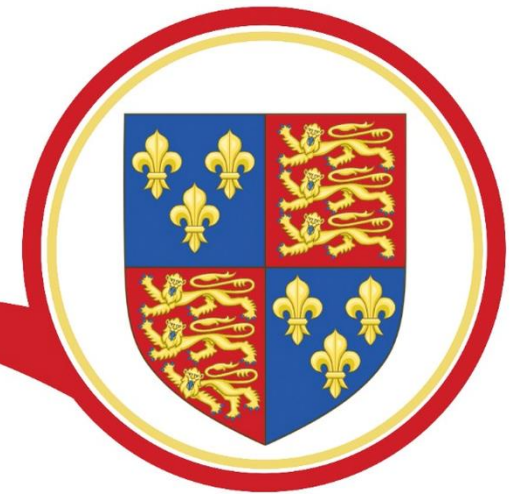


Queen Elizabeth High School



Extra-Curricular Sports Clubs and Fixtures Safeguarding Policy and Procedures

#QE12

Last amended 2nd December 2025

To be reviewed no later than August 31st 2028

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Statement of intent

Queen Elizabeth High School is committed to ensuring the safeguarding, welfare and wellbeing of all pupils who attend extra-curricular sports clubs and fixtures.

All staff, coaches, volunteers, and external providers involved in sports activities must follow this policy and comply with Association for Physical Education (afPE) Safe Practice in Physical Education, School Sport and Physical Activity (PESSPA).

All activities must be planned, delivered, and supervised in accordance with the school's safeguarding procedures, statutory guidance (e.g. Keeping Children Safe in Education), and afPE principles of safe practice.

Safeguarding in these settings is underpinned by statutory guidance (e.g., Keeping Children Safe in Education) and relevant out-of-school safeguarding guidance.

The Designated Safeguarding Lead (DSL) for the school has overall responsibility for child protection.

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility

1. Roles and responsibilities

The Head of School will be responsible for:

- Implementing and reviewing this policy
- Ensuring that appropriate staffing, supervision arrangements and safeguarding oversight are in place for all extra-curricular sports clubs and fixtures
- Ensuring that all staff, coaches and volunteers delivering extra-curricular sports activities understand and comply with TCATs Child Protection and Safeguarding Policy and Procedures, afPE guidance and this policy
- Overseeing effective communication between school staff, admin staff and parents to ensure that arrangements for clubs, fixtures, cancellations and pupil collection are safe, timely and well-coordinated

The DSL will be responsible for:

- Overseeing safeguarding for all school activities, including clubs and fixtures
- Ensuring that all coaches and volunteers know how to report concerns and who to
- Ensuring they are aware of injuries and safeguarding-related incidents arising from extra-curricular sporting events
- Overseeing safeguarding arrangements for travelling to fixtures (transport, collection, supervision)
- Ensuring safeguarding procedures are understood and followed during changing-room supervision
- Safeguarding oversight in cases where external coaches or volunteers are used

The Head of PE will be responsible for:

- Advising on the content of this policy
- Overseeing communication to admin staff and parents regarding fixtures, cancellations and arrangements and ensuring it is effective and in line with the provisions of this policy
- Ensuring appropriate risk assessments are carried out for fixtures, events, transport, PE activities, and weather conditions
- Ensuring pupil collection and dismissal procedures for clubs and fixtures is safe, orderly and compliant
- Managing injuries, reporting requirements, and liaison with first aid leads and the Head of School, DSL and Estate Manager
- Ensuring external coaches follow TCAT and school policies, safeguarding rules and supervision expectations
- Ensuring changing-room supervision is appropriate, safe and compliant with safeguarding expectations

- Ensuring staff (including non-PE staff involved in fixtures) are briefed on procedures, expectations and safeguarding requirements
- Ensuring sports equipment is safe, checked regularly and fit for use

Administrative staff will be responsible for:

- Maintaining administrative oversight of all clubs, communications, attendance registers, and cancellations and communicating such information to the Head of PE so that this policy can be enacted as set out
- Communicating fixture information and updates to parents
- Supporting the coordination and logging of pupil collection after clubs and fixtures
- Receiving and processing injury or incident reports from staff
- Maintaining records of fixtures, permissions, and medical information for events
- Supporting transport arrangements and communicating changes
- Ensuring emergency contact information is available and accessible for staff leading off-site fixtures

External providers and volunteers will be required will be responsible for:

- Ensuring they hold and have evidenced the correct level of DBS approval
- Complying fully with all relevant TCAT and school policies and safeguarding procedures, including reporting concerns immediately
- Ensuring all held contact information is accurate and valid
- Following school procedures for injury management and recording
- Adhering to medical needs and emergency information for pupils
- Communicating with staff regarding changes, delays, or incidents

Parents will be responsible for:

- Giving the appropriate consent for their children to take part in such activities
- Providing necessary equipment, clothing, or medication for safe participation
- Ensuring they are aware and able to collect their children at the end of the event where required to do so, or in the event of another parent collecting the pupil(s) communicate these arrangements to staff in advance
- Understanding how and who to report issues to
- Treating staff and volunteers with respect and in line with TCATs Parent Code of Conduct

- Informing the school promptly if a child cannot attend a club or fixture
- Ensuring emergency contact information and medical details are up to date
- Sharing information about injuries or medical conditions relevant to sports participation
- Supporting behaviour expectations at fixtures and clubs

Pupils will be responsible for:

- Following staff instructions, behaviour expectations, and sportsmanship rules at all times
- Attending clubs and fixtures they have signed up for, and inform staff in advance if they cannot attend
- Bringing appropriate PE kit, footwear, and any required medication (e.g., inhalers) to participate safely
- Following all safety rules and use equipment only as directed
- Behaving appropriately in changing rooms and follow supervision expectations
- Staying with staff and follow agreed procedures for travel, dismissal, and waiting after fixtures

2. Risk assessment and safe supervision

Risk assessments must follow afPE safe-practice templates and include:

- Nature of the activity
- Environment/playing area
- Equipment
- Group size & needs
- Staffing ratios
- Medical needs

Risk assessments must be reviewed termly and after any incident or change in circumstances.

Supervision expectations are as follows:

- Pupils must be supervised from the moment they arrive for the club/fixture until collected
- Staff must supervise changing rooms appropriately in line with safeguarding guidance

- At the end of clubs/fixtures, staff must remain with pupils until they are collected by an authorised adult or have permission to walk home

3. Registers and attendance

Every extra-curricular sports club session and fixture must have a written or digital attendance register completed at the start (or as soon as pupils arrive) by the teacher or coach.

The register must record all attendees by name on the first session this will then be confirmed with admin staff to ensure a regular register is in place.

Registers should be passed to (or be accessible by) the school admin team after the first session to establish regular attendance and add the pupils to a club register on Bromcom.

Admin staff will keep a termly or half-termly consolidated list of regular attendees for safeguarding monitoring.

It is the responsibility of the Head of PE to ensure admin staff are clear on what is being asked of them, have the necessary information to do so and are monitored so that policy is followed.

4. Communication and promotion of clubs

The school website will have a dedicated section for extra-curricular clubs listing all sports clubs, their times, locations, staff and how students can sign up. It is the responsibility of the Head of PE to ensure this page is maintained and accurate at all times

Social media (Facebook) may also be used to promote clubs but must only publish information that is safe and appropriate.

Posts should include the start date, day(s) of week, time, venue, and teacher names of those running the club or fixture.

When featuring pupils in photos or videos on social media, staff must ensure parental consent is in place and adhere to TCATs Data Protection Policy.

5. Admin access

The admin team should maintain a master timetable of all sports clubs and fixtures, including running times, staff and venue as advised and monitored by the Head of PE.

This master timetable must be accessible to relevant staff (DSL, SLT and office staff) to ensure visibility.

All fixtures and clubs must be accessible via a shared PE calendar.

Admin staff will monitor attendance registers and report attendance to the Head of PE.

6. Cancellation procedures

When a Club / Fixture Is Cancelled

If a club session or fixture is cancelled, the teacher or Head of PE must inform the school admin team immediately, ideally as soon as the cancellation decision is made before 13:00pm.

The teacher or Head of PE must send an email to admin that includes:

- The date and time of the cancelled session/fixture
- Reason for cancellation (if appropriate)
- A register of regular attendees (a list of pupils who normally attend that club or fixture)

Parent / Guardian Notification

- Admin must send a text message to parents/guardians of all registered pupils to inform them of the cancellation
- In addition, an announcement should be made via ClassCharts to notify pupils and parents
- Admin to send a post out on Facebook parent and carer group

If Cancellation Is Due to Low Numbers

- If the reason for cancellation is insufficient pupil numbers, the teacher should also make direct phone calls to parents or guardians (rather than just texting) to ensure they are personally informed
- The communication should include explanation for cancellation, whether the club will be re-scheduled
- Teacher responsible to stay with the pupil until pick up is confirmed

7. Communication with parents

At the start of each term parents should receive the following:

- A club sign-up form, including emergency contact details, medical information, and their consent for their child to participate through the My Child at School App (MCAS)
- Consent form to be completed by parents to allow their child to participate in fixtures. Consent may be issued by schools on an annual basis informing parents and carers of sporting fixtures and curriculum based offsite activities planned during the academic year
- The admin team will issue a fixture-selection notification text to parents no later than 24 hours prior to the fixture providing the teacher or Head of PE has communicated a list of pupils to them
- Parents and carers will be informed of any upcoming fixture via text message and ClassCharts no later than 24 hours before the fixture takes place
- Pupils attending a home fixture will be dismissed from the school site once the fixture concludes unless parents have indicated otherwise in advance
- Staff must have clear confirmation from the parent or carer regarding whether the pupil will be picked up or has permission to walk home. This confirmation must be recorded prior to dismissal
- Parents and carers will be notified of the expected pick-up time from school after an away fixture.

If a parent or guardian wishes to collect their child directly from the away fixture location, the following conditions apply:

- The arrangement must be requested and agreed in advance of the fixture
- Confirmation must be sent via email to the school admin team and the relevant PE staff member
- The parent or guardian must meet the designated PE member of staff at the away location at the agreed time

8. Equality, inclusion and pupil welfare

The school is committed to ensuring that all pupils, regardless of ability, background, additional need or circumstance, have equitable access to extra-curricular sports clubs and fixtures. Provision must comply with the Equality Act 2010, the SEND Code of Practice, KCSiE, and TCAT policies on safeguarding, inclusion and pupil welfare.

To ensure inclusive, safe and appropriate participation:

- All pupils must have fair, transparent and non-discriminatory access to clubs and fixtures. Selection for teams must be based on clear criteria which are shared with pupils, and must not disadvantage pupils with SEND, medical needs, disabilities or vulnerabilities
- Reasonable adjustments must be made so that pupils with SEND, medical or social needs can participate wherever possible. Adjustments may include adapted equipment, flexible expectations, additional adult support, modified activities or modified timings
- Staff must follow all Individual Healthcare Plans (IHPs), risk assessments, Personal Emergency Evacuation Plans (PEEPs), and any behaviour or pastoral plans relevant to the pupil
- Medical needs, allergies and medication requirements must be known and acted upon by staff leading clubs and fixtures. Required medication (e.g., inhalers, EpiPens) must be accessible at all times
- Pupil voice must be considered, especially for pupils with SEND or vulnerabilities, to ensure that clubs remain accessible, enjoyable and safe
- Staff must pay particular attention to pupils who may be at greater risk, including those who are disadvantaged, Looked After or Previously Looked After Children (LAC/PLAC), pupils with safeguarding concerns, or pupils experiencing social isolation
- Changing-room supervision must reflect the needs of all pupils, with appropriate sensitivity towards privacy, gender identity and vulnerability, and in line with safeguarding guidance
- Where a pupil cannot safely participate in a planned activity, staff must explore ways to include them in an alternative role (e.g., officiating, supporting, non-playing duties) wherever appropriate
- Decision-making about inclusion must be documented (in risk assessments or IHP updates) where adjustments are required or where participation must be limited for safety
- Staff must work in close collaboration with parents, the SENDCo, pastoral staff and the DSL to ensure the welfare and inclusion of all pupils is monitored and supported

9. First aid and incident management

Staff requirements

Staff administering first aid must hold an up to date, recognised first aid qualification.

A travelling first aid kit and procedures for contacting emergency services and risk assessment must be in place for off-site activities.

Incident recording

Staff must record their account of any incident within 24 hours in line with all TCAT and school policies.

All incidents requiring first aid, medical treatment or hospital attendance must be reported using the correct incident report forms and accident book available in the school office. RIDDOR injuries must be reported to the Trust Estate Manager without delay.

Planning & risk assessment

Procedures for dealing with injured pupils and managing the rest of the group must be included in PE and visit risk assessments including those off site.

Response to Injuries at events

When a pupil is injured at a fixture or event, the following steps must be taken:

- Administer first aid immediately
- Inform the Head of School, Head of Faculty, parent and Trust Estate Manager
- Remain with all pupils until the injured pupil is collected, or they are taken back to school for assessment and collection with transport arranged
- In serious or emergency cases, follow emergency procedures and call an ambulance and repeat the process above

Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Head of School in collaboration with the Faculty Leader for Science and Physical Education, Head of PE, Senior Leadership and the Local Governing Body.

Any changes made to the policy will be amended by the Head of School and will be communicated to school-based staff, parents and Local Governors.

The next scheduled review date for this policy is 31st August 2028.

Signed by:

_____ Head of School

Date: _____

_____ Chair of the Local Governing
Body

Date: _____