Safe Practice in PE and Sport

Policy 2026–27

"Small School with a Big Heart" • "To become the best version of ourselves"

Updated	November 2026
Next planned review	Summer Term 2027 (earlier following a significant incident or change in guidance)

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1. Purpose and values

High Green Primary School provides a broad, enjoyable and inclusive PE and sports offer. This policy sets out the everyday precautions and responses used to protect pupils, staff and visitors while enabling positive physical activity and appropriate challenge.

Our four values – Be Respectful, Be Responsible, Be Kind and Be Proud – underpin safe participation, fair play, cooperation and the confidence to ask for help.

The school follows Get Set 4 PE and also uses iMoves. PE lessons are delivered by appropriately trained PE coaches from the ARCHES Partnership. Coaches plan and deliver activities using these resources, working alongside school staff and adapting provision to pupils' needs, the space, equipment, weather and identified risks. These curriculum resources do not replace the school's safety procedures or activity-specific guidance.

Core expectation: Every PE lesson is delivered by a trained ARCHES PE coach with a teaching assistant who is a trained first aider present to support.

2. Responsibilities and safe teaching

- The Headteacher ensures that appropriate arrangements, equipment inspections, staff training, first aid and risk management are in place.
- The PE Subject Leader monitors safe curriculum delivery, equipment, staff competence and concerns or improvement actions.
- Trained PE coaches from the ARCHES Partnership lead PE lessons. Coaches must be competent in the activities they deliver, understand pupils' relevant medical and additional needs, provide safe instruction and maintain effective supervision. School staff share essential pupil information and retain oversight of safeguarding and welfare.
- A teaching assistant (TA) who is a trained first aider supports every PE lesson and remains present throughout. The TA supports supervision, inclusion, pupils' additional needs and first-aid response where necessary.
- ARCHES coaches and supporting adults follow the school's safeguarding, behaviour, first-aid and reporting procedures. Teaching assistants do not independently lead specialist or high-risk activities without the necessary training, competence and authorisation.
- Pupils are taught how to use space, apparatus and equipment safely, follow instructions and report hazards or injuries promptly.

Safe teaching and supervision

- Plan an appropriate warm-up, progressive teaching, rest/hydration and cool-down as relevant to the activity.
- Check pupil understanding, observe participation continuously and adjust challenge when fatigue, behaviour or environmental conditions increase risk.
- Ensure pupils are safely supervised during transitions, changing, use of apparatus and outdoor movement.
- Do not proceed with an activity when staffing, first-aid cover, space or equipment is insufficient for safe delivery.

3. Planning, risk management and supervision

Every lesson uses proportionate risk management: staff check the working area and equipment before use, consider foreseeable hazards and adapt or stop the activity when circumstances change. Existing school and activity risk assessments must be followed and reviewed when needed.

A written risk assessment is completed for out-of-school sporting events and competitions, including transport, venue, supervision, safeguarding, medical needs and emergency arrangements. The school also considers the venue or provider's relevant risk assessment; this does not replace the school's responsibility for its own pupils. Off-site events follow the Educational Visits Policy and EVOLVE procedures as applicable.

Adult supervision is determined by the activity, environment and pupils' needs, not by an assumed fixed ratio. During every PE lesson, a trained ARCHES PE coach delivers the activity with a trained first-aid TA present to support. Off-site sport also requires appropriate first-aid cover and staffing as identified in the event risk assessment.

4. Clothing, jewellery, equipment and spaces

- Appropriate PE clothing and secure footwear must match the activity, surface and weather. Long hair must be tied back.
- Jewellery, including earrings, is removed for physical activity in line with the school's safety arrangements. Staff do not remove pupils' jewellery or tape over earrings as a routine substitute for removal. Where removal is not possible, staff assess the specific activity and offer safe, meaningful participation wherever possible.
- Gymnastics and dance may be barefoot where the surface and activity make this safe. Socks alone on slippery floors must not be used.
- PE areas, playgrounds and halls are checked for hazards, suitability, access and safe movement. Activities must be adjusted when space is limited.
- Equipment is inspected before use; defective items are isolated and reported. Specialist apparatus is checked and maintained through the school's inspection arrangements.
- Pupils learn safe methods for carrying and setting out apparatus under staff supervision.

5. First aid and medical needs

Every PE lesson is led by a suitably trained PE coach from the ARCHES Partnership. A teaching assistant (TA) who is a trained first aider is present throughout the lesson to support safe participation and respond to first-aid needs. Off-site sport and competitions also require appropriate first-aid cover under the approved risk assessment and Educational Visits Policy.

Before PE or sport, relevant adults must know pupils' health needs and any Individual Healthcare Plans (IHPs), allergy action plans, asthma arrangements, diabetes support requirements or other agreed adjustments. Necessary medication and emergency equipment must be quickly accessible.

- Asthma: pupils have prompt access to their prescribed reliever inhalers and staff follow the child's care arrangements.
- Allergies: staff follow individual allergy plans, know who may need an adrenaline auto-injector and how to obtain and use emergency medication in line with training and school policy.
- Diabetes: where a pupil requires diabetes-related assistance, appropriately trained staff must be available and accompany off-site PE or sport where required by the IHP. Staff plan for monitoring, food/drink, physical exertion and emergency support.
- Off-site sports events: the visit medical bag contains the medication and supplies required for participating pupils, with school spare adrenaline auto-injectors taken in line with the Educational Visits Policy and available-stock checks.

The first aider provides immediate assistance, staff seek emergency medical help when indicated, and accidents or treatment are recorded under the school's First Aid and Health and Safety procedures.

6. Head injuries, concussion and incidents

Whenever a pupil sustains a head injury during PE or sport, parents/carers are telephoned straight away.

- Stop the activity immediately. A first aider assesses the pupil and arranges urgent medical assistance where required; call 999 for serious symptoms or suspected serious injury.
- If concussion is suspected, remove the pupil from play immediately. They must not return to PE, training or competition on the same day, even if they initially appear well.
- Follow current UK grassroots concussion guidance, including medical advice and a graduated return to learning and physical activity. Staff must not independently declare a pupil fit to return to contact sport.

- Record the injury, first aid provided, parent contact and subsequent action; share necessary information with relevant staff while maintaining confidentiality.
- Any significant accident, dangerous occurrence or near miss is reported and reviewed in line with school and local authority health and safety arrangements; RIDDOR notification is made where legally applicable.

7. Outdoor PE: field and public gennel

Access to the school field, woodland and allotment is via a public gennel. This is not a secure school-only route. Outdoor PE or sport using the field must follow the relevant outdoor learning, supervision and missing-child risk assessments.

- A teacher never takes pupils through the public gennel to the field, woodland or allotment alone. At least one other member of staff, who is a trained first aider, accompanies the group throughout; further adults attend when the risk assessment requires them.
- Staff carry out headcounts before departure, at key transitions and on return.
- Staff maintain close supervision at entrances, crossings and shared public access points. They follow arrangements for the nearby busy road and respond immediately to an unaccounted-for child.
- Check weather, ground conditions, boundaries, gates, emergency access, communication and any medical equipment before moving outside.

8. Sports fixtures, visits and swimming

Sports competitions, fixtures and activities beyond the school site follow the Educational Visits Policy. The visit leader ensures the event risk assessment, staffing (including a first aider), medicines, high-visibility clothing as appropriate, headcounts, emergency contacts and transport arrangements are in place before departure.

For swimming, staff follow the current school swimming procedures, the pool provider's emergency plan and the agreed supervision and instructional arrangements. Staff confirm who is responsible for instruction, poolside supervision, lifeguarding, changing arrangements and support for pupils with additional needs.

9. SEND and inclusive participation

All pupils should have safe, meaningful opportunities to participate. Staff adapt instructions, equipment, space, activity, communication and staffing where reasonable, with reference to any relevant SEND provision or healthcare plan.

When an individual risk is identified, staff agree proportionate adjustments with the SENDCo, pupil and parents/carers as appropriate. Decisions must balance safety and participation, and should not impose blanket restrictions because a pupil has SEND or a disability.

10. Safeguarding and physical contact

Staff maintain professional boundaries and follow the Child Protection and Safeguarding Policy, Staff Code of Conduct and Behaviour and Relationships Policy. Changing arrangements protect dignity, supervision and privacy. Any safeguarding concern or allegation is reported immediately in accordance with school procedures.

Physical support in PE, for example for a balance or movement, is used only when necessary, safe and proportionate. Staff explain the purpose and nature of the contact and seek the pupil's agreement where appropriate. Emergency action needed to prevent harm is managed under the school's reasonable-force and safeguarding procedures.

11. Monitoring and linked procedures

The PE Subject Leader and Headteacher review concerns, incidents, near misses, equipment inspections, staff training and any changes in professional guidance. This policy is reviewed by Summer Term 2027, and earlier following any significant incident or operational change.

Read alongside: Health and Safety Policy; First Aid Policy; Supporting Pupils with Medical Conditions; Allergy Policy; Child Protection and Safeguarding; Behaviour and Relationships; SEND; Educational Visits; Emergency Procedures for a Missing Child; Swimming procedures; school/activity risk assessments.

External guidance: Association for Physical Education (afPE), Safe Practice in Physical Education, School Sport and Physical Activity (2024/digital guidance); DfE First Aid in Schools; DfE Health and Safety Advice for Schools; UK Concussion Guidelines for Non-Elite (Grassroots) Sport.