

Extra-curricular Sports/Physical Activities - a good practice guide for schools

This is a brief summary of good practice in the area of extra-curricular sports/activity delivery. It is not a comprehensive guide, but simply highlights the basic elements necessary to ensure sessions run at your school are as safe as they can be. If sessions are taking place at your school that have **not** been organised by the Moray Council (Active Schools or Sports Development) then you may want to check that these procedures are being followed:

Deliverers

- People working directly with children should be enrolled in the **Protection of Vulnerable Groups (PVG) Scheme** (formerly the CRBS Disclosure system). Your Active Schools Coordinator can guide you here, but schools should arrange to have their own deliverers entered into the scheme, this way it covers them for all the activities they may undertake within the school (e.g. running after-school clubs, escorting children on trips). Schools can also request a *Scheme Record Update* for individuals who are already members of the scheme but starting a new role, or as part of a regular review of existing employees. For further advice contact the Moray Council HR Help Line on 01343 563261.
- Deliverers of activities should have some level of **child protection training**. The most relevant training for those delivering sports/physical activities is the *Safeguarding & Protecting Children* course and these are organised regularly by the Moray Council. The next available courses take place on Thu 26 Oct, and then again on Wed 24 Jan, both 18.00-21.00 at Elgin Academy. Places can be booked by calling 01343 563374 or emailing MISSupport@moray.gov.uk
- Deliverers of sports/physical activity sessions should have immediate access to a **first aid kit**, and at least one of the deliverers should have had first aid training. The one-day HSE-approved **first aid training** is sufficient, and these courses are regularly organised by the Moray Council. The next courses take place on Sat 30 Sep at Keith Sports & Community Centre, and then again on Sat 25 Nov at Elgin Town Hall, both 09.30-16.00. Places can be booked by calling 01343 563374 or emailing MISSupport@moray.gov.uk

Procedure

- An up-to-date and accurate **register** will provide deliverers with everything they need to know about the participating children in order to ensure they are kept safe during and after a session (e.g. medical information, details for pick-up). Most of this information can be gained from a comprehensive **consent form**. A template register and consent form is attached and can be adapted to any activity.

- As a guide, sports/physical activities should have the following **adult-to-child ratios**:

Ages 4 – 8 1:6

Ages 9 – 12 1:8

Ages 13 – 18 1:10

These ratios may need to be adjusted depending on the nature of the activity and the participants. For example, does the activity involve more than one location? (As is the case with cycling activities where you may need a front and back marker). Are there children with additional support needs taking part? (In which case they will need the same level of support they require during class time).

- Irrespective of the ratios, Sports/physical activities should be planned to involve **at least two adults**. This is to ensure that children are never left unattended: where situations arise when one deliverer must leave the activity (e.g. a first aid emergency) the other deliverer will remain in charge of the group. In some cases where another member of staff is present within the school, but not the actual session, they may be considered the second responsible adult but only if they have been briefed beforehand and are immediately accessible in the case of an emergency.
- Many sports leader courses will train **young leaders** from 14 years of age, and we encourage the use of these young people in the delivery of sessions. Any deliverer under 18 years of age, however, is still a child – their details should be included on the register and there should have adult supervision when they deliver to other children.

If these guidelines raise any questions or concerns, or if you think those delivering extra-curricular activities at your school would benefit from further support, please contact your Active Schools Coordinator (sportinmoray.co.uk - *Active Schools* tab - *Contact us*). A copy of this guidance is on the same site under the *Active Schools* tab - *Useful guidance and documents*).

References:

Protection of Vulnerable Groups (PVG) Scheme - Briefing for Sports Clubs/Organisations, Children 1st & sportscotland.

10 Steps to Safeguard Children in Sport, Children 1st & sportscotland.

Guidelines on Staffing/Supervision Ratios for Children/Young People's Activities. NSPCC Child Protection in Sport Unit.

The Yellow Booklet – Activity Leader's Handbook, The Moray Council.