that leave their area in an unacceptable state.

FIRST AID

All schools 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 (cсен@csa.edu.au).

NOTES FOR STUDENTS

ADJUDICATION CRITERIA – INFORMATION FROM THE DAV WEBSITE

1. There are 4 key components to a successful speech.
 - a. The subject matter for the prepared speech should be persuasive in some way (however, impromptu speeches may be descriptive rather than persuasive),
 - b. The subject matter should be well constructed.
 - c. The delivery must be convincing and engaging,
 - d. The words of the speech should be concise, precise, and accessible to the audience
 - e. The sub-criteria are matter and manner (50 marks each).
2. Matter involves:
 - a. Subject matter of the speech
 - b. Does it aim to be persuasive?
 - c. Is it well-reasoned?
 - d. Is it engaging?
 - e. Is there a clear sense of "message" in the speech?
3. Structure of the speech, in as much as it refers to logical development of the speech
 - a. Does the speech make its purpose clear at the start?
 - b. Does the speech have a clear structure? Does the speech develop its ideas logically?
4. Manner involves:
 - a. Style of speaking:
 - b. Fundamental tools of persuasiveness: clear speech and eye contact
 - c. Voice
 - d. Body language
 - e. Does the speaker tailor his/her speaking style to their content?
 - f. Is the speech varied enough to hold the audience's attention?
5. Cues: notes are allowed, but shouldn't interfere
6. Props are not allowed
7. Microphones and lecterns are not allowed
8. The speech should be delivered with conviction and emphasis, but the delivery should not distract from the content.

ORDER OF SPEECHES

PRIMARY

TIME	ROOM # 3
9:40am	Prayer / Briefing
9:45am	Prepared Speeches
10:30am	Break
10:45am	Prepared Speeches
11:30am	Break
11:45am	Impromptu Speeches
12:30pm	Lunch
1:00pm	Impromptu Speeches
2:00pm	Presentations / Closing Prayer

PRIMARY – TOPICS

PREPARED TOPICS <i>Students may choose to use the provided topic or their own.</i>	IMPROMPTU TOPICS
Smart phones make us smarter	To be advised after the completion of all prepared topic speeches.
Own Choice	

JUNIOR SECONDARY

TIME	ROOM # 2
9:40am	Prayer / Briefing
9:45am	Prepared Speeches
11:15am	Break
11:30am	Impromptu Speeches
12:30pm	Lunch
1:00pm	Impromptu Speeches
2:00pm	Presentations / Closing Prayer

JUNIOR SECONDARY

PREPARED TOPICS <i>Students may choose to use the provided topic or their own.</i>	IMPROMPTU TOPICS
Technology has improved our lives	To be advised after the completion of all prepared topic speeches.
Own Choice	

SENIOR SECONDARY

TIME	ROOM # 1
9:40am	Prayer / Briefing
9:45am	Prepared Speeches
11:30am	Lunch
12:30pm	Impromptu Speeches
2:00pm	Presentations / Closing Prayer

SENIOR SECONDARY

PREPARED TOPICS <i>Students may choose to use the provided topic or their own.</i>	IMPROMPTU TOPICS
Artificial intelligence is integral to society	To be advised after the completion of all prepared topic speeches.
Own Choice	

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. Schools must have a minimum of four students participate in both the prepared and impromptu speeches to gain an overall team score.

2. Each student will prepare and speak on one prepared topic and one impromptu topic, which will be scored out of 100 marks.

3. The school that has highest accumulative points from their four speakers will be declared the winner of CSEN Public Speaking and shall receive the shield for that year.

4. In the case of a tied result, the schools will share the win.

SPECTATORS

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

RISK ASSESSMENT

ASSESSED BY

KAREN DAVIDSON – CSEN EXECUTIVE OFFICER

ASSESSMENT DATE

14TH NOVEMBER 2023

LOCATION

VARIOUS – REFER TO CALENDAR

ACTIVITIES

INTERSCHOOL PUBLIC SPEAKING CHAMPIONSHIPS

DATE OF ACTIVITY

VARIOUS – REFER TO CSEN CALENDAR

APPROXIMATE NUMBER OF PEOPLE INVOLVED ANNUALLY

200 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 DAV 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 Debating / Public Speaking 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.
Footwear 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	
Grandstand / Stage / Competition Arena 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.
PARTICIPANTS / SPECTATORS					
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	
OFFICIALS / PROGRAM					
Poor program/draw organisation	The program has been arranged to maximise efficiency and safety of participants	2	D	L	
EQUIPMENT / GROUNDS					
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	
ENVIRONMENTAL					
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.

PUBLIC SPEAKING

Date:

LEVEL OF COMPETITION (tick appropriate)

Intra School

Inter School

YEAR LEVEL/S (tick appropriate)

Junior Secondary (Yrs 7-8)

<input type="checkbox"/>
<input type="checkbox"/>

Junior Primary (Yrs 3-4)

<input type="checkbox"/>
<input type="checkbox"/>

Intermediate Secondary (Yrs 9-10)

Senior Primary (Yrs 5-6)

<input type="checkbox"/>
<input type="checkbox"/>

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			
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COVID 19

COVID 19 risk assessment downloaded and followed			
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