

PE Policy

STATEMENT OF POLICY

The school recognises its responsibility to promote a culture where issues are discussed in an open and positive way to achieve improved standards and safe methods of work. This policy will be reviewed annually and throughout the year, where required.

RESPONSIBILITIES

The PE Department is responsible for setting the standards outlined within this policy and subsequently informing staff about changes within this policy.

All employees must:

- Risk assess the facilities when arriving at the venue, such as the sports hall, Danube or pitch.
- Report immediately, or as soon as practicable, any defects noted with equipment to HoD or the facilities team.
- Not misuse any equipment;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;

Pupils are expected to:

- Comply with school rules relating to general behavior;
- To take note of and comply with information provided for safety with regards activities undertaken;
- In cases of emergency to remain quiet, listen and follow instructions given by staff;
- Not to misuse any equipment or facilities provided.

GENERAL ARRANGEMENTS

ACCIDENT/INCIDENT RECORDING/REPORTING

1. PUPILS – All accidents to pupils are to be recorded in the school log by the school nurse on a daily basis and reported to Dubai Health Authority on a yearly basis. If a serious accident occurs at school, clinic protocols to be adhered to: an ambulance will be called and the child transferred to Rashid Hospital unless otherwise requested by the parents. The child will be cared for by a first aid trained member of staff and the nurse. A member of staff will accompany the child to the hospital. Incident reports to be completed by all PE staff that witnessed the incident and shared with clinic.
2. SEQUENCE OF EVENTS IN AN EMERGENCY OFFSITE* - Specifically for Fixtures and Danube sessions: PE staff are Level 3 First Aid trained and will assess the injury >> ambulance called if required using school emergency phone >> SLT contacted >> SLT to contact clinic >> SLT to attend location if necessary >> clinic to notify parents (hospital of choice?) >> clinic to send EID to PE staff at location of incident >> on arrival, EID shared with ambulance team >> member of staff to travel with child to hospital.
3. STAFF – All accidents to staff are to be recorded by the nurse on an incident report form and kept on file. Any accident to a member of staff which results in a serious injury, e.g. broken bone, a fatality or those requiring hospitalisation, are to hospital recorded on staff member's Health Declaration Form, if none stated defer to Rashid Hospital.

4. VISITORS – All accidents to visitors that result in either a fatality or the visitor being taken from site to hospital are to be taken to the school identified hospital (Rashid) unless stated otherwise by them.

FIRST AID

FOLLOWING ACCIDENT – In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the nurse or other first aid trained member of staff who will then decide what action is to be taken.

In cases involving students, the parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries to pupils that are less serious, e.g. sprains, strains, cuts etc. parents/guardians will be contacted and advised of the situation and given the option to take the child to consult with a Doctor.

In other cases, e.g. where no injury is visible or a pupil bumps their head, the school nurse must be informed and the student will be kept under observation of the nurse until required. Parents must be informed through a telephone call by the school nurse. If concerns increase, parents will be asked to come to school, and collect their child and seek medical advice from a Doctor. In the case of serious head injuries that require immediate medical attention an ambulance will be called and the child will be taken to Rashid Hospital. Parents will be informed immediately, prior to the ambulance being called.

1. RECORDING – Any accident where first aid is administered or not is to be recorded by the nurse. An incident report will then need to be completed by all PE staff involved and passed on to the clinic.
2. FIRST AID BOXES/MATERIALS - First aid boxes are kept on site in the Sports Hall and PE office. These are taken by PE staff to all fixtures and Danube sessions. For accidents occurring on the pitch, clinic immediately notified and child only taken to clinic if able, otherwise clinic staff to attend at location of incident.
3. INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves provided for this purpose are kept in the first aid box.
4. MEDICAL NEEDS - The school will try to accommodate pupils with medical needs wherever practical with relevant training where needed e.g. use of Epi-pen for an allergy. A list of Medical Conditions will be given to all staff and medical alerts for individual children, where required, will be posted in the school clinic.

RISK ASSESSMENTS

- **MANUAL HANDLING: EQUIPMENT/MATERIALS** - All staff are advised that before undertaking any manual handling task they ask themselves **CAN I MOVE THE OBJECTS WHERE I NEED TO SAFELY AND WITHOUT RISKS TO HEALTH?** Where staff feel the answer is no, or they are unsure, they are advised to obtain assistance from the facilities team.
- **WORKPLACE** –The school also undertakes regular site walks to proactively identify health and safety concerns within the school premises. Staff and students are encouraged to report any defects they note. All works identified are prioritized and the work is then either carried out

or programmed for completion as and when funding becomes available. (In the case of major works).

- **COMPETENCE** – All staff appointed are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. The school considers its staff to be competent but will provide adequate training/instruction or supervision as appropriate.
- **SECURITY** – For Fixtures/Visiting Schools see separate document: 'Visiting Schools Fixture Protocols'. Danube have their own security staff onsite.
- **RISK ASSESSMENTS** - are completed for all onsite facilities used by the PE team: Pool, Auditorium, Sports Hall, Sports Pitch and Courts, Buses. For trips and Danube, Risk assessments are completed, if not provided by the location, when needed.

FIRE PRECAUTIONS

The following is in place:

- A fire plan, indicating position of call points, fire exits, etc. is displayed in all areas.
- Fire evacuation notices are displayed in each room.
- When offsite, all PE staff are responsible in making themselves aware of the fire evacuation protocols for the location.

EMERGENCY PROVISION

The following arrangements have been made to deal with emergency situations:

- A suitably stocked first aid box by the pool as well as Defibrillator and ambu bag.
- Spine board is located in the swimming pool area.
- A walkie-talkie is always available poolside with an EAP poster that identifies all emergency numbers.

FIXTURES

For all offsite fixtures see SBS Squads Protocols. For any emergencies follow 2. Sequence of Events, page 1*. For all visiting fixtures see 'Visiting Schools Fixture Protocols'.

SPORTS/PE

The general requirements are as follows:

- All pupils have 2 PE lessons per week, as recommended. Sporting Squads and Sport ECAs are available to all.
- Before any lesson, pupils will change into appropriate clothing/footwear and remove any jewellery.
- Staff will remove jewellery and change into appropriate footwear. It is acceptable for staff to wear watches where necessary to time lessons.
- Pupils assisting with setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/suitability.
- Table Tennis **MUST** only be set up by staff.
- Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves **CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN ASKED TO, SAFELY AND WITHOUT RISKS TO THEIR HEALTH?**, before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of the load.
- Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls.

- Staff are only to use equipment they are familiar with.

DANUBE

The use of this facility, location: Al Habtoor City, Al Meydan Road, Dubai (800 3636), is to ensure that all secondary students can access appropriate PE facilities throughout the year, despite weather conditions, allowing for the recommended 2 hours of PE per week. Buses are provided by STS. A register is taken onsite, using isams, before leaving site, this is then checked for return journey.

SWIMMING ARRANGEMENTS

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet poolside surroundings. See Risk Assessment, NOP and EAP and separate policy.

TRANSPORT- Transport and drivers are hired from the regular school transportation provider - STS. If an issue with the bus, such as breakdown, STS (Lyena 050 522 5368) and SLT contacted immediately so that parents can be informed, remain on the bus and STS will send a replacement.

MAINTENANCE ARRANGEMENTS

- PE EQUIPMENT - All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the Head of Department will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.
- PLAY EQUIPMENT - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the Caretaker / Principal will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. The fixed playground equipment is subject to a termly review of its condition.

Applicable to: All PE Staff, students and visitors

Review Date: July 2025

Reviewed by: Sarah Sullivan
Sarah Sullivan
PE HoD

Approved by: Zara Harrington
Zara Harrington
Principal