**ATTAIN ACADEMY PARTNERSHIP**

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**School Sports Fixtures Policy**

**For**

**Bocking Primary School**

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**November 2024**

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**Bocking Primary School Sports Fixtures Policy**

# I. Introduction

Physical Education and the sporting elements of this are a key part to life at Bocking Primary School.

The academy understands the importance of this in ensuring healthy bodies and healthy minds and are committed to ensuring our pupils develop positive habits.

The academy are keen to ensure that our pupils are given the best possible access to facilities and events.

The academy recognises that current good practice is to ensure robust operating procedures are in place as general procedure to prevent unnecessary and repetitive paperwork.

This policy should be ready in conjunction with the Educational Visits Policy

# 2. Aims

The aims of this policy are:

* To ensure safe operating of sports activities.
* To ensure that children are given full access and opportunity

# 3. Scope of Policy

This policy covers sports fixtures that take place at another school or other location within our extended learning area (see section 4: Locations below), either in or out of school time, and follow the Operating Procedure outlined below in section 6.

These fixtures:

* should be recorded on EVOLVE via the ‘Local Area Visit’ module
* require informed parental consent. This may be part of the school blanket consent
* do not normally need additional risk assessments/notes (other than following the Operating Procedures below).
* are organised and run by a qualified teacher/competent employee.

# 4. Locations

Sports fixtures primarily take place at the schools and locations listed below. These include, but are not limited to, the following frequently visited venues:

* Bocking Sports Ground - sporting fixtures
* Local schools
* Local fields

# 5. Sports

This policy includes any sport which is non adventurous and forms part of the normal curriculum. It may include but is not restricted to:

* Swimming
* Gymnastics
* Athletics
* Dance
* Invasion games e.g. Football, Tag Rugby, Netball etc
* Striking and fielding games e.g. Rounders, Cricket etc.
* Net and wall games e.g. Badminton, Tennis etc

This policy does not include sporting events which fall under our main Educational Visits Policy, such as:

* Sports Tours – if overnight
* Tournaments – if overnight
* Adventurous activities such as canoeing / kayaking, sailing, climbing, abseiling, high ropes, zip lining for example

# 6. Operating Procedure for Sports Fixtures

The following are potentially significant issues / hazards within our Local Learning Area:

* Road traffic.
* Other people
* social distancing
* members of the public
* animals
* Losing a pupil.
* Uneven surfaces and slips, trips, and falls.
* Weather conditions.
* Issues retated to the actual sporting activities being practiced (i.e. falls, tackles)
* Travel by car, minibus or coach
* Travel arranged by parents (which is managed in-line with school policy)
* Inadequate emergency arrangements
* Inadequate planning / organisation
* Illness / medical conditions

These are managed by a combination of the following:

* The head, or assistant head in their absence, must give verbal approval before a group leaves. The head may delegate this to a competent member of staff, who is confident in the schools operating procedure.
* Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
* The concept and operating procedure for ‘Sports Fixtures’ is explained to all new parents when their child joins the academy and consent is obtained.
* There will normally be a minimum of two adults (at least one employee) however this may be relaxed. The number of adults for each event will be decided by the location, the nature of the activity, the number of pupils involved and the age / maturity of the pupils concerned. It will also reflect any special needs within the group.
* Volunteers will work alongside, and under the direct supervision of the Visit Leader
* Where some direct supervisory responsibilities are delegated to another leader (e.g. sports coach or volunteer leader), the visit leader maintains overall responsibility for the group, and will ensure that they can be contacted, and intervene or provide assistance if required.
* All accompanying adults will remain accessible and available to assist with supervision throughout the activity / event, including supervision of those not directly involved (e.g. reserves, spectators)
* Staff are familiar with the locations and have practiced appropriate group management techniques.
* Staff are familiar with the academy’s emergency procedures, including the Lost Child and Missing Child procedures, and the procedure to follow in the event of an injury to a child, particularly if a hospital visit is necessary
* Staff are fully aware of the procedure to follow in the event of an injury to a pupil, particularly if a hospital visit is necessary.
* Where appropriate, pupils are fully briefed on keeping their distance from the members of the public and on what to do if they become separated from the group.
* Pupils’ clothing and footwear is checked for appropriateness prior to leaving school.
* Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
* Staff leave a completed ‘register’ with the office which includes names of all attendees.
* A mobile is taken with each group and the office/emergency contact has the number.
* Appropriate personal protective equipment and a first aid kit are taken when needed (e.g. gloves, facemasks, bag for waste, tissues, etc.)
* If pupils will be travelling by car, National Guidance 4.5c Transport in private cars and academy policy will be adhered to.
* If parent arranged transport is being used, responsibilities between academy, parents and drivers in relation to how this is organised should be clear and transparent.
* Academy staff should know when, where, and who will be collecting pupils, especially where this is not a known parent/guardian.
* Head counts will be undertaken, particularly at arrival /departure points
* Meeting points will be agreed for the start and end of matches / events.
* Necessary arrangements for individual pupils will be made, including individual risk assessments and additional staffing measures, if required.
* The academy will ensure no lone working or 1:1 situations arise with dismissal unless by prior arrangement
* The adult responsible for the group will ensure, as far as possible, that:
  + the playing surface/nets/posts/markers etc. are established in accordance with the relevant sport’s Governing Body and AfPE guidelines.
  + all other equipment that is provided is safe and suitable.
  + the referee/umpire is appropriately qualified and experienced.
  + all obvious hazardous obstacles / objects are either cleared from the playing area or suitably protected.
  + the ground conditions and playing surface are suitable (e.g. no /rocks/broken glass).
  + players are clearly briefed regarding expected behaviour/sanctions.
  + prompt action is taken by the referee or accompanying Leaders (e.g. substitute an offending player) if dangerous/aggressive behaviour is shown by players which puts themselves or others at risk of harm
* Staff have parents’ contact numbers available

# 7. Linked Policy

* Educational Visits Policy
* Child Protection Policy
* Safeguarding Policy
* Inclusion policy
* Volunteers Policy (includes Code of Conduct for Volunteers)
* Charging & Remission Policy
* Health, Safety and Welfare Policy
* Lost Child and Missing Child Policy

# 8. Document Version Control

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