



# SPORTS FIXTURES AND EVENTS

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## FLOWCHART FOR SPORTS FIXTURES/EVENTS PLANNING

The fixture/event is part of the schools’ regular sports programme for which parents/carers have given consent.



Sports fixtures come under ‘category A’ (non-adventurous/sports fixtures) and is endorsed by the Headteacher/senior manager of a school establishment. A series or period application on the EEC website is recommended. Sports tours where overnight stops are required are classed as category ‘B’ and would require additional endorsement from the LA (Local Authority).



### **Appropriate and up-to-date risk assessments**

need to be in place before the activity – including a transport assessment for away fixtures and ‘visitors to the school’ type assessment if hosting a sporting fixture etc.

Staff/Assistants who are attending the fixture/event need to be familiar with the content of these and the control measures.



**Transport and Insurance** to be confirmed and managed in accordance with LA guidance.



Calculate and arrange required **staffing ratio** via risk assessment.



**Full details of the event/fixture need to be left with the school/establishment office and emergency contact.**

This would include a list of all staff (identifying which member of staff is in charge) and participants, the venue, time leaving, estimated time of return, the pick up and drop off points. Don't forget to appoint a nominated emergency contact who will have all required information such as emergency contact details of staff, participants, next of kin together with procedures for responding to a major or unexpected incident. Consider contact information for both during and after school hours



**Arrangements for dispersal** following the event. Notification to school office/emergency contact of safe return. Compile any feedback or incident reports if required.

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## GENERAL GUIDANCE

The information shown is to provide clarity to PE staff and EVCs (External Visit Coordinators) on the arrangements for sports fixtures/events. Colleagues may find the following guidance useful in relation to planning and running sporting fixtures. Points of contact are listed at the end of this section for additional support.

- [Series Approval](#)
- [Supervision and Driving](#)
- [Parental Consent](#)

### ***Series Approval - Offsite***

As with all external visits, whenever a young person is taken off site, approval is required by the Headteacher or External Visit Coordinator and the associated risks assessed - generic risk assessments are suitable e.g. transport, venue. Please ensure you retain records of the approval and associated risk assessments, especially if an incident occurs during a sporting fixture. Additional approval will be required for sporting events where overnight stops are involved or where schools are embarking on a sporting tour (Category-B).

It is recommended that approval for the majority of sports fixtures be accommodated through 'series' approval. It is possible for the Head of PE/Sport to construct one approval application to cover the range of sports they intend to participate in. Providing the range of activities is listed clearly within the application and the venues are appropriately assessed and managed by the host school or organisation, approval can be given by the Headteacher for the fixtures to go ahead. This will reduce

the documentation and enable a standard process to be adopted. Agreement for sporting fixtures can be made through the EEC Health and Safety website, either by way of a series visit application, or giving a detailed description of the arranged fixtures in the *purpose of visit box* on the Main Details page of an EEC External Visit application.

Risk assessments for specific activities and any required transport must be in place. The host venue for the sporting fixture must have a risk assessment in place that considers the safety of the people participating in the fixture as well as other visitors on site during the activity. The host venue is considered legally responsible for the health, safety and welfare of its own staff and young people along with visitors. The EVC will require evidence that these risk assessments have been completed before the activity takes place, as part of their approval process.

General guidance with regards to considerations when taking groups on external visits can be found on the SC's Outdoor Education and External Visits website at <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>.

If any activity and/or venue is to be used which was not covered within the series approval, it must be individually applied for following the standard process. Where sporting fixtures are planned as an extension of a standard school day, consent is not formally required, although schools will commonly inform parents/carers of planned sporting fixtures as a matter of information and best practice.

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### ***Supervision and Driving***

Where possible, a minibus is the recommended method to transport young people to fulfil a sporting fixture away from their school/establishment site. However, it is recognised that some schools/establishments do not have immediate access to a minibus and rely on the goodwill of staff and parents to provide transport for a sporting fixture.

Where a school or educational establishment has organised the provision of private vehicles to transport the group to a sporting fixture, that school or establishment has a legal duty of care for the safe passage and transportation for those travelling to and from a fixture. This will include a clear handover of supervision from the parents at the venue, back to the parents after the activity. Where private vehicles are involved, the following is recommended.

#### **Key Points to consider:**

- Where the driver is not an employee, they are engaged as a volunteer where the school has requested transportation of the team/group to a sporting fixture.
- Where a school or educational establishment engages an employee, volunteer, parent or carer to provide private for sporting fixtures or other off-site activities they must complete the '[Driving for work](#)' risk assessment.
- Any employee driving during working hours or paid to drive must have their licence and insurance checked. They will need insurance for business use.
- Reasonable precautions must be taken to ensure that such drivers have suitable vehicle insurance and their vehicles are properly maintained and have a current MOT certificate.
- Volunteer drivers should complete [form EV10](#) before they transport young people in their cars.

- Where private transport is required to take a group to an off-site visit or sporting fixture, it is preferable for parents/carers to make their own travel arrangements and advise the school who will be transported. Otherwise, the parent/carer may be viewed as driving as a volunteer and will be required to fulfil the above-mentioned arrangements – driving for work risk assessment, having insurance that includes travel for work related business, a valid MOT and current vehicle tax, breakdown cover, emergency contact information.

Further guidance on general transport arrangements including the use of private transport is available from Outdoor Education National Guidance: [https://oeapng.info/search\\_gcse/?q=transport](https://oeapng.info/search_gcse/?q=transport).

Best practice would dictate that wherever possible drivers of minibuses do not act as supervisors as well. A driver should be free to concentrate on the task of driving and not be responsible for managing the behaviour of a group.

In certain cases, it may not always be practical for two staff to be available to supervise a group on a sporting fixture (for example a 16-seater minibus could accommodate a 15-person rugby union team and the driver). In such cases the school should identify the schools where fixtures are planned and as part of its risk assessment/fixture arrangements/emergency procedures agree upon safety measures to ensure safe passage. This can include contact with the host school/venue to let them know you are en route, contact with your own school upon arrival and a detailed route plan in case of delays or accidents.

*\* Please note that even though you may identify a school as 'local' there may be issues that would exclude that particular school into the list of 'local' schools. This could include situations such as the journey itself is known to be particularly remote or hazardous, or the adopted lone working procedures would not be effective, e.g. no mobile phone signal or difficulty with locating a safe place en route to stop.*

The Headteacher, PE staff and the EVC of the school should decide upon a strategic list of schools to which their own staff could operate on a lone basis. The Headteacher should ensure that there is a documented procedure in place known by all where, if required, someone is available to supervise the team in event of an injury occurring to a player, or where there are transport delays because the vehicle transporting the group to or from the fixture is involved in an accident. This person would be the nominated emergency point of contact for that fixture. This staff member would be aware of this, and able to respond appropriately – either from home or school, dependent on timings.

Headteachers should also satisfy themselves that adequate attention has been paid to the behaviour and discipline of the group concerned and the skills of the visit leader. This method statement, or Safe System of Work, is set down by the school describing the ground rules for the passengers, supervision arrangements, emergency action and confirmation that the driver can focus on driving with minimum distraction. These can be referred to directly in the PE departmental handbook and on their risk assessments. Any fixtures, competitions or festivals outside of the agreed list would therefore require an additional adult to supervise or drive as appropriate.

An important risk area of the above-mentioned plans is the journey itself. All available driving references insist on no distractions whilst driving and this is backed by legislation. Trying to supervise a group with no escort/assistance whilst driving contradicts these references. The school must have clear procedures (e.g through a method statement, safe system of work or school transport policy) for staff to follow regarding handling breakdown, accidents, illness and challenging behaviour whilst alone with a group.

The need to maintain voluntary status in accordance with the driving licence entitlement and legislation can become lost in a school's effort to increase extra-curricular activities. This can give rise to possible peer pressure on the driver. The decision whether to drive a group or not should always remain subject to the driver/staff member's view.

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### **Parental Consent**

Parental Consent is **NOT** required where an off-site activity is part of a normal school day. These off-site activities are now seen as an extension to the school curriculum, delivered in a Learning Outside the Classroom environment.

For sporting fixtures, parental consent is required for participation in sport fixtures/events where payment is required, e.g. payment for transport. Consent may be issued by schools on an annual basis informing parents and carers of sporting fixtures and curriculum based off-site activities planned during the academic year. The consent may be sought so schools can identify any medical or dietary requirements or where an off-site activity or sporting fixture poses an increased risk raising parent/carer concerns.

Parents/carers should inform the school to any changes or updates to emergency contact information, medical or dietary requirements. This necessity can be explained in the annual sports/general consent communication.

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Further Guidance and Support on Sport for Schools together with Local Authority guidance can be found below: Should any teacher or school have any concerns or require additional support and guidance then they are strongly encouraged to contact the

#### *Somerset Activity and Sports Partnership:*

Telephone – 01823 653990

Swim School – 01823 653998

Email: [enquiries@sasp.co.uk](mailto:enquiries@sasp.co.uk)

Website: [www.sasp.co.uk](http://www.sasp.co.uk)

#### *Local Authority Support and Guidance*

SSE Somerset Outdoors

Tel: 01278 741270

Email: [SSEOutdoors@somerset.gov.uk](mailto:SSEOutdoors@somerset.gov.uk)

Website: <https://www.sseoutdoors.co.uk/>

Corporate Health & Safety Unit

Tel: 01823 355089

Email: [CHSU@somerset.gov.uk](mailto:CHSU@somerset.gov.uk)

Website: <https://external.somerset.gov.uk/health-and-safety/>

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### **CHILD PROTECTION IN SPORT**

For information on Child Protection in Sport, visit the Child Protection in Sport Unit page on the NSPCC website at [www.nspcc.org.uk/inform/cpsu/cpsu\\_wda57648.html](http://www.nspcc.org.uk/inform/cpsu/cpsu_wda57648.html).

Somerset Council Safeguarding (Report a child at Risk) – Tel: 0300 123 2224

Email: [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

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### **KEEPING IT SAFE – SAFE PRACTICE IN PHYSICAL EDUCATION**

The teaching of physical education carries inherent risks but must always be viewed in the context that it can also bring huge rewards and great pleasure. The teacher must be conscious of how to minimise

the dangers whilst still promoting exciting challenges that are vital to the physical development of young people. A framework that, sets appropriate challenges, within the boundaries of acceptable risk needs to be adopted.

All teachers are expected to work in *loco parentis* and to exercise the same level of care as a responsible parent but in a school situation. Because of the higher level of risk in physical education, a higher level of care is expected. There is also legal precedent to this.

- [Understanding Your Responsibilities](#)
- [Out of School Hours Learning](#)
- [Reading the Documents and Knowing Who's Who](#)
- [Higher Risk Activities](#)
- [Routine Checks](#)
- [Plan for Safety](#)
- [Participants - Health and Safety](#)
- [Contact Sports](#)
- [Working Safely With Other Adults](#)
- [What If An Accident Does Happen?](#)

### ***Understanding Your Responsibilities***

Your school is legally responsible for:

- Producing a Health and Safety Policy. This policy should reflect the needs of the school environment, its staff, children and other people engaged with the school and set out methods of practice that are designed to minimise foreseeable risks.
- A programme of risk assessments that reflects day-to-day activities including the delivery of off-site activities and sporting fixtures. Risk assessments should be reviewed either when there is a change in working practices, following an incident or as part of an agreed review period (e.g. in most instances this is annually). All schools are expected to complete relevant risk assessments using the EEC Health and Safety website, with further guidance available from the Corporate Health & Safety Unit. Although the Headteacher and Governors have the ultimate responsibility, there will normally be a member of staff who takes specific responsibility for health and safety within the school on a day-to-day basis.
- Making sure all gymnasium equipment is inspected at least annually by a qualified, competent provider. All other general sporting equipment e.g balls, cones etc can be checked by way of periodical inspection or in preparation of a PE lesson or activity.

It is your responsibility to ensure that safety is maintained in every lesson you teach. To help deliver quality education, teaching staff must be familiar with the school's health and safety policy, together with guidance provided by the local authority guidance and the Association for Physical Education (AfPE). It is recommended that schools have a copy of the latest version of *Safe Practice: In Physical Education, School Sport and Physical Activity (Latest version is dated 2016)*: The guide can be purchased here: <https://www.coachwise.ltd.uk/product/safe-practice-in-physical-education-school-sport-and-physical-activity/>

If necessary, talk to your Head of Department, Headteacher or mentor about the school providing you with in-service training to ensure you are confident about making correct decisions about health and safety in PE.

Keep your first-aid qualifications up to date. Talk to your Head of Department about achieving this.

Familiarise yourself with any risk assessments and their control measures which are applicable to the activities and venues within which you operate.

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### ***Out of School Hours Learning***

Check up on the school's/LA's health and safety policies concerning out of school hours learning (basically after school or holiday clubs and attendance at games and competitions).

It is good practice to inform parents / carers that their child will be late home because of participation in an after school activity or competition as part of your consent exercise. Ensure that you receive a signed slip, before allowing the pupil to participate. If everyone is informed about a participant and their whereabouts, the potential for misunderstandings is greatly reduced. Be especially careful about how you get involved with transporting participants to sports fixtures and venues, and make sure you are fully up to date with child protection policy and practice.

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### ***Reading the Documents and Knowing Who's Who***

If you haven't already done so, read and familiarise yourself with the school's health and safety policy as a priority. Refer to it regularly as a useful working document. Find out which member of staff is responsible for health and safety in your school.

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### ***Higher Risk Activities***

Some PE activity has higher levels of risk and therefore requires a specific teaching or coaching qualification. These activities include Swimming, Trampoline, Rugby etc. Avoid the temptation to teach an activity that you don't feel comfortable with, competent or qualified for. Seek to develop your skills through in-service or additional continued professional development. In areas of doubt, keep it simple or seek advice. Read the guidance provided within the [Outdoor Education & External Visits website](#); contact the local authority or relevant sporting national body for further information.

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### ***Routine Checks***

As part of your day-to-day risk assessment procedures, you should check smaller items of equipment between annual inspections. Take out of commission any item you consider to pose a potential hazard. Always check apparatus and equipment yourself; don't rely on the participants carrying this task out, no matter how sensible they are.

Lock away any potential dangerous items, such as javelins, when not in use. Items such as a trampoline, when not in use, should be padlocked to prevent opening.

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### ***Plan for Safety***

Make sure through careful planning that there are appropriate tasks for all participants, including those with special educational needs.

Participants must be prepared for any activity, both mentally and physically, so always explain the aim of the lesson, recap on previous learning and above all do some warm-up exercises at the beginning of each lesson and cool down at the end.

- Position yourself in such a way that you are able to supervise and monitor the group at all times.
- Undertake a simple risk assessment process for each activity to minimise any potentially harmful situations.
- Check that the condition of playing/working surfaces is safe. This includes sweeping routines, if appropriate, to reduce the risk of children suffering injuries on courts (eg dislocation of knee).
- Always directly supervise the movement/carrying of potentially dangerous items and never leave a group unsupervised when such items are accessible.

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### ***Participants - Health and Safety***

Insist on safe and responsible techniques so that the participants understand from the beginning that safety is an essential part of PE. This includes lifting techniques in gymnastics i.e. apparatus handling – what is your school policy on this?

Insist that the participants are dressed appropriately for the activity. This includes their comfort and warmth – remember that we have a duty of care to ensure their health, safety and welfare under legislation (Health and Safety at Work etc (1974) Act).

The school should have a written policy which is issued to parents through the prospectus, or by other means, outlining what the participants are expected to wear.

Appropriate footwear is essential.

Jewellery is not to be worn during PE lessons unless there are special circumstances such as religious, medical (e.g. allergy bracelets, medilerts) or cultural reasons where the situation needs to be negotiated and compromises may need to be made. Seek guidance if in any doubt, but always support your colleagues by implementing the agreed policy at all times. However, if the student – for whatever reason – cannot remove a potentially dangerous item which might endanger others, then he or she must not take part in the physical activity.

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### ***Contact Sports***

In contact sports like football and rugby, encourage the participants to wear protective equipment such as shin pads and mouth guards. Take note also that some aspects of a sporting discipline cannot be performed during a lesson or in training (e.g. [Heading Guidance in football](#))

Where an activity is undertaken under the direction of a National Governing Body (e.g. a tournament organised by the County Netball Association) you must follow their recommendations. However, for curricular use, friendly fixtures and tournaments which are not organised through the NGB, then local guidance takes precedent.

Make sure in contact sports and during gymnastics activities that participants are matched evenly according to weight and size.



### ***Working Safely With Other Adults***

Think about how to work with adults other than teachers (AOTTs). It is not acceptable to leave any AOTT in charge of a group, either in curriculum time or out of school hours sessions – regardless of their expertise. Duty of care remains with you as the teacher in charge. All AOTTs must have a Disclosure and Barring (DBS) certificate and appropriate insurance.

If employed within curriculum time, planning must take place with you as the class teacher and you, not the AOTT, must take the lead in setting clear learning objectives.

Be proactive about undertaking additional training.

Explore training and coaching courses, they are either free or very reasonably priced. These can be logical and justifiable CPD.

### ***What If An Accident Does Happen?***

As part of its Health and Safety Policy, your school will have a clear system for dealing with accidents should they occur.

Familiarise yourself with the system and always follow it to the letter. Do not administer first aid unless you have an up-to-date, recognised qualification to do so. Ensure that you record your version of events quickly (within 24 hours) to ensure that they are accurate. Significant incidents that require further medical treatment, or where the injured party is taken direct to hospital, must be recorded on the EEC Health and Safety Website, Accident Reporting Module. Further investigation to the accident can then be completed by the Corporate Health & Safety Unit.

You will need to be confident about the following:

- Was the appropriate documentation in place? (Approval, consent, risk assessments etc)
- School Health and Safety Policy
- Records relating to safety maintenance of equipment
- Records of lesson progression in line with schemes of work
- Were appropriate procedures followed?
- Were you in the right position when the accident happened, e.g. could you see the whole class? (ensuring adequate supervision)
- Was your teaching methodology appropriate for the age and ability of all the children?
- Was there adequate prior learning and progression within the activity being conducted?
- Was the equipment and apparatus being used properly and was it appropriate to the participants using it?

- Was first aid administered by a suitably qualified adult and recorded?
- Were parents / carers notified and consulted promptly?

And finally...protect *yourself*.

Many staff teach for years without any serious misfortune occurring to any of their participants, but accidents do happen and may be through no fault of your own. It is essential to recognise that despite all possible procedures being in place, accidents still happen: they are just that though – accidents.

Make sure that you belong to a trade union or professional association that provides you with insurance cover for personal accident, public liability and professional indemnity.

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