**Generic Safe Working Procedure for Off-site PE Activities & Sports Events:**

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| **Activity** | **Off-site PE Activities & Sports Fixtures** |
| **Hazards**  **How someone might be harmed** | * Inadequate staff supervision/training/qualifications. * Inadequate planning/organisation. * Adverse weather conditions. * Inappropriate or inadequate kit and equipment. * Slips, falls, trips, collisions. * Young people lost or separated from group. * Illness/medical conditions. * Incident occurring resulting in injury. * Inadequate emergency arrangements. |
| **Supervision** | * Staffing to reflect special needs and gender balance of group |
| **Qualifications** | * Current First Aid qualified person advised |
| **References to key guidance** | * Physical Education activities, that do not fall within the scope of Adventurous Activities, as defined in the OAT *Guidance* (Section 21), are subject to specialist PE guidance, provided by the *Association for Physical Education (AfPE): Safe Practice in Physical Education and Sport (2020.)* |
| **Safe Working Practice** | |
| * The Visit Leader, responsible for the group’s welfare, will be a member of staff with appropriate leadership experience and competence, and knowledge of the group. * Overall supervision will be in accordance with the academy off-site visits policy and specific risk assessment for the activity. * Volunteers will work alongside, and under the direct supervision of the Visit Leader. * More distant supervisory responsibilities will only be delegated to another Leader (e.g. contracted sports coach) if they have been fully briefed regarding their role/responsibilities and emergency procedures and are deemed to be appropriately qualified/competent for the role. * 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 contracted coaches and volunteer staff will be appropriately checked regarding child protection issues prior to involvement, and will be made aware of recommended safe practice. * A Leader (of appropriate gender) will be available to supervise group members in the changing rooms (if necessary). * All accompanying Leaders will remain accessible and available to assist with supervision throughout the activity/event, including supervision of those not directly involved (e.g. reserves/spectators). * If accompanying Leaders are directly responsible for providing coaching/supervision of groups, or are acting as referee/umpire, they will hold the appropriate qualification, as recommended by the National Governing Body concerned, or equivalent. * Guidance provided by AfPE (see Notes) regarding the use of volunteers and paid coaches (contractors) will be referred to and followed. * Leaders will be fully briefed and prepared to fulfill their supervisory roles and responsibilities e.g. accompanying sick or injured group members to/in hospital if required. * Leaders will have an established emergency procedure in the event of a group member being injured and needing hospitalization. * Group members will know where and how to contact a Leader in an emergency. * Contact details and after-hours numbers of parents of those participating will be held by the Visit Leader and Emergency Home Contact. * The Visit Leader and Emergency Home Contacts will have clear instruction as to what to do in an emergency. * Parents will be informed in writing of their child’s involvement in sports fixtures including accurate dates and times. * Parental consent for after-hours activities will be obtained. * Starts/returns will be pre-planned, and parents will be informed where and when to drop off/collect young people (as appropriate).  Alternative arrangements (e.g. older students to walk home) will be pre-planned with appropriate parental consent.Weather and ground conditions will be taken into consideration prior to the event, and alternative contingencies will be pre-planned for occasions when the conditions are deemed unsafe or unsuitable.  * An up-to-date weather forecast will be obtained and plans will be adjusted accordingly. * Young people will be instructed to wear/bring appropriate equipment, clothing and footwear for the prevailing weather/ground conditions. * Plans will be in place for young people who may/do not bring suitable kit (i.e. kit is checked before departure).   The Leader 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 (see Notes). * 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. * The Visit Leader will retain responsibility for all group members until they have been returned to the care of their parents/guardians, or to an agreed place of safety. * Suitable grouping measures will be applied (buddy systems, large groups split into smaller ones) with appropriate supervision by Leaders. * Itinerary and arrangements will be discussed in advance with young people. * All young people will be briefed on what to do if separated from the group. * Head counts will be undertaken by Leaders, particularly at arrival/ departure points. * Meeting points will be agreed for the start and end of matches/events. * The Visit Leader will retain responsibility for all group members until they have been returned to the care of their parents/guardians, or to an agreed place of safety. * Suitable grouping measures will be applied (buddy systems, large groups split into smaller ones) with appropriate supervision by Leaders. * Itinerary and arrangements will be discussed in advance with young people. * All young people will be briefed on what to do if separated from the group. * Head counts will be undertaken by Leaders, particularly at arrival/ departure points. * Meeting points will be agreed for the start and end of matches/events. * Leaders will know how to call the emergency services. * Appropriate medical/special needs information will be obtained. * All appropriate medical conditions will be disclosed to all relevant staff/leaders. * Necessary arrangements for individual pupils will be made, including individual Risk Assessments and additional staffing measures if required. * Pupils and parents will be reminded to bring individual medication. * First aid and travel sickness equipment will be carried. * Mobile phones will be carried by Leaders. | |
| **Notes** | |
| *There is currently no content in this section.* | |

**Reviewed May 2020**