

Sports, Games & Activities Policy

COVERING FELSTED PREP SCHOOL
INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	FPS Leadership Team
Date last formally approved:	Autumn 2018
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Person responsible for implementation and monitoring:	The Head, Heads of , Head of each Sport, The Director of the Co-curricular Sports and Activities, Teachers of sport and activities
Other relevant policies:	Equal Opportunities, Learning and Teaching Policy, Curriculum Policy, PSHE Policy

The following Policy covers the Aims and Ethos of the Prep School

Mr Simon James
Head, Felsted Prep School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

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1. Introduction

This policy been designed so that all who work on sports and activities are clear about procedures, and that the Co-Curricular programme runs as smoothly and effectively as possible.

2. Philosophy

Felsted Prep School runs an extended day. As such, the activities programme is run as part of the curriculum, not as extra-curricular. Children are, on the whole, able to choose their activities and so it is hoped that they will gain great satisfaction from pursuing a passion. The overall philosophy for activities is:

‘Participation
Choice
Commitment’

From Pre-Prep to Year 4, children are able to experience a wide range of activities, which run on every day of the week. In Year 5 and 6, they have to make choices, with their parents, as the activities programme runs on one afternoon during the week and on Saturday mornings (2 sessions). In Years 7&8, all children will be chosen to join certain activities (such as scholarship groups and Core Skills Academy), which hopefully they will be committed to. This takes place, on a Directed Activities day. On the Optional Activities day, children may choose what

they want. The philosophy for sports is Sport For All, and every child will have the chance to play for a School team

3. **Role of the Director of Co-Curricular Sports & Activities**

- To deal with all staffing issues: hiring new external activity coaches, staffing and cover on activity days, Inset for external coaches, observations and line management of external coaches.
- To oversee the observation of sports & activities.
- To timetable facilities for Games & activities.
- To organise the yearly lists for Years 4-6 (Tuesdays) Years 5-6 (Saturdays) and Yrs 7&8 (Mondays and Thursdays) activities.
- To liaise with the teachers i/c Pre-Prep and Yrs 3&4 activities regarding organisation of activities in those phases, as well as weekly re-arrangements.
- To organise an Activities Fair for Yrs 7&8.
- To deal with parental complaints and queries regarding sport & activities.
- To develop, with various staff, awards and certificates for sport & activities.
- To manage the sports & activities budgets.
- To produce a Co-Curricular Development Plan, updated annually.
- To produce a termly Games & Activities programme.

4. **Co-Curricular Games and Activities** (see also Match Arrangements). The games and activity programme is co-ordinated for each term by **The Director of Co-Curricular Sports & Activities** with assistance from the Head of Boys' Games, the Head of Girls' Games, Stewart House (YR-2) After-School Activities, Ffrome Court (Y3&4) Activities, Cloisters (Y5&6) Activities and Courtauld House (Y7&8). The main principle behind the games/activity programme is to ensure that pupils obtain a balanced variety of sports and activities depending on their individual capabilities and strengths.

The games/activity programme and lists of pupils are posted on the games notice board in the Staff Work Room and in the CH Office (Y7&8). The pupils should consult their own games notice boards which are located just outside their Changing Rooms. The teacher i/c a particular sport for a term (e.g. Rugby) will liaise closely with the Director of Co-Curricular Sports & Activities who will advise on the availability of facilities and equipment. Pupils are grouped into "games" according to age and ability. Pupils in Years 7 & 8 have a choice of activities at least twice a week – these choices are also co-ordinated by the Director of Co-Curricular Sports & Activities.

The teacher in charge of a particular game/activity group should be aware of the following:

- During dark winter months (October – February incl) Games Staff and Activities Coaches must wear *hi-viz jackets* to walk pupils to and from the Senior School.
- At all times, pupils must be walked via the pedestrian crossing and across the Front to the Senior School facilities.
- That the game is *informed*, via the pupils’ notice board of what they are doing, what to wear and where to assemble.
- That their games session contains a *warm up* followed by meaningful progressions for good skills to develop.
- **Safety** is paramount and the teacher must check that the pupils are wearing safety equipment – gumshields etc. and that they practise and play within the safety parameters of the game. Please ask for technical assistance if you are unsure. In hockey and rugby sessions, pupils must only take part in contact games when they are wearing a gumshield – **NO GUMSHIELD means NO GAME.**
- That all *equipment* is returned to the correct storage area and that breakages or losses are reported to the Head of that particular game (eg Hockey). Please also ensure that the pupils do not leave clothing on the pitch after games sessions.
- That at the end of each session, the teacher *supervises his/her group changing* (and showering, if needed) and that the Changing Room is left tidy – liaise with the Member of Staff on Changing Room Duty
- **Off-ex** – a pupil who has been put “off-exercise” by a member of the Health and Wellbeing team or the school nurse will not take part in the Games programme. Day-pupils should send an email, make a note in their child’s planner or send a note from their parents to the Medical Room. The off-ex list is posted on the Bulletin Board on MIS by matrons to all staff prior to games/activities and any updates are posted on MIS during the day. If you have any doubts about a child’s health or fitness, then you should consult the Health and Wellbeing assistant on duty.

In September and October plus in the Summer Term – off-ex pupils should join their game and assist with scoring etc. and get some fresh air (unless of course they are confined indoors, when they should go to the Library).

From November to March – off-ex pupils should report to the Teacher i/c off-ex in the Library or Courtauld House. The pupil should be given the chance to do some work or given a task or given the opportunity to read.

- **Accidents & Injuries (see also First-Aid Policy in Section I)** – the teacher must be prepared to administer emergency and immediate first-aid treatment on the games field.
 - If the injury is minor, then the injured pupil may be sent to the Prep School Medical Room accompanied by another pupil.
 - In more serious cases, the teacher should ensure that another adult supervises his group whilst he/she takes the injured child to the Medical Room.
 - At the Senior School, it is sensible to take the injured pupil straight to the Medical Centre (in Ingrams Close).
 - Serious injuries must be dealt with **at the scene by a fully qualified first-aider**. The full list of first aiders can be found at each First Aid station, in the School Office, in Phase Staff Rooms .
 - **First-Aid kits** must be taken to all matches (home and away) and should also be taken when using a pitch that is a considerable distance from the Matrons Dept. or Medical Centre.
 - **Mobile Phones** – *staff should carry a personal or school mobile phone with key emergency numbers (egFPS Medical Room, Medical Centre) listed.*
 - **ACCIDENT REPORT FORMS** must be filled in and returned to the the Medical Room asap after any accident/injury – these are logged with the Health & Safety Officer, Deputy Head and with the Medical Room. *Accident Report Forms are usually generated by the Health and Wellbeing Assistants ' Dept..*

5. Match Organisation

Before the match

- (1) **Person i/c sport** to confirm with the opposition the fixture and with the Head of Sport the arrangements for travel, teas, pitch availability etc. - if the weather is an issue liaise with the Groundsman.
- (2) **Team sheets should be published the day before a match and should include the following information:**

List of players, all match arrangements – lunch, changing time, meeting, departure + expected **return time**, kit to be worn etc., match start time and on which pitch eg astro etc. Reminders: eg. Gumshields. Blazers are to be worn to away matches unless travelling ready changed in games kit.

Team sheets need to be displayed in the following areas:

- a) Medical Room
 - b) School Office
 - c) Pupils' games notice boards.
 - d) Match arrangements also to be given to players at end of training session the day before.
 - e) Emailed and Published via the MIS for parents.
- (3) Match ball and practice balls to pitch.
Collect jelly-babies + water bottles - take to pitch.
First aid bags to staff, from matrons.
Open pavilion changing rooms.

**Girls cannot wear jewellery or play with taped newly-pierced ears.
Hair bands should be worn if appropriate.**

- (4) Meet opposition and escort to pavilion or pitch.
Take staff for coffee/tea if desired and time available.
Appearance of pupils - shirts tucked in, socks pulled up.
Safety equipment worn e.g. gumshield, shin pads (if required) etc.

After the match

- (5) Organise flag and ball collection.
Invite opposing staff and parents to tea.
Supervise showers and ensure opposition are escorted to team tea.
Supervise team teas - try to integrate our pupils with the opposition.
- (6) Ensure all coaching staff, captain, vice captain and another nominated player say farewell to opposition coach, captain and opposition players before departure. Collect and check that all team kit (if used) is handed back in and taken to matron for washing. Check changing rooms are left tidy.
Sign out children.

Weekly Procedures for Activities

- (7) The member of staff i/c activities in each phase will:
- Produce an updated list for each activity teacher on each day, to reflect absences, and post this on the activities board.
- Give a master list to the school office.
- Check that activities have started on time, and that children are where they should be. They will be an emergency point of contact during activities

Notify Director of Co-Curricular Sports & Activities of any problems with activities- staff and/or children

A central register will be taken for each Phase before the start of their session.

Stewart House and Ffrome Court

- (8) Staff i/c activities in these phases will produce termly activity lists, and will bill parents for these.

Special Arrangements

- (9) On certain days, activities may be cancelled or severely affected by such events as League Music. Director of Co-Curricular Sports & Activities will make sure that external coaches are cancelled in such circumstances, and that activity lists are revised.

Children Who are Off-Ex

- (10) If a child is signed up for an outdoor activity and is off-ex, they should go to that activity to register, before joining the off-ex group. Off-ex will run during the colder months, from November until March. If an activity in Year 7&8 has to be cancelled on a one-off basis, those children will go to the Courtauld House ICT room or join the 'Prep' Activity.

Every Child Matters

- (11) The over-arching aim of the sport & activities programme is to provide 'something for everyone', to give children a rich variety of experiences and to ignite passions. Each child's progress will be recorded and monitored.

Specific information for various sports:

Rugby	Hockey	Cricket
<p>Organising referees for matches.</p> <p>Check safety of boots well before match – studs.</p> <p>Players must wear gumshields.</p>	<p>Goalkeepers bags are returned to store.</p> <p>Condition of kicker straps – check if they need repairing/replacing.</p> <p>Check condition of helmet.</p> <p>Check all equipment is in bag before and after. This is not only the responsibility of the pupil.</p> <p>Check gumshields and shin pads.</p>	<p>Check contents of kit bag is complete before/after match.</p> <p>Ensure it is packed properly and returned to the store.</p> <p>Count practice balls out and back in after each session.</p>

Note: Matrons have an emergency supply of **GUMSHIELDS** which can be moulded during a break time and charged to School Bills with prior permission of Parents.

AWAY MATCHES: A pupil may only go to and from an away match with another pupil/parent if **written permission** has been given to the School in advance by his / her parents. Verbal consent is not acceptable. Children may take mobiles and then must be handed in to the teacher on the bus, solely for contacting parents, on away matches. They should be left in the office during the day.

PLEASE LEAVE YOUR CONTACT MOBILE TELEPHONE NUMBER WITH THE SCHOOL OFFICE & ENSURE THAT YOUR PHONE IS SWITCHED ON.

INSET

At the start of every term an INSET will be led by the Director of Co-Curricular Sports and Activities for boys rugby, hockey and girls and boys cricket. The Head of Girls' Games will lead the INSET for netball and hockey. Health and Safety and Risk Assessment training updates will be led by the Director of Co-Curricular Sports and Activities.

Monitoring and Observation

Every external activity teacher and member of games staff will be observed once a year, by Director of Co-Curricular Sports & Activities and the Head or Deputy Head. Observation training will be delivered to other staff i/c activities in each phase, so that they can begin observations in the future.

The Head and Director of Co-Curricular Sports & Activities will observe all staff who teach their sport once a year, for at least 30 minutes each. Completed observation forms will be kept in their sports folder in resources and copies sent to Director of Co-Curricular Sports & Activities.

Evaluation

On the basis of evidence from observations, parent and pupil feedback Director of Co-Curricular Sports & Activities will produce an annual evaluation of the sports & activities programme, and of each strand within it.

CO-CURRICULAR SPORT & ACTIVITIES CODE OF CONDUCT

*This plan supports the BEHAVIOUR policy and
the POSITIVE LANGUAGE Policy*

COVERING FELSTED PREP SCHOOL INCLUDING EYFS

To ensure the safety and enjoyment of all pupils using after school clubs we have particular expectations regarding behaviour.

Every pupil should:

- Observe normal school rules
- Co-operate fully with staff at all times
- Be considerate to others at all times
- Respect requests and instructions given by staff
- Ensure attitudes are in keeping with the ethos of the school, in particular during sporting activities

The following procedures will be operated by all staff and coaches to ensure clubs run smoothly and are enjoyed by all members.

Any child who breaks the Code of Conduct will be given a verbal warning

If this is not heeded they will be asked to sit out for a period of time or be substituted if during a match.

If the behaviour continues they will be asked to sit out for the rest of the session. If this is the case, the adult collecting the child will be advised. The member of staff in charge should inform the Head of Phase and the Director of Co-Curricular Sports and Activities.

Code of Conduct for Players

At Felsted Prep School, players are expected:

- To arrive at the correct time for each session.
- To inform their coach if they have to leave before the end of a session.
- To pay attention and participate fully in all activities.
- To keep up to date with schedules and fixtures by consulting their coach/calendars (Parents of U9 players will receive an email for match day arrangements).
- To arrive with the appropriate kit for training and matches.
- At matches to remain in their team group when not on the field.
- At matches to respect their opponents and their team mates at all times.

- Always to play within the rules of the game.
- To respect referees and other officials and their decisions.
- Generally to behave in a manner which brings credit to Felsted Prep School.

Code of Conduct for Coaches and Officials

At Felsted Prep School, Coaches and Officials are expected:

- To arrive on good time to ensure they are ready to carry out activities on schedule.
- To be supportive of all School policies.
- To prepare adequately for the activities they run.
- To promote a disciplined sporting attitude showing due respect within their activities.
- To be open to discussion and resolution of problems or concerns of any player or parent at an appropriate time.
- To promote the wellbeing and safety of participants before the development of performance.
- To develop an appropriate working relationship with their players based on mutual respect and trust.
- To ensure all activities are appropriate to the age, experience and ability of participants.
- Promote the positive aspects of sport and fair play.
- To display consistently high standards of behaviour and appearance.
- To follow all guidelines laid down by the sports' governing body.
- To attain the appropriate qualification for the activities where possible.
- Never to exert undue influence over players for personal benefit or reward.
- Never to condone rule violations or violent play.
- To behave in a manner which brings credit to Felsted Prep School, and to ensure players and parents/guardians do likewise.

Code of Conduct for Parents/Guardians

By coming to support school matches we ask parents to please abide by the following:

At Felsted Prep School, parents/guardians (and any others who attend with them) are expected:

- To encourage players to learn the rules and play within them.
- To discourage unfair play and encourage a respect for officials, accepting that the official's decision is final.
- Parents are asked not to get involved in decision making and team selection. They should be advised that they do not have the whole picture.
- To set a good example, recognising fair play and applauding good performance of all.
- To provide positive verbal feedback both in training and during the game.
- To always support the School in their efforts to eradicate loud, coarse and abusive behaviour from the game.
- To be realistic about the young players' abilities; do not push them towards a level that they are not yet capable of achieving.
- To focus on the young players' efforts, rather than winning or losing.
- Never to punish or belittle a player for losing or making mistakes.
- To remember young people learn much by example.
- To support the players involvement, and help them to enjoy the game.
- To use correct and decent language at all times.
- To encourage players to stay in team groups when not on the field.
- To offer help where appropriate.
- To behave in a manner which brings credit to Felsted Prep School, and to ensure players do likewise.
- Parents may ask questions but not just before, during or just after a match.