

FLITWICK LOWER SCHOOL

Policy

Policy for the Safety & Good Practice in Physical Activity



Rationale

This policy has been formulated using guidance and advice received within Central Bedfordshire Council Policy and Guidance on 'Physical Education Safety and Good Practice' (Autumn 2008, Updated Autumn 2010) and concurs with the advice set out in "Safe Practice in Physical Education and School Sport", (2012), (afPE). It is intended to prevent accidents occurring by the adoption of procedures which will minimise the likelihood of such incidents.

All establishments should have copies of the following publications:

- 'Safe practice in Physical Education and School Sport', (2012) & 2016 Edition, published on behalf of the Association for Physical Education (afPE) formerly known as baalpe.
- 'Physical Education Safety and Good Practice' Central Bedfordshire Council Policy and Guidance, (Autumn 2008, Updated Autumn 2010)
- 'Safe Practice in School Swimming', Policy, Central Bedfordshire Council, (June 2011)
- 'Educational Visits and Journeys', Policy, Regulations and Guidance Central Bedfordshire Council, (Autumn 2007, Updated 2012)
- Guidance on the use of 'Adults Other Than Teachers Supporting Learners in Physical Education and School Sport' Central Bedfordshire Council, (Spring 2008)

Risk Assessments

The School also has individual risk assessments for each sporting activity (located in folder in the staff room) and teachers plan lessons according to the age, size, ability and special educational needs of the children in the class. When planning lessons teachers must always take into the weather conditions into consideration.

Teachers must be fully capable if they wish to demonstrate a skill being taught and have warmed up appropriately to be able to perform it safely. Teachers must not place themselves in a situation where they might cause damage to themselves or to their pupils. It is always advisable to use a competent pupil to demonstrate.

First Aid

A First Aider and First Aid Kit must be available at all times during Physical Activity, this must also include extra-curricular times of the day e.g. Before and After School Clubs. When children are off site at a Festival, a member of staff responsible for the children must be designated as a First Aider and carry a First Aid Kit with them. They must also be able to contact someone on an agreed emergency contact number.

Equipment/Apparatus:

- Pupils should only be supervised by an adult who is an LA employee.
- Pupils should be sensibly dressed for the use of equipment
- Supervisors must limit the number of pupils on the apparatus.
- New members of staff will be shown how to use the equipment.

Responsibility for reporting defects and faults

The use and maintenance of each piece of equipment must be monitored. All staff have the responsibility to bring to the attention of the Headteacher any defects or faults that they recognise in the premises or equipment. The Headteacher should then ensure the defect or fault is investigated and where appropriate repaired or the equipment removed or replaced. No 'temporary' repairs should be carried out by either staff or other people 'unqualified' to do so. Pupils are encouraged to take an interest in the checking of the working environment and report to the teacher any hazards, risks or defects.

FLITWICK LOWER SCHOOL

Policy

Policy for the Safety & Good Practice in Physical Activity



Safety Inspections

Sportssafe UK Ltd is currently operating the contract for the inspection and maintenance of all gymnastic and outdoor fixed play equipment. For gymnastic equipment this has to be carried out annually. All items of equipment which become unsafe or are condemned by the contractors should be removed from the school site as soon as possible. It is the responsibility of the Head Teacher to make sure this happens.

Outdoor Play Equipment

- Daily inspections need to be carried out on the outdoor play equipment.
- Notices should be pasted discouraging 'outside' users e.g. younger siblings of pre-school age and use during other school events.
- All equipment must comply with European Standard EN1176.
- Advice should be taken from the Education Adviser for Physical Education
- Only API approved members should be used when purchasing and installing play equipment.
- A 'School's Notified Project' form must be submitted to the LA for approval.
- At least three companies should be considered and quotes for equipment and installation sought.
- The highest point that a child can access should not be higher than 2.5m (1.4m in Nursery Schools).
- Equipment should not be sited on grass, unless the highest point that a child can access is below 600mm in height.
- There should be at least 1.8m clear around every piece of static equipment.
- Equipment which is above 600mm in height requires a safety surface.

Storage of Equipment

All equipment must be stored in a safe manner. Any hall furniture e.g. chairs, tables, trailing leads should be situated well out of the way during PE lessons.

Sports Specific Equipment

- 5 a-side football goals must be fixed to the area by chain and padlocks. Storage must be safe. When not in use goals should be locked away.
- Netball posts- must fulfil AENA requirements and have a base which is wholly situated outside the base line of the court.

Participation in PE

Parents must inform the school about any serious medical condition and requirements of children, the teacher should be aware of any drug treatment which a child may be receiving and know about any effects it may have.

A note from a parent/carer requesting that their child should be excused active participation in PE should always be treated seriously and accepted where a specific illness is stated. These children should still be as involved as possible in the work of the lesson; as observers, recorders etc, so that they may learn and understand the work taking place.

FLITWICK LOWER SCHOOL

Policy

Policy for the Safety & Good Practice in Physical Activity



Extreme Weather Conditions

A letter must be sent home through the Head Teacher outlining arrangements for PE during hot weather including:

- The wearing of cloth sun hats or peaked caps
- The use of sunscreen
- The possibility of providing water in a plastic container
- Alternative activities indoors to prevent heat exhaustion

Sports Festivals

Pupils and parents/guardians must be notified of the following well in advance of the activity:

- Exact details of venue
- Time of departure
- Expected time of arrival back at school or home
- Emergency contact number
- Nature of travel: e.g. minibus, private cars, coach etc.

PE Kit

Children will work in T shirts, shorts and trainers. Gymnastics and dance should be done in bare feet where possible, especially apparatus work, unless there is a medical reason for the wearing of footwear. Trainers should be worn for Games activities in order to give the children's feet support and grip. Tracksuits may be worn for games if the weather is cold.

If children do not have their own appropriate kit in school they can participate in parts of the lesson safely by removing some of their daily clothing eg, removing a jumper, taking part in bare feet, (this might not always be a satisfactory solution- if the student is in bare feet repetitive high impact activities might need to be restricted; if the student is wearing loose clothing or items that are likely to cause slipping, use of gymnastic equipment would not be acceptable). Children can also take part in those elements of the lesson that can be carried out while not changed in to physical education kit eg: listening to the learning, evaluating the session, evidencing progress by taking photos/videos etc. If a child consistently forgets their PE kit parents will be contacted to be reminded of the importance of taking part in PE and wearing appropriate clothing. In this circumstance, a school kit will be made available, which will stay at school and parents will be informed.

Jewellery

The school considers that the wearing of any jewellery for physical activity is unsuitable and inappropriate.

Earrings

- Ideally, earrings should not be worn at all in school.
- If they are worn they must be removed for all physical activity (Children in KS2 may be able to do this by themselves)
- School staff are NOT permitted to remove earrings.

FLITWICK LOWER SCHOOL

Policy

Policy for the Safety & Good Practice in Physical Activity



- If the earrings cannot be removed the child can use tape provided by the school to cover their earrings. If staff do NOT believe it is safe for the children to take part with taped earrings then the child will not take part in the practical elements of the lesson or the practical elements will be adapted to make it safe for the child to take part.

Watches

- Watches should be removed for physical activities.

Spectacles

- Parents of children with spectacles should liaise with class teachers about their child's individual needs.
- If spectacles are worn for PE lessons they should be made of plastic rather than glass and should be secured if they are likely to slip or fall off.

SOS/Medic Alert Necklaces/Bracelets

- These should not be removed, as the danger is always that the pupils will forget to replace them after the lesson.
- A method of securing the item so it doesn't get broken or injure the pupils should be found. Sweat bands are a good way of securing medical bracelets.

Necklaces, bracelets, rings etc.

- These should not be worn to school and must be removed for all PE lessons.

The School cannot take responsibility for any loss; damage or injury caused to children through parents not complying with the policy as outlined above.

All the above provisions have been made with the health and safety of every child in mind. The school intends to make this policy known for all new parents by putting a copy in the appendix of the school prospectus and requests that parents comply with the policy requirements

Policy Agreed by staff:	S.Giles C.Mulligan Y.Barber A Crittenden L.Bullen
Policy Agreed by Governors:	Lydia Misson
Last Review Date:	January 2017
Next Review date:	
Signed:	

FLITWICK LOWER SCHOOL

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