



مدرسة الامارات الدولية
EMIRATES INTERNATIONAL SCHOOL

Physical Education Health & Safety Policy 2018-19

PE HOD		Date:
SLT / Headteacher		Date:
Version Date	September 2017	
Next Review Date	September 2018	

1. Role of this Policy

Physical Education Health & Safety Policy should be read in conjunction with the Schools general Safety Management System. The purpose of this document is to record the arrangements made in the Physical Education department to implement the policy.

This document is maintained by the Physical Education department. It is available to all new members of staff, i.e., teachers, trainee teachers, teaching assistants, etc working in the department. Staff are expected to sign the list kept in the PE staff room to show that they have read the document. A copy is passed Head of Physical Education.

2. General Aims

Physical Education teaching has an excellent health & safety record. This department is keen to continue to promote practical work as it's an essential component of PE teaching and is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the PE staff, i.e., teachers, trainee teachers, teaching assistants and other support staff (eg, special needs and bilingual staff) and staff who work in the department occasionally:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work,
- to be familiar with this health & safety policy by periodic reference to it,
- to look out for any revisions,
- to follow its provisions, and
- to cooperate with other members of staff in promoting health and safety.

3. Monitoring and Checking

Checklists on equipment and machines and a timetable for such checks are kept with the reference copy of this policy. Monitoring arrangements for the effective implementation of the policy will be discussed and evaluated through a scrutiny meeting between PE HOD and relevant Assistant Head / Head teacher. Should any recommendations be made these will be applied in due course by HOD and shared with all PE staff.

4. Training Policy

Generally, this department follows guidance in AfPE 'Safe Practice in Physical Education and School Sport' – 2012 edition. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. A file containing copies of any certificate is located in the PE staff room. Staff should update their skills upon expiry, with the School (Emirates International School Jumeirah) providing the necessary opportunities to complete this training.

5. Risk Assessments

Every employer is required under various regulations to supply employees with risk assessment before activities take place. Risk Assessments for every activity that is delivered at Emirates International School Jumeirah (within the PE department) can be found upon request from the Physical Education HOD.

6. Clothing, Personal Effects and Protection

Students, and parents alike are informed at the start of each academic year of the requirements students must meet with reference to clothing, personal items and jewelry including the following;

- Students must remove **ALL** personal jewelry, including watches to minimize risk of injury to themselves and others during lessons.
- Students should leave personal items (such as iPhones, iPads, laptops) in their locker / personal bag to prevent damage and minimize risk of injury.
- Students must bring their full PE kit to each lesson (See 6.1)

In the event that a pupil does not have the appropriate kit with them to participate in the lesson, they will be expected to borrow some PE kit and still actively take part. If insufficient kit is not brought along on two separate occasions in a term, then this will result in an hours detention with Physical Education HOD. If it becomes an ongoing issue with the student further channels will be followed and a meeting with parents and SLT may be necessary.

Parents should be aware and understand that the element of danger and risk is increased to the wearer and others if jewelry and clothing policies are not followed. The teacher and school (Emirates International School Jumeirah) can take **NO RESPONSIBILITY** for student injury that occurs through lacking the correct clothing or non-removal of jewelry including watches, rings and bracelets.

6.1. Dress

- Students and staff must wear appropriate PE clothing for all PE activities following the schools PE kit policy.
- The wearing of vest and pants alone is not acceptable clothing for PE in any context.
- Acceptable clothing is that which presents no risk of injury to the wearer or other children and young people.
- Clothing should allow unrestricted movement without being too loose and when necessary provide protection for the activity concerned. Care should be taken to ensure that students do not wear unnecessary amounts of clothing, particularly for indoor activities.
- Any student with long hair must ensure it is tied back to prevent entanglement in apparatus and to prevent it obscuring vision.

6.2 Sensory Aids

- The wearing of sensory aids will usually be determined by the nature of the activity (i.e. activities involving physical contact would not be appropriate).
- A balanced judgment should be made as to whether wearing the item constitutes a greater or lesser risk to the wearer and to the group in those activities where physical contact is absent.
- Spectacle wearers **ARE ENCOURAGED** to secure their spectacles using appropriate tabs, bands or wearing sports goggles prior to play – minimizing risk of injury including cuts and gashes. Parents are asked to provide shatterproof lenses in spectacles or ideally plastic lenses whenever the participant relies on wearing spectacles during PE.

6.3 Footwear

- Students should always ensure that they have the correct footwear for the activity they are taking part in during the lesson.
- Appropriately moulded studded boots are recommended for invasion games played on grass / astroturf pitches – rugby, football etc.

- Appropriate training shoe / trainers must be worn for indoor games activities in all phases of education and footwear should be clean and free from mud.
- Pupils should never participate in socks, especially on polished surfaces (sports hall) and will be asked to remove their socks and work barefoot to minimize risk during activities.

6.4 Jewelry

- **ALL JEWELRY** and personal effects such as watches, necklaces and body piercings must be removed for physical education and related activities, **including stud earrings and nose studs.**

If, under exceptional circumstances, jewelry cannot be removed (e.g. cultural practice or newly pierced ears), risk of injury should be reduced where it is practicable to do so:

- Studs being secure by the use of micropore tape or masking tape (not sellotape or elastoplasts), **which must be applied by the student personally prior to lesson.**
- Students should ensure that any personal jewelry removed is placed in a secure location, and should be removed prior to attending PE and left in their locker.
- We would prefer it if students did not bring valuable items to school. The school cannot be held responsible for lost items. It is important that students understand that they bring in items at their own risk. If it is felt necessary to bring in items such as mobile phones we would advise that items are safely stored in the student's locker.

7. Security

- All teaching rooms, staff and store rooms are to be kept locked at all times, except when in use. It is the task of the staff member leaving such a room to see that the rooms are empty and that the door is locked.
- No class is allowed to be in a PE teaching area without adequate supervision.

8. Fire

- PE staff will follow the normal school procedure in case of major fires – exiting to meet on the school field in necessary location.
- **Students are to leave all personal belongings and leave for the field ASAP under their teachers guidance.**
- **PE HOD is to check all areas have been cleared and lock doors upon leaving the sports hall / area.**

9. Reporting of Injuries

- Injuries or suspected injuries to a pupil or of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures.
- An injury report sheet (found on the inside door of PE office) must be completed after any injury (student or staff) and then passed on to PE HOD for records and follow up.
- After completing an injury report form staff should contact the student's parent ASAP to inform them verbally of the incident occurred.
- Any serious injury will lead to the school nurse being contacted and referred to for any assistance.

10. **After School Injuries / Incidents**

- In the instance of an injury occurring during an extra-curricular / after school activity, teachers can request the expertise help and support of the school nurse who will remain on site until 5pm each day.
- The teacher leading the activity / match must still complete the required injury form and provide this to the PE HOD for departmental records.

Staff Confirmation of Receiving and Reading H&S Guide

Staff Name	Signature	Date
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Laila Freckleton		
Peter Everett		
Simon Williams		
Ryan Buckman		
Donna Campbell		
Jessica Deardan		
Emily Nolan		
Jodie Wills		