

St Mary's Catholic Primary Academy

Sports Fixtures Policy

General	Sports fixtures which take place away from the school site, either in or out of school time, should follow the Operating Procedures below. These fixtures: • should be recorded on EVOLVE via the 'Local Area Visit' module or on EVOLVE Sports. • require informed parental consent. This is part of the visits blanket consent. • do not normally need additional risk management plans/notes • are organised and run by a qualified teacher/competent employee.
Locations	Sports fixtures primarily take place at the schools and locations listed below. These include, but are not limited to, the following frequently visited venues: • <i>Activities within the school's Local Learning Area</i> • <i>Community playing fields</i> • <i>Franklin College</i> • <i>Grimsby Institute</i> • <i>Other local schools</i>
Exclusions	This policy does not cover <u>sporting events</u> which fall under our main Educational Visits Policy such as: • Sports Tours – if overnight • Tournaments – if overnight or adventurous

Operating Procedures for Sports Fixtures

The following are potentially significant issues/hazards:

- Road traffic
- Members of the public
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Issues related to the actual sporting activities being undertaken
- Travel by minibus
- Travel arranged by parents

These are managed by a combination of the following:

- The Head, **Deputy or EVC** must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedures for sports fixtures' are explained to all new parents when their child joins the school and consent is obtained.
- There will be a minimum of two members of staff.
- 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.
- 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 situations arise with dismissal unless by prior arrangement
- Staff have parents'/guardians' contact numbers available.

Notes