

Fixtures Procedures for Visiting Teams, Officials and Parents/Carers

During the School Day

Fixtures during the school day do not occur frequently. When they do, members of staff in charge of the opposition team(s) should sign in at reception when they arrive. In line with the visitors' policy they will be issued with a red lanyard. The PE department will be informed of the team's arrival and a member of the office staff will escort the team to the Sports Hall/All Weather Pitch.

Any parents/carers who arrive to watch the game must report to reception where they will follow the same procedure as above. If any parent/carer asks to use the school toilets they will be informed that this is not possible and be directed into Clitheroe where there is ample provision.

Fixtures After the School Day

Opposition teams should continue to sign in as above. Parents/carers should sign in by scanning the QR codes provided. These are located on the canteen windows, the All-Weather pitch and the Sports Hall. A letter containing this information will be sent to parents/carers of CRGS students and the PE department will ask opposition teams to ask their parents/carers to do so as well. A link to the school's safeguarding information for visitors is included on the Microsoft Form.

Officials

In line with the visitor's policy, officials such as referees and umpires should sign in at Main school reception. They should provide their DBS details which will be recorded in line with protocol. At this point they can be issued with a green lanyard. A list of regular officials will be kept by the office staff. Officials may be asked to provide ID upon arrival even if they have previously provided their DBS.

If an official does not have their DBS they must be supervised at all times by a member of school staff and asked to bring it the next time they are appointed to officiate.