



PURPOSE

The purpose of this policy is to ensure that all physical education classes and sporting activities are conducted safely and in accordance with the best practice guidelines.

SCOPE

This policy applies to all staff, students, volunteers and visitors involved in physical education and sport at our school.

POLICY STATEMENT

Our school is committed to providing a safe and supportive environment for physical education and sport. We recognize the benefits of physical activity for the health, wellbeing and development of our students. We also acknowledge our duty of care to protect our students and staff from potential risks and hazards.

ROLES AND RESPONSIBILITIES

- The principal is responsible for ensuring that this policy is implemented and reviewed regularly, and that all staff are aware of their obligations and responsibilities under this policy.
- The OSH officer is responsible for ensuring safe play area by conducting risk assessments and regular inspections. And also responsible for providing safety trainings to students.
- The physical education coordinator is responsible for planning, organizing and supervising the physical education and sport program, ensuring that it complies with the relevant curriculum standards, safety guidelines and risk assessments.
- The physical education teachers are responsible for delivering quality physical education and sport instruction, following the approved lesson plans, equipment lists and safety procedures, and reporting any incidents or injuries to the principal or the physical education coordinator.
- The classroom teachers are responsible for supporting the physical education teachers in supervising the students during physical education and sport activities, ensuring that they follow the rules and instructions, wear appropriate clothing and footwear, and use the equipment safely and correctly.
- The students are responsible for participating in physical education and sport activities in a respectful and cooperative manner, following the rules and instructions, wearing appropriate clothing and footwear, using the equipment safely and correctly, and reporting any incidents or injuries to their teacher.
- The parents are responsible for encouraging their children to participate in physical education and sport activities, providing them with appropriate clothing and footwear, informing the school of any medical conditions or special needs that may affect their participation, and supporting the school's policy on physical education safety.

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PROCEDURES

- All physical education and sport activities must be conducted in accordance with the guidelines published by the Department of Education and Knowledge (ADEK).
- All physical education teachers must have first aid training.
- All physical education teachers must conduct a risk assessment before each activity, taking into account the age, ability, experience, medical conditions and special needs of the students, the type, condition and suitability of the equipment, the size, layout and surface of the venue, the weather conditions and any other relevant factors. The risk assessment must be documented and reviewed regularly.
- All physical education teachers must ensure that they have adequate supervision ratios for each activity, depending on the level of risk involved.
- All physical education teachers must ensure that they have access to a first aid kit, a mobile phone or other communication device, an emergency contact list and an incident report form during each activity.
- All physical education teachers must report any incidents or injuries to OSH officer as soon as possible.
- All teachers should notify the school nurse as soon as possible if a student is injured or has a medical emergency during the PE period.
- All students must wear appropriate clothing and footwear for each activity. They must not wear jewellery, watches or other accessories that may cause injury to themselves or others. They must tie back long hair or wear a hair net if required.
- All students must use the equipment safely and correctly. They must not tamper with or damage the equipment. They must return the equipment to its designated place after each activity.
- All students must follow the rules and instructions given by their teacher. They must not engage in any behaviour that may endanger themselves or others. They must respect their peers, teachers and opponents.
- All students must report any incidents or injuries to their teacher as soon as possible. They must not continue to participate if they feel unwell or injured. They must seek medical attention if necessary.

EQUIPMENT MAINTENANCE

- The equipment and facilities are routinely checked to identify any signs of wear and tear that may cause injury. Any defective items are immediately taken out of use until repaired or replaced.
- There is a routine for checking equipment and reporting faults.
- Purchasing and storage of equipment all items purchased comply with the appropriate safety Standards taking into account the nature of the usage, age of students, etc.
- Storage areas must be kept tidy and allow safe access for staff, and students.

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TRAININGS

- Training for PE Staff new to the school will receive a PE induction which includes routines for moving equipment and small apparatus, emergency procedures, safe handling of gymnastics equipment.
- There will be ongoing training for PE staff and when new equipment or procedures are introduced, to test emergency and accident procedures.
- Before each terms safety training should be given to all students.
- Training should be given to students about the safety rules to be followed in physical education and safety guidelines for handling sports equipment's and PPE's.

ACCIDENT AND EMERGENCY PROCEDURES

- The school has designated school nurse and trained first aiders.
- If an accident or injury occurs, school nurse and OSH Officer is informed and decides on the action to be taken.
- A first aid kit should available and accessible in the play area and outside activities.
- Emergency contact numbers are available and accessible near the play area.
- For off-site visits, the members of staff will have the school phone number, direct to school office who then make relevant contacts.
- All staff accompanying the children will have mobile telephones. (Staff aware of critical incident plan when taking children off site).
- All incidents are recorded in the incident register and conduct incident investigation as per OSHAD code of practice.

STUDENTS OF DETERMINATION

- The school aims to maximize all students' participation in physical education and schools sport. Students with SEN participate in lessons in a manner appropriate to their ability and the safety of themselves and others.
- Staff working with POD Students will know the nature of the student's learning difficulty, disability or emotional or behavior.
- Staff working with POD Students are aware of any constraints on physical activity as a result of the disability or group of medication.
- School nurse should provide the emergency treatment necessary if the physical activity exacerbates the disability.
- Regular communication with parents as appropriate, will ensure that pupils take as active and safe a role as possible.

REVIEW: This policy will be reviewed every one years or as required by changes in legislation or best practice guidelines.

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