

SCHOOLS

Every school taking part in a Special Olympics Australia program must comply with the following requirements.

Program Management

1. Complete and return the *Program Request Form* including program selection, information relating to preferred days and times, student support requirement.
2. Complete and return the *Champion School* registration form, including nomination of a key contact person and listing of participant details prior to commencement of first program within a calendar year.
3. Conduct a pre-program conversation with the community coach to discuss program objectives, facilities/equipment available, student support requirements and group management strategies.
4. Communicate any concerns and report issues or safety incidents to Special Olympics Australia within 48hrs.
5. Provide the community coach with at least 24hrs notice of any session cancellations, and/or postponements.
6. Coordinate participant photography and social media approvals, as required.
7. Complete and return the *Program Feedback Form* within 2 weeks of program conclusion.
8. Contribute to completion of surveys and/or other feedback processes aligned to data collection for program research and evaluation purposes, as required.
9. Comply with any reasonable request or direction from Special Olympics Australia in relation to the program, including specified measures to deal with an event or circumstance that has, or is likely to have, an adverse effect on the health or safety of persons.

Program Structure

1. Ensure the allocated number of sessions are delivered in a school term, aligned to the design of the program selected.
2. Ensure each participant engages in at least 4 sessions of a program to enable quality learning experiences to be achieved.
3. Ensure each session is delivered for 30-60mins, as agreed at time of booking.

Promotion and Pathways

1. Promote the selected program and objectives in the school newsletter and/or via a letter to parents in the lead up to program commencement.
2. Promote the Special Olympics Australia movement and ongoing participation opportunities to all program participants and families/carers. E.g. issuing of club membership information/offers.
3. Allow Special Olympics Australia to promote, publicise and report on the program delivered, including the development of case studies to highlight the impact of the program.

Support and Supervision

1. Provide appropriate number of staff to actively supervise participants and support the community coach to manage group behaviours.
2. Ensure compliance with legislated student to staff ratios.
3. Ensure supervisors and support staff demonstrate inclusive language and behaviours.

Safety and Risk

1. Comply with all Working With Children Check legislation (or equivalent) and conduct required checks (by law and by individual school policies) for Special Olympics Australia community coaches that attend the school. Conducting checks remains the responsibility of each school.
2. Engage only an approved Special Olympics Australia community coach or appropriate internal teacher to deliver the program, as agreed at time of booking.
3. Ensure an appropriate and safe facility/space is available for program delivery.
4. Ensure any equipment provided by the school is in safe working condition and developmentally appropriate for use by all participants.
5. Manage, communicate and implement all first aid and emergency management policies, procedures and actions, including an extreme weather policy.

Financial Management

1. For schools delivering a program funded by Special Olympics Australia, complete the *Program Feedback Form* at the conclusion of program delivery and send to Special Olympics Australia so payment can be made to coaching organisations.
2. For schools delivering programs funded by NSW Active Kids vouchers, ensure details of all vouchers being used are captured in the *Active Kids Voucher Redemption Form* and sent to Special Olympics Australia for processing.
3. For schools delivering programs funded by an approved Sporting Schools grant, ensure the timely payment of invoices in line with Sporting Schools processes.
4. For schools delivering programs funded by school budgets, ensure prompt payment to Special Olympics Australia upon receipt of a program invoice.