



SKEGBY JUNIOR ACADEMY

Primary Physical Education and School Sport

Handbook for School Staff and Coaches

*Safe Practice and Procedures
Planning and Preparation
Records and Registers*

Staff Name:

Class/club:

Your Primary PE and School Sport Staff Handbook

Whether you are a Teacher, a Teaching Assistant, a Coach or another adult supporting learning, you play a vital role in helping us to provide the highest quality PE and School Sport provision and opportunities for all of our children.

To promote consistency and ensure the highest standards of practice, please now find your Staff Handbook which contains the safe practice, procedures and routines for all staff to follow. It also contains valuable resources and templates we use such as the registers and records for PE and extra-curricular School Sports Clubs and Activities.

There is space too for your own paperwork which will help you to organise your own planning, preparation and assessment for this subject area.

Please read through your Handbook and ask if you are unsure about any aspect or if there is anything else I can help you with in relation to PE and School Sport.

Thank you, Hannah Nagelsztajn (PE Co-ordinator)

Copyright © Allison Consultancy 2016. All rights reserved.

The purchaser has permission to photocopy the master handbook or make copies from the electronic version on the accompanying CD-ROM for use in their **own** school or academy **only**.

Contents

Your handbook is in three parts.

Part 1 contains essential safe-practice and emergency information and procedures. This includes:

- Emergency Contact Details
- School / Academy Address for the Emergency Services
- First Aid Provision – Qualified First-Aiders
- First-Aid Kits including Travelling First-Aid Kit
- Accident Procedure/ Accident Book and Forms
- Calling for an Ambulance
- Fire and Emergency Evacuation Procedure

Part 2 contains the safe practice and procedures that we all need to follow with regards to PE Lessons and Extra-Curricular School Sports Clubs and Activities. This includes:

- Registering your Children
- Children with Illness or Injury
- Children without Kit
- Kit Requirements (Children and Staff)
- Getting your Children Changed
- Medical Conditions, Inhalers and EpiPens
- Jewellery and Watches
- Hair
- Moving to and from the Activity Area
- Raising awareness with the Children of the Importance of Safety
- Safety Checks before starting your Lesson / Session
- Taking Children Off-Site

Part 3 helps you with your organisation, keeping all your PE and School Sport paperwork in one place! This includes space and some templates for your:

- PE Teaching Timetable / Class Curriculum / PE Lessons
- PE Units of Work and Lesson Planning
- PE Register and Kit Record
- Children's Medical Conditions Record
- PE Assessments
- Extra-Curricular School Sports Clubs and Activities: Class or Staff Timetable
- Extra-Curricular School Sports Clubs and Activities: Registers
- Children's Sporting and Leadership Achievements
- PE and School Sport related correspondence with Parents or Carers

Part 1 Safe Practice

Emergency Contact Details

Principal: Mrs Pauline Marples

Contact Telephone Number(s)

Office: 01623 460329

Other: 07738858131

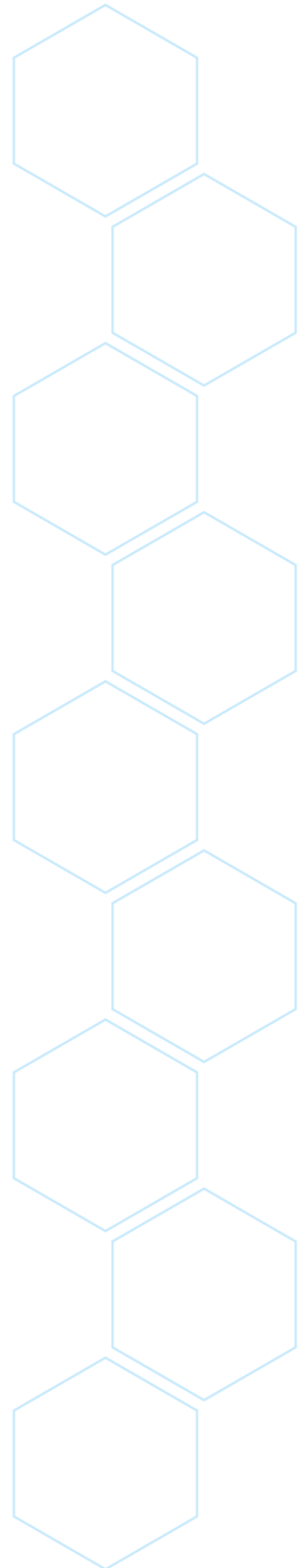
Site Manager: Mr Steve Johnson

Contact Telephone Number(s)

Mobile: 07837030107

Academy Address for the Emergency Services

Skegby Junior Academy
Ash Grove
Skegby
Sutton-In-Ashfield
NG17 3FH



First Aid Provision – Qualified First Aiders

If you are not First Aid qualified it is advisable that, rather than deal with a situation yourself, you should obtain the assistance of a qualified member of staff immediately.

Current qualified First Aid staff include:

- Mrs Hamilton- Office Manager
- Mrs Eales- Admin Assitant
- Mrs Burdon-Teaching Assistant
- Miss Jones- Teaching Assistant
- Mrs Wilson- Teaching Assistant
- Mr Stokes- Teaching Assistant
- Mrs Jones- Teaching Assistant
- Miss Newby- Teaching Assitant
- Mrs Nunn- Cover Teaching Assitant/After School Lead

First Aid Kit

First Aid kits are located in:

- The Staff room
- The PPA room

First Aid book and ice is kept in the staff room.

Travelling First Aid Kit

This is in the PPA Room. Please make sure you take this kit with you if travelling off-site for any activity. On returning please make sure the kit is put back.

Please also make sure that if you use items from any First Aid kit you let the Office know so they can be re-stocked.

Ice is kept in the staff room, we do not keep cold compresses in school.

Accidents

Accident Procedure

In the case of an accident where the child requires First Aid treatment you first of all need to assess whether or not the child can go to a qualified First Aider themselves. If they are able to, send the child with another child to the First Aider **at the office** initially. If The First Aid staff aren't in the office, the nearest TA will need to assist to the child. (Please see the previous page for a list of First Aid staff). If the child is unable to move, a member of staff should stay with the injured child and any supporting staff should seek help from the office immediately. Alternatively, a responsible child should be sent to the Office or nearest member of staff immediately. **Staff should not leave their class / group unsupervised at any time.**

Accident Book / Accident Report Form

If a child has an accident in your lesson / session please try not to worry about it. Accidents happen even when all safety procedures have been followed. It is the responsibility of the First Aid staff that dealt with the incident to complete an accident form and the accident book, both of which are kept in the staff room. **This must be done on the day of the accident.** They are also responsible for letting the parents know, this is usually done by writing in their diary unless it needs a specific 'head bump' letter or parents need to be informed over the phone.

Calling for an Ambulance

The first aider is to decide if there is a need to call for an ambulance. If they are unable to ring for one themselves, the office will ring. **Principal and parents to be informed as soon as possible.**

Fire and Emergency Evacuation Procedure

Action when the alarm sounds

1. **The assembly point is the playground-all classes to line up behind their designated number.**
2. When the alarm sounds lead your children to the assembly point by the safest, shortest route (out of the hall Fire Exit if in the hall).
3. Do not delay your exit to collect belongings.
4. Close doors behind you.
5. Check any areas you move through for anyone who may still be inside.
6. Take your register with you.
7. At the assembly point, you need to do a head count. Let designated adults know if anyone is missing.
8. Do not re-enter the building until the all clear is given.

Action on discovering a fire

1. **Raise the alarm**
2. Evacuate the building following the above procedure, using the nearest safe exit.
3. Only if trained, and it is safe to do so, attempt to extinguish the fire using the appropriate fire-fighting equipment.
4. **Your priority, however, is to evacuate your children, staff and yourself**
5. The Office will call for the Emergency Services.

Part 2 Procedures for PE Lessons and Extra-Curricular School Sports Clubs and Activities

PE Lessons

Registering your Children for PE

Procedure

- Use your **PE Register and Kit Record** contained in Part 3 of your Handbook.
- For each PE lesson do **not** register the whole class, instead, simply make a note, using the Key below, of any child who is **absent**, does not participate due to **illness or injury**, has **not brought their kit** to the lesson, or **borrowed kit**.
- Using the Key below also note if any correspondence has been received from the parent or carer.
- Keep any correspondence from parents or carers in Part 3 of your Handbook for a term before disposing of it.

Key:

- A - Absent from the lesson
- I - Illness or Injury
- NK - No Kit
- KB - Kit Borrowed
- L - Letter / Message Received

Additional Procedures to Enhance Participation

1. When registering your class in the morning, if they have PE that day, please ask each child if they have got their kit
2. If they have got their kit – **no further action required**
3. If they do not have their kit in school that day, please put a post-it note on the front of the register with 'PE Kit Please', the Class, date and the child's name.
4. When the register is returned to the Office, the Office staff will pick up the post-it and send a text message home asking the parent or carer to bring that child's kit in asap.
5. If the parents are unable to bring the kit in, the child will need to borrow spare kit.
6. Children need a 'no kit' sticker put in their diaries.

Children with Illness or Injury

Procedure

1. If you receive correspondence from a parent or carer stating that their child is not well enough to do PE, or there is a Medical Certificate or Note to that effect, please record this in your **PE Register and Kit Record** as detailed above
2. In these circumstances that child:
 - Must **not** take part, as a **physical performer**, in the lesson
3. You can easily still include them in the lesson, however, by planning for them to access the learning in another way.
4. Even if they cannot participate as a physical performer, they can:
 - ✓ Listen to and observe all the learning from you as the teacher, TA or coach
 - ✓ Be part of a group planning a routine, tactics, games making, strategy etc.
 - ✓ Take on another role – observing, assessing, providing feedback, officiating, using IT to capture images
5. Where they are able to, please also get them to change into their kit to fulfil the alternative roles described above

Children without Kit

Procedure

1. Children should bring their kit in the first day of PE that half term.
2. They should then leave their kit in school until half term.
3. If children do not have their kit please record this in your **PE Register and Kit Record** as detailed above and follow the procedure for 'Additional Procedures to Enhance Participation'.
3. **Complete a 'no kit' sticker and put in child's diary/ send home with child.**
4. Lend them some spare kit (teacher must collect this before each PE lesson and then return back to office after PE).
5. If no spare kit is available they should **not participate as a physical performer.**
6. Instead, they can:
 - ✓ Listen to and observe all the learning from you as the teacher, TA or coach
 - ✓ Be part of a group planning a routine, tactics, games making, strategy etc.
 - ✓ Take on another role – observing, assessing, providing feedback, officiating, using IT to capture images
7. If a child does not have their kit **twice in a row** please contact their parents or carers to discuss the situation.
8. If this fails to resolve the problem please inform the PE Co-ordinator.

Kit Requirements

Children

Please check that your children are wearing the correct kit for PE which is as follows:

- Academy sports polo shirt**
- Academy black shorts (no plain black shorts)**
- Suitable footwear for PE**
- Academy PE bag**
- Academy fleece (optional)**

In the colder weather, children are permitted to wear black or grey plain jogging bottoms and jumper over their Academy PE kit.

For swimming:

Boys- Should wear trunks that ARE NOT baggy, without pockets and that are no longer than the knee.

Girls- Should wear a full swimsuit (no bikinis permitted) with no accessories attached e.g. a tutu.

Goggles- Ourselves and the swimming instructors require written consent from parent/carers for children to be allowed to wear goggles.

Long hair must be tied up out of faces.

For Gymnastics children should be in bare feet unless the surface of the hall floor is not suitable or a child has a specific foot injury or condition.

Please note that appropriate footwear is to be worn by the children when moving from the classroom to the hall and back and that this footwear must be stored safely during the lesson.

Staff

All staff, including TAs are expected to wear appropriate sports clothing and footwear for all physical activity. This not only sets a good example for the children but is safer for staff themselves.

Getting your Children Changed for PE

Procedure

1. Children in Year 3 and 4 **will change together in their classrooms** with the teacher or whoever is responsible for the class at the time to be in the class to help with any issues or problems.
2. **Children in Years 5 and 6 will get changed separately**, with one group (girls or boys) getting changed in the classroom and the other in the Cloakroom / separate area - one member of staff can supervise by moving between both groups.

When children are changing please be careful to:

- Avoid any physical contact
- Avoid any visually intrusive behaviour
- Announce your intention of entering a changing area / room

Make sure that you do not change in the same area as the children.

Medical Conditions, Inhalers and EpiPens

Procedure

1. At the start of the year, prior to any delivery taking place, obtain details from the Office of any of your children who have a specific medical condition including asthma, epilepsy or diabetes, or use an inhaler or EpiPen.
2. Note this information down on your **Children's Medical Conditions Record** in Part 3 of your Handbook
3. Update this information on a regular basis and remember to check any children who might join your class during the year.
4. Make sure you share this information with other staff who are working with these children in PE or School Sport (coaches, festivals etc).
5. Ensure that at the start of the lesson you have possession of the inhaler or EpiPen (they should all be named), and you take them to where the activity is being delivered.
6. At the end of the lesson they must be returned to the child's classroom.
7. Please note that if you have a child in your lesson that uses an EpiPen you will receive some specific guidance on procedures to follow – if you haven't received this guidance you must ask at the Office for this.

Jewellery and Watches

Procedure

1. No jewellery or watches are to be worn.
2. The children should take off their own jewellery and watches and put them into their tray.
3. For children with ear studs that cannot be removed please do the following:
 - **Get them to tape over** them ensuring plenty of padding at the back of the stud.
 - Then assess if you think it is safe for them to take part fully in the lesson.
 - If there are parts of the lesson where you think there is a risk that they might bump into another child then adapt their involvement for that part of the lesson as follows:

Adapt the activity for that child so there is no risk of physical contact with another child (for example working in their own space / not taking part in competitive contact game situations / taking on another role such as time-keeper, scorer, observer, help with planning, assessing etc.)

- If you assess that there is **no** risk of them bumping into another child then allow them to take part fully in the lesson as planned.
4. Where any jewellery cannot be removed or made safe to allow the child to take part fully in the lesson please adapt the activity as identified above to make the situation safe to enable participation.

Please ask the PE Co-ordinator if you require any help here

Hair

Procedure

1. All long hair is to be tied back with a bobble.
2. Please make sure you have some spare bobbles to lend out.

Moving to and from the Activity Area

Procedure

1. Appropriate footwear is to be worn by the children when moving from the classroom to the hall and back.
2. Ensure that this footwear is stored safely during the lesson, preventing it from being a trip hazard.
3. **Do not leave children unsupervised at any time in the activity area.**

Raising Awareness with the Children of the Importance of Safety

Please help and encourage your children to become aware of safety factors relating to PE and School Sport and to take some responsibility for their own and the safety of others.

You can do this, for example, by reminding your children and discussing with them why:

- They are not to enter any PE Cupboards or storage areas without a member of staff
- They are not to touch or start using equipment unless asked to do so by a member of staff

You can also do this, for example, by:

- Asking your children to look around them and identify any hazards in the hall or on the outdoor area / playing fields before the activity starts, or identify risks relating to using particular equipment
- Asking your children about the risks of wearing jewellery or inappropriate clothing
- Discussing with your children what can be done to reduce any risks so that nobody gets harmed
- Discussing the importance of warming-up for physical activity

Mats

Teachers must model to children how to move mats correctly and safely. There should be a child to each corner. No mats should be moved without there being 4 people (one to each corner). Teachers must help with getting on and off the trolley. Ensure the breaks are on before moving the mats.

Safety Checks before starting your Lesson / Session

Procedure

1. Prior to any delivery taking place please assess the safety of the area you are going to work with the children on
2. **Outdoors** – please check for hazards including glass, cans, rubbish, stones, holes in the surface, broken fencing around the area, slippery surfaces.
3. **Indoors** – please check for hazards including wet or slippery surfaces (especially after lunch), equipment and other hazards around the outside.
4. Please check any apparatus before the children use it.

If you identify any faulty equipment or any hazards or damage in relation to our indoor or outdoor spaces or storage facilities that we use for PE and School Sport can you please inform the PE Co-ordinator and Mr Johnson (site manager) immediately.

Extra-Curricular School Sports Clubs and Activities

The procedures identified for PE Lessons also apply for School Sports Clubs and Activities and it is important that you read and familiarise yourself with them.

The exceptions are as follows:

Registering your Children for Extra-Curricular School Sports Clubs and Activities

Procedure

1. You will be provided with a list of the children who will be attending.
2. Write these into and use your **Extra-Curricular School Sports Clubs and Activities Registers** given to you in your first week.
3. For 'After School' Clubs and Activities you have a duty of care to ensure that all children are 'handed' over to their parents or carers at the end of the session. Please tick off as each child is handed over.
4. The list you are given will identify which children you can release to walk home without being collected and which children you have to hand over for collection to their parent or carer.
5. If their parent or carer does not turn up please take that child to the Office and the Office Staff will contact their parent or carer.

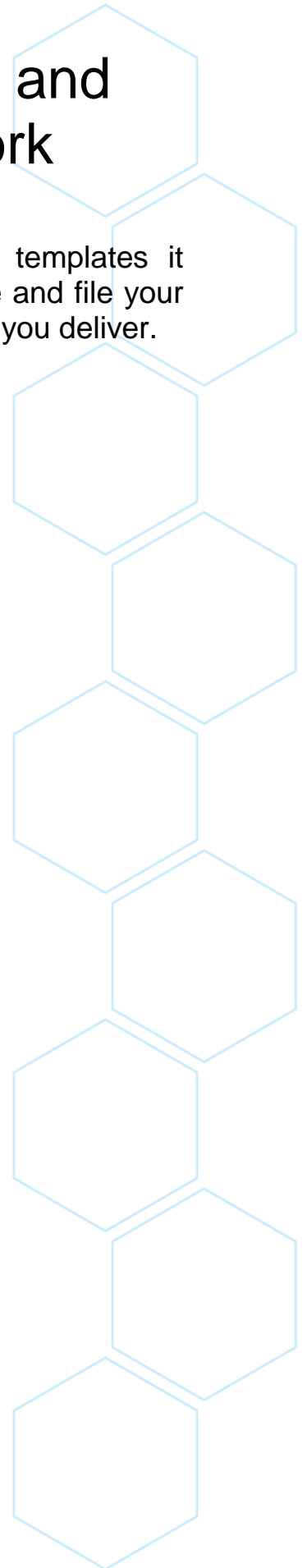
Taking Children Off-Site

Procedure

1. If you are planning to take children off-site for competitions or sports activities **please see the PE Co-ordinator well in advance of the event.**
2. The PE Co-ordinator will explain all procedures and will support you in completing all necessary documentation e.g risk assessments, letters etc.

Part 3 Organisation: Your PE and School Sport Paperwork

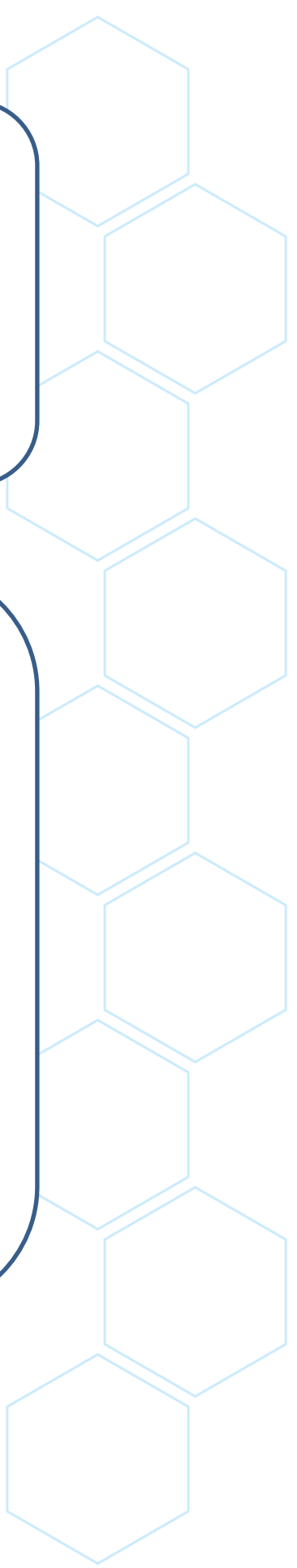
Please use this Part of your Handbook, and the templates it contains, to help you record information and organise and file your own paperwork in relation to the PE and School Sport you deliver.



Physical Education

My

**Teaching Timetable /
Class Curriculum
(Teachers and TAs)**



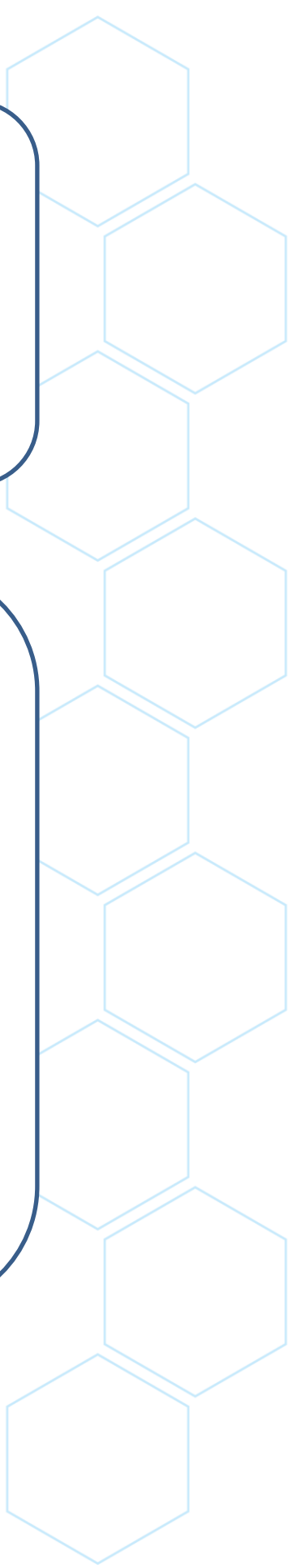
Physical Education

My Teaching Timetable / PE Lessons (Coaches)

Physical Education

My

**Units of Work
and Lesson Planning**



Physical Education

My

**PE Register and
Kit Record**

**Children's Medical
Conditions Record**

Physical Education

My

Assessments

**(One copy needs to be
saved online for each
term and one printed to
be kept in here)**



Extra- Curricular School Sport

My
**School Sports Clubs
and Activities:
Class / Staff
Time-Table**



Extra- Curricular School Sport

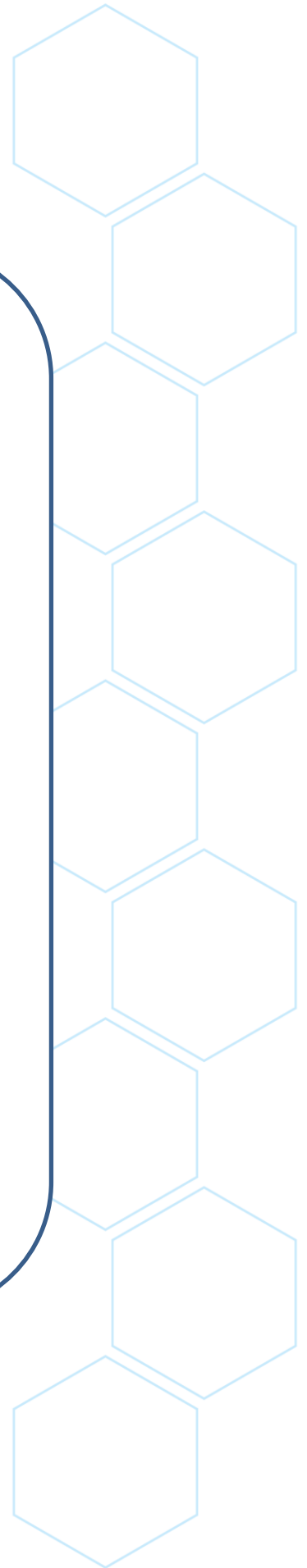
My School Sports Clubs and Activities: Registers



Extra- Curricular School Sport

My

**Record of my
Children's Sporting
and Leadership
Achievements**



My
**Correspondence
with Parents
and Carers**