

Booth Wood Academy Sports Fixtures Policy

General	Sports fixtures which take place at another school and are either in or out of school time follow the Operating Procedure below. These fixtures: • should be recorded on EVOLVE via the 'Local Area Visit' module or on EVOLVE Sports. • require informed parental consent. These would normally be on paper checked and held by the trip leader. • do not normally need additional risk assessments/notes (other than following the Operating Procedures below). • are organised and run by a qualified teacher/Sports Coach/competent employee.
Locations	Sports fixtures primarily take place at schools and locations listed below. These include, but are not limited to, the following frequently visited venues: <i>e.g.</i> • <i>Charnwood College</i> • <i>Loughborough Leisure Centre</i> • <i>Charnwood Lawn and Tennis club</i> • <i>Loughborough Town Cricket Club</i> • <i>Local primary schools in 20 mile radius</i>
Exclusions	This policy <u>does not include sporting events</u> which fall under our main Educational Visits Policy, such as: • Sports Tours – if overnight • Tournaments – if overnight or adventurous

Operating Procedure for Sports Fixtures

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people
 - members of the public
 - animals
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- 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)

These are managed by a combination of the following:

- The Head and EVC **must** give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. The **EVC** and Headteacher will decide if a staff member is competent or not.
- The concept and Operating Procedure for 'Sports Fixtures' is explained to all parents in the first newsletter of the year. Consent is obtained yearly from all parents for pupils to take part in local sporting events or trips in the local area.
- 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.)

- There will normally be a minimum of two adults (at least one employee) when going to an event. If at an event only one adult can stay, there must be other sports/teaching staff around that have agreed to support the school and pupils if needed.
- Staff are familiar with the *locations* and have practiced appropriate group management techniques.
- 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.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff leave a completed 'Signing out' sheet with the office which includes names of all attendees. Pupils will also be signed out of the electronic system.
- A mobile is taken with each group, and the office/emergency contact has the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues, 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.
- The school will ensure no lone working or 1:1 situation arise with dismissal unless by prior arrangement
- Staff have parents' contact numbers available.

Reviews

Date: 8.8.25

Reviewer: Heather Sharpe and Joel Wolfe

Next Review Date: 8.8.27