



PE/Extra Curricular Activities Policy

DENE MAGNA SCHOOL

Policy name	PE/Extra Curricular Activities Policy
Version date	May 2025
Owner	PG
Approval date	6th May 2025
Approver	LGB
Review frequency	Bi-annually
Review date	May 2027

Regular clubs or team practices should have times advertised in tutor rooms and school notice boards. These activities should be undertaken in accordance with existing policy unless they fall outside normal school hours.

1. Those responsible for taking groups away to inter-school fixtures should:

- Have the confidence to ensure that the students' well-being is never compromised by them being placed in any dangerous situations by another adult, such as an official;
- Have an appropriate level of group discipline and control in order to manage the group safely;
- Ensure that at least one teacher is present to take overall responsibility for coordination on the day of the fixture;
- Be satisfied with the competence of any coaches or volunteers who are in a support role;
- Be aware of all students':
 - Individual learning needs
 - Behaviour patterns
 - Medical issues
- Ability within the activity in which they are participating

2. The teacher in charge should ensure that:

- LG and Heads of Department are aware of all sporting events taking place off-site (via a fixture list). The event has clear educational aims and objectives which seek to enhance learning through sport.
- Up to date knowledge of the venue is secured.
- A register of participants names and emergency contact details are taken to every off-site activity with a copy left at the school. Staff should have access to consent forms, signed code of conduct agreements, medical information and emergency details.
- Parents are fully informed. Students will have responsibility for notifying parents of these events at least 24 hours before they take place and staff should ensure information relating to venues and times of departure and arrival are given to students via normal team meetings or via notices. Alterations, delays, postponements or cancellations may occur and staff have a duty to notify parents at the earliest opportunity.
- Parents are made aware of any reciprocal emergency arrangements that the school has with other schools.
- Students are managed effectively according to the school's code of behaviour.
- Students are directly supervised at all times, including time spent in the changing rooms.
- All the support staff are managed effectively.
- Any supporters, including parents, adhere to a clear code of behaviour.
- A site specific risk assessment is carried out. Facilities should be checked for (a) hazards before use (e.g. Animal faeces, broken glass, any slippery or uneven surfaces deemed to be unsafe) and (b) secure fixtures and fittings.
- Equipment should be in a good state of repair and checked for their appropriateness for the activity.
- An on-going risk assessment is maintained. The host school should be responsible for the risk assessment on the school site and it is reasonable for the teacher in charge to raise any health and safety issues with the host school if they have any concerns regarding facilities, equipment or level of care. If there are any outstanding issues, then the teacher in charge

should not proceed with the fixture.

- A first aid kit is carried at all times and is adequately resourced.
- Transport Provision: Local transport requirements for the use of coach, mini-bus or adults' cars are met. (All staff must have a minibus driving test before undertaking to drive the vehicle). If students are allowed to go home by car after a fixture, then this is only with their parents/guardians.
- Staffing is sufficient to cope with any circumstances which might reasonably be foreseen, including emergencies caused by illness or injury. When accompanying students in the mini-bus one member of staff is adequate when visiting other local schools
- Fixtures outside of the local area are staffed in the same way, but a member of staff who is not on the fixture is on standby in case of emergency
- Prior to undertaking a journey, driving conditions are checked and particular attention is given to the driving conditions.
- The student code of conduct is applied rigorously.

In the event of an emergency situation the teacher in charge should ensure that:

- A mobile phone is accessible for emergency or communication situations.
- Another member of the PE Team (or a member of LG) is available as an immediate point of contact in an emergency situation.
- Accidents of a serious nature must be reported to the emergency services and/or parents at the earliest opportunity. Staff should remain with the student concerned at all times until help arrives.
- A record of the incident and any action taken must be reported to JR and entered in the School Accident Book on the next working day.

Teachers:

- Should assist with the established reciprocal arrangements between schools in the event of an emergency.
- Should be willing to take responsibility for pupils from another school in the event of an emergency.
- Be prepared to give leadership to colleagues from another school if circumstances arise.

Students:

- Should demonstrate acceptable behaviour at all times; according to the school's behaviour policy and subscribe to an agreed code of conduct as both participants and supporters.
- Should ensure that their parents and carers are kept fully informed about their involvement in inter-school competition with particular attention paid to travel arrangements.
- Need to be responsible for their personal medication e.g. asthma inhalers.
- Should be well-informed about emergency and safety procedures e.g. wearing seat belts.
- Need to actively engage in the process of risk assessment at their own level e.g. wearing shin pads/consuming food and water.
- Need to exercise a duty of care for each other at all times.
- Skill levels, general fitness and physical maturity should be compatible with the demands of the activity.