



TWO RIVERS
HIGH SCHOOL



Policy and Procedures for safe practice in Physical Education, School Sport and Physical Activity (PESSPA)

Wightwick Hall School

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Introduction

It is vital to ensure the health and safety of all young people in PE and School Sport within Wightwick Hall School in order to facilitate an effective PE curriculum and allow young people to engage within school sports. Safe-practice standards, consistently applied by all staff, students and other visitors across all aspects of the school's PESSPA programme, are important. The purpose of documentation safe-practice standards in PESSPA is to:

- Offer PESSPA within well-managed, safe and educational context.
- Set out the responsibilities for health and safety in PESSPA at all levels.
- Establish common codes of practice for staff and students.
- Provide common administrative procedures.
- Ensure statutory local requirements are followed, and other national guidelines, such as codes of practice, are considered.
- Ensure school health and safety policy and procedures adequately address the PESSPA context of working on and off site and outside normal lesson times.
- Aid the recording and reporting of accidents and incidents.
- Audit and achieve consistent safety standards.

Applying these standards is to achieve the following **outcomes:**

- Enable students to participate in PESSPA that provides appropriate challenge with acceptable risk.
- Promote student learning about risk management, and their responsibility in this, in order for them to participate independently in physical activity later in life.
- Fulfil the provision of a broad, balanced and relevant curriculum for physical education through:
 - An environment that is safe for the activity
 - Adequately supervised activities

- The use of regular and approved practice
- Progressive stages of learning and challenge
- Building a system of advice and the practice of warning
- The use of equipment for the purpose for which it was intended
- Provision of basic care in the event of an accident
- The use of forethought and sound preparation
- Involvement of students in the process of risk management
- Ensure clear management responsibilities and organisation provide for safe systems of work
- Identify and provide for any professional learning needs the staff are likely to encounter in their work.

Roles and Responsibilities in Health and Safety

Duty of Care

Duty of care is understood and demonstrated by all adults and teachers delivering PESSPA.

Ongoing Safety Checks

Ongoing safety checks are maintained throughout the lesson, and consideration is given to how the planned activity or organisation can be amended to maintain that safe standard where doubt is established. This is referred to as Dynamically risk assessing.

Risk Assessments

Risk Assessments are to be carried out annually or when anything is to change to the situation of the safety and impact there may be on pupils, staff and visitors. These risk assessments are followed by members of staff to ensure the safety of the young people when involved within PESSPA. In recent times this has been linked with COVID-19, so ensuring that the most updated risk assessment is followed is vital. These risk assessments are to be followed to ensure safety of everyone along with the use of dynamically risk assessing situations effectively. By dynamically risk assessing and using professional judgement to manage situations appropriately, will decrease the risk of any potential injuries or situations from occurring.

Competence

- All staff delivering PESSPA have sufficient knowledge to teach the activity and ensure the young people's safety in relation to the ability levels and demands of the activity.
- Lessons or activities are to be planned and should be logically thought through. All staff involved with PESSPA are to have adequate observation and analysis skills to best ensure young people's safety and know what to do to make it a safe environment for all.
- Staff delivering PESSPA are to have adequate discipline, control, behaviour and group management skills to maintain a safe learning environment for all.

- Members of staff that are teaching PESSPA should have the relevant knowledge on the young people involved to allow for the lessons or activities to cater to individual needs, prior experience, social skills, behaviours, abilities, medical conditions, stage of development, religious and cultural needs, vulnerability and understanding of their safety awareness.
- Members of staff teaching PESSPA should provide accurate demonstrations and explanations to develop understanding and competence. This should also cater for varied types of learners such as: visual, aural and kinaesthetic.
- Members of staff should ensure that rules are strictly applied to all games and sports.
- Provision rehydration and procedures for sun protection are in place.
- Staff are to ensure that young people are monitored for signs of fatigue and adapt the level or demand of activity accordingly.
- Effective contingency planning incorporated in the event of a situation where injury could increase (eg Weather, Behaviours, Facilities, Equipment).
- Staff to use well-structured scheme of work to set appropriate work.
- Members of staff to structure lessons appropriately (Warm-up, main activity, plenary, cool down).
- Clear objectives and outcomes are to be shared with the young people in lessons.
- Staff to use registers and records of attendance (this is in morning registration and afternoon registration) Head counts to be completed within each lesson/offsite activities.
- Young people to be matched in terms of size, ability, confidence and previous experience within PESSPA. Any implications of managing mixed-gender activities should be considered.
- Both pupils and staff are aware of and implement the policy and procedures relating to the use of digital technology in PESSPA.

Staff Participation

Staff participation in lessons or activities is a restricted role to enable fluency in game situations. Any necessary physical contact between the teacher and young person is conducted in an appropriate manner that cannot be misconducted or misused.

Clothing

- Staff footwear and clothing are suitable for teaching specific PESSPA activities.
- Young people's clothing should be appropriate to the relevant activity and weather conditions.
- Young people's footwear is to be appropriate for the relevant activity and work surface and provides traction.
- Long hair is tied back, and young people's fingernails are appropriately short to prevent injury to themselves or others.

- Personal effects such as jewellery and cultural or religious adornments, have been removed or adjusted in order to make the situation safe for participation if they cannot be removed.
- Personal Protective Equipment (PPE) is worn by students where this is deemed necessary to engage in safe participation or the activity is amendable to enable safe participation without PPE.

Insurance

Insurance arrangements are in place to ensure that staff and students are adequately covered in a range of different situations.

Consent forms and Off-site Trips, Visits, fixtures

Parental consents are obtained, where relevant to the activity. Pupils will have a letter to take home which then needs to be signed prior to them attending a school trip or fixture. The Headteacher is to be made aware of any trips, fixtures and visits that may take place off-site. These events are to be well organised and planned effectively.

Accidents, Incidents, Emergency and Medical Issues

Injury, emergency evacuation or critical incident procedures are known and applied as relevant whether on or off site. First aid is to be given where applicable, first aiders are to be available on site and off site there are to be first aiders at hand who would be included in relevant staffing for the trip. Any emergencies are to be dealt with accordingly and following correct procedure. Young people's medical details are contained within school and are to be known by members of staff. There are staff who give student medication within school if required. Staffing for off-site would need to include this where appropriate.

Equipment

Equipment practicalities are considered, including storage, accessibility, condition, carrying, positioning, being fit for purpose, using only for the purpose it is designed for, retrieval systems such as athletics throwing events. Equipment is to be checked on a regular basis to ensure it is fit for use and is safe. Storage cupboard is where equipment is to be kept and locked up when not in use. Some equipment such as badminton nets, trampolines and gymnastic mats are left out and stored at the back of the sports hall. Trampoline is locked up by staff that makes use of them for rebound therapy only.

- Electrical equipment has been certified as safe to use by the school's system for testing such equipment (PAT testing) this is to be managed by S. Bruce.
- Safety and first aid equipment is to be readily at hand throughout the sessions.
- PPE is worn by students where necessary.

Facilities

- Each facility is to be risk assessed to ensure student safety when participating in PESSPA events.
- The working space is to be visually checked to ensure it is sufficient for the group size, abilities, nature and demands of the students. Nothing is to be of obstruction along with ensuring there are no leaks or litter in the facility.
- Changing provision is checked in terms of safety, security and supervision appropriate to the age and/or development stage of the students.
- The movement into the work area (including changing rooms) whether on site or offsite is orderly and safe.
- Fire safety provision and evacuation routes are checked as a facility is entered and before the lesson commences. Fire exits and meeting points are known by staff within the school setting.

Transport

School procedures for the safe use of any transport system are known and followed when taking groups off site. These include safe embarkation points, legal driving requirements, and passenger's lists available to ensure immediate emergency contact with parents if required. The procedure for any faults to the vehicle or breakdown etc. is also known.

Sporting Fixtures, Festivals and Events

The Headteacher is made aware of all trips, visits, fixtures and off-site events, and these are well planned and managed. Wightwick are part of the West Midlands Special School Sports Association (WMSSSA) where regular fixtures, festivals and events are planned by a variety of schools within the association. The members of staff organising these events will email out all details which will then determine the planning of organising travel, staffing, students, medication, consent letters etc.

Wet Weather and Contingency Plans

Contingency planning is built into preparation for on-site and off-site PESSPA activities and is in forethought ahead of any event or activity. This is to be used in the event that a situation arises where the possibility of injury increases. There is a contingency lesson plan in place if needed when original lesson plans cannot go ahead. This can be found in the PE curriculum folder. If the lesson can be taught as normal indoors as it could be outdoors then this will be a professional judgement call to take the class indoors as long as it is ensured safe.

Additional Needs and Behaviour Considerations

Additional Needs

When delivering any PESSPA, the pupils' needs are to be considered in forethought when planning activities. These activities need to be appropriate for participation and inclusion within PESSPA. This is the role of the teacher or member of staff leading

the activity to ensure that adjustments are made accordingly to maintain full participation and inclusion.

Behaviour Considerations

A variety of behaviour needs to be considered when involved with PESSPA and the impact this could have upon the pupils' safety and learning. Behaviours are to be dealt with accordingly and follow school behaviour management policies. A key factor in this is understanding the pupils needs and characteristics which will help in managing behaviour in the most appropriate and effective way.