



# THOMAS ALLEYNE ACADEMY SPORTS FIXTURES POLICY

Document produced by:	Alison Andrews, Office manager/ PA Head of PE
Current review:	May 2025
Next Review date:	May 2027

## **RATIONALE**

At The Thomas Alleyne Academy, our core Physical Education (PE) program is designed to foster a love for physical activity and promote lifelong health and fitness in every student. We believe that physical education is vital for the overall development of our students, encompassing physical, mental and social well-being. An important part of this development is the role of competition which allows students to practice and develop the characteristics of courage, determination and empathy.

The academy's 'Off-site Visit Policy' provides the key reference for sound planning for learning and recreational activities that involve taking groups of children and young people away from their usual operational base. This policy sets out the specific procedures that should be adhered to when taking students to sporting activities outside of the school grounds ( on 'fixtures').

## **DEFINITIONS**

This policy does not include sporting events which fall under our main Educational Visits Policy, such as:

- Sports Tours – if overnight
- Tournaments – if overnight or adventurous

Sports fixtures at schools and locations listed below are classed as activities within the school's Local Learning Area and well known to supervising staff. When fixtures are arranged at these venues it is not normally necessary to complete additional risk assessments/notes. All other operating procedures listed in the next section will be followed.

- |                            |                                |
|----------------------------|--------------------------------|
| ■ John Henry Newman School | ■ Hitchin Girls School         |
| ■ Barnwell School          | ■ The Priory School            |
| ■ Marriotts School         | ■ St Christopher's School      |
| ■ Barclay School           | ■ Knights Templar School       |
| ■ Nobel School             | ■ King James Academy           |
| ■ Hitchin Boys School      | ■ Ridlins Wood Athletics Track |

## **RESPONSIBILITY & RISK**

The following are potentially significant issues/hazards within our Local Learning Area: road traffic, members of the public, animals, losing a pupil, uneven surfaces, weather conditions, issues related to the actual sporting activities being practiced, travel by minibus, travel arranged by parents (which is managed in-line with school/employer policy).

Oversight of all fixtures is the responsibility of the Head of PE. These can be delegated to another member of staff by the Head of PE but this must be clearly communicated at the earliest opportunity directly to that member of staff.

The safety of students and management of risk is the responsibility of the staff accompanying students to the fixture.

## **OPERATING PROCEDURE**

Risk is managed by a combination of the following:

### *Oversight & approval*

- The Heads of PE must give verbal approval before a PE fixture is organised.
- All fixtures should be recorded on EVOLVE by the Trip Administrator via the 'Local Area Visit' module.
- Only staff judged competent to supervise groups in this environment are approved by the Head of PE.

### *Staffing & experience*

- There will be a minimum of one staff member in attendance, occasionally dependent on numbers there will be two members of staff.
- Staff are familiar with the locations and have practiced appropriate group management techniques.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- A mobile is taken with each group and the office/emergency contact has the number.
- The supervising member of staff will ensure no lone working or 1:1 situations arise with dismissal of students from the venue, unless by prior arrangement with a member of the senior leadership team.

### *Medical incidents*

- Staff are fully aware of the procedure to follow in the event of an injury to a student, particularly if a hospital visit is necessary.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- First aid kit is taken on all fixtures.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues, etc.)
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.

### *Travel*

- The minibus is well maintained and is driven by an approved, competent driver who holds the relevant licences, qualifications and experience (of this vehicle, route etc.)
- If pupils will be travelling by car, National Guidance 4.5c Transport in private cars and school policy will be adhered to.

- If parent-arranged transport is being used, responsibilities between school, parents and drivers in relation to how this is organised should be clear and transparent.
- School staff should know when, where, and who will be collecting pupils, especially where this is not a known parent/guardian.

### *Parents*

- Staff have parents' contact numbers available.
- Parental consent is requested as part of the TAA Local Area Visits policy and parents are asked to give consent via Arbor when their child joins the academy.
- An email will be sent to parents at least 48 hours before to inform of the fixture with details of times, venue and collection/transport arrangements.
- The concept and Operating Procedure for 'Sports Fixtures' is explained to all new parents when their child joins the school.

## **MONITORING, EVALUATION AND REVIEW**

This policy will be monitored and reviewed every two years by the Head of PE, the Evolve Visits Coordinator, the Senior Leadership Team (SLT) and shared with Governors.

## **RELATED POLICIES**

This policy operates in conjunction with the following school policies:

- Off site Visits Policy
- Health & Safety Policy
- Supporting Children With Medical Conditions Policy
- First Aid Policy
- Child Protection Policy