

# Primary Sports Project

[www.bromsgrove.gov.uk/primarysport](http://www.bromsgrove.gov.uk/primarysport)

[www.redditchbc.gov.uk/primarysport](http://www.redditchbc.gov.uk/primarysport)

Bromsgrove and Redditch Sports Development is the arm of the Council responsible for coordinating, promoting and providing sporting opportunities for the community and is part of its Leisure & Cultural Services. Our aim is not to create the saviours of British Sport but to offer children and young people the opportunity to participate in a fun and safe environment; providing them with the opportunity to continue in a lifetime of sport.

The purpose of the Primary Sport Project is to support and compliment the work of teaching staff in schools at Key Stage 1 and 2 of the National Curriculum and to also offer out of school hours coaching with exit routes to local clubs. We also aim to...

- Provide a welcoming environment for children to enjoy their participation in healthy physical activity.
- Treat all children as individuals and provide them with the appropriate encouragement and guidance to build their self belief and confidence.
- Promote health and fitness and the positive value of having an active lifestyle.
- Stress the importance of fair play and encourage participants to abide by the rules and to play within the 'spirit' of the game.
- Provide a progressive and structured programme of activities leading to further opportunities in the wider community.
- Develop core movement, co-ordination and ball skills; providing a foundation for long term sporting participation and development.
- Emphasise the importance of team work and co-operation, and provide opportunities for children to develop inter-personal and social skills.
- Broaden children's knowledge and understanding of specific sports and their rules and tactics.
- Adopt a child-centred approach and place each child's welfare above that of the end result of the performance.

## **Roles and Responsibilities**

All Primary Sport Project staff are suitably qualified and have an up to date Enhanced DBS (Formerly CRB) check. Staff have completed a full recruitment and selection process and possess minimum standards of deployment including first aid and safeguarding and protecting children training. Staff have public liability insurance with the Council's insurance policy or independent cover if we deploy self employed coaches. Details of the policy are available on request from the Project Co-ordinator.

All coaching staff will provide session plans and be provided with suitable equipment for each session.

## **Behaviour Management**

Misbehaviour can lead to danger and hence our objective is to set a friendly, fair but firm tone as children are likely to see the Sports Coach as a role model and imitate their behaviour.



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Staff delivering Primary Sport Project sessions on school sites will be expected to adopt the same rules and standards as teaching staff and should **work in partnership with the individual school** to establish guidelines.

In order to establish uniformity across the many sessions we deliver each week, we have a clear discipline procedure for children who persistently disrupt sessions.

- Clear explanation of rules and expectations at the start of every session.
- Verbal warning to individual child.
- Child asked to sit out for maximum of five minutes.
- If his/her behaviour does not improve, the child will then be asked to sit out the remainder of session.
- If necessary, the child will be excluded from the next session.
- If this proves ineffective, the child will be excluded from attending the remainder of the half term block of sessions.

**It is important to note that we reserve the right to exclude any child, either prior to or during a block of sessions, if we consider the child's attendance to be incompatible with the general enjoyment of others or achieving the objectives of the Project. No refunds will be available in this instance.**

Our overriding principle is never to turn an activity into punishment. The removal of a fun activity is believed to have the most impact.

## Health and Safety

Sports Coaches should contact the Bromsgrove and Redditch Sports Development office to inform us of any such problems. It is then our responsibility to take further action in liaison with the school. We will at all times rely on the advice and support of school staff. We hope that a partnership approach to this and many other issues will produce mutual benefits to all parties.

Bromsgrove District and Redditch Borough Council's recognises and accepts its responsibility to provide a safe and healthy working environment for both its staff and customers.

During the Primary Sport Project the promotion of **health and safety** is a mutual objective of the Sports Development Officer, Sports Coaches and schools. The prime responsibility of Sports Coaches is the health and safety of participants and themselves. Prevention is obviously better than cure and precautionary planning will minimise risk. Sports Coaches are instructed to pay particular attention to:

- The location of fire exits, assembly areas and fire extinguishers.
- The location of the nearest emergency telephone which must be made available by the school.
- The physical working environment and equipment available.



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It is obviously vital that Sports Coaches operate in a safe working environment. If Sports Coaches feel they are working in an unsafe or unsuitable venue or are using dangerous equipment they are asked to contact the Bromsgrove and Redditch Sports Development office immediately. It is the responsibility of Sports Coaches to report such dangers and thereafter Bromsgrove District and Redditch Borough Council's to act accordingly.

Bromsgrove and Redditch Sports Development will prepare risk assessments for each related area of the school complex. In order to do this we ask that schools supply any relevant risk assessments to the Sports Development Office and notify us of any changes to that assessment.

The Sports Coach will conduct a safety check prior to commencing each session. Common hazards are likely to include:

- Floor surfaces which should be clean, free of obstruction, splinter free, dry and appropriate for the activity taking place.
- Equipment which should be in good repair, regularly maintained, properly stored and suitable for the purpose for which it is used.
- Clothing which should be appropriate for the particular activity.
- Weather which should permit the safe involvement of everyone involved.

Many school halls are cluttered as a result of being multi purpose areas. Sports Coaches will be providing a **sports** session and therefore the school is obliged to provide an environment which is suitable for sport. The Sports Coach should arrive at the school in good time in order to set up the session safely.

The Sports Coach will make the children aware of safety guidelines at the start of each session. Children need to be constantly reminded to be careful and Sports Coaches will outline the potential dangers of the activity and venue. The completed booking/registration forms should provide information on any medical conditions we need to be aware of.

Prior to the commencement of the first session the Sports Coach will ascertain the school's own emergency procedure. It is this procedure which will be implemented in the event of an emergency.

All members of staff are issued with an appropriate uniform which must be worn at all times when undertaking official duties. This clearly indicates that the Sports Coach is working on behalf of Bromsgrove District and Redditch Borough Council.

The uniform clearly displays the Bromsgrove District and Redditch Borough Council crest.

If a Sports Coach fails to appear in proper dress or you are unsure of his/her credentials please contact the Bromsgrove and Redditch Sports Development office.



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## Child Protection

Bromsgrove District and Redditch Borough Council is committed to providing safe, enjoyable and memorable recreational opportunities for young people. The Council's child protection policy is designed to protect both the children placed in our care and Bromsgrove District Council, its staff, volunteers and partners.

Bromsgrove District and Redditch Borough Council aims to ensure that children are protected from harm while engaged in sports, arts or other recreational activities organised by the organisation.

We aim to achieve this by:

- Providing parents, children, teachers, staff and volunteers with information about Bromsgrove District and Redditch Borough Council and what they can expect from us.
- Ensuring that our staff and volunteers are carefully selected, vetted, trained and supervised.
- Establishing and providing clear procedures for parents and children to voice their concerns or lodge complaints if they are dissatisfied or concerned about any aspect of our provision.

## Cancellation of Sessions

We make every effort to fulfil our obligations and to deliver each and every session in our programme. However, in some extreme circumstances we may be forced to cancel a session or sessions and reserve the right to do so at any time without penalty. We will endeavour to provide at least twenty four hours notice of any such cancellation.

We also ask schools to give at least twenty four hours notice if they do not wish a session to take place.

## Complaints

If a child, parent or school has a complaint about any aspect of the Primary Sport Project they are encouraged to bring the matter firstly to the attention of the Sports Coach. If the matter is unresolved or considered to be particularly serious the Sports Development Officer should be contacted and will investigate the matter formally and thoroughly.

## Agreement of Responsibilities

### Sports Development Officer:

- The recruitment, employment, deployment, training, supervision and monitoring of deliverers.
- Producing booking forms for distribution to parents.
- Planning and co-ordinating each programme.
- Communicating clearly and precisely with schools.



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- Providing and maintaining appropriate sports equipment.
- Developing links with clubs and community organisations; to provide further sporting opportunities for children.
- Preparing and updating risk assessments for each area of the school used during sessions.
- The ongoing monitoring and evaluation of the project.
- Providing advice and support to teaching staff on sports development matters.
- Providing twenty four hours notice of, and a full explanation for, the cancellation of any session. We will endeavour to provide cover for sessions but on occasions this may not be possible.
- If the Sports Coach is running late we ask them to give us as much notice as possible to which we will immediately let the school know.
- Administering a satisfactory complaints procedure.
- To take into account the wishes of teachers, parents and children and respond to their needs wherever possible.
- To manage the Project in accordance with the District and Borough Council's child protection policy.

## Head Teacher / P.E Co-ordinator

- Abiding by the enclosed guidelines specific to curriculum support sessions.
- Acting as the communication link between Bromsgrove and Redditch Sports Development and parents.
- Overseeing the selection of children (if necessary).
- Collecting fees from parents and presenting them to the Sports Coach.
- Providing suitable outdoor space and indoor hall fit for sport.
- Ensuring children have appropriate clothing and footwear.
- Supplying copy(ies) of school risk assessment(s) for all relevant areas of the school site.
- Ensuring a telephone is available for use in an emergency.
- Informing the Sports Coach of the precise whereabouts of the nearest/nominated member of the school staff.
- Informing the Sports Coach of any medical/behavioural problems relevant to the sports session.
- Conducting a register of children prior to handing them over to the Sports Coach / Providing a register for the Sports Coach.
- Co-operating in surveys and monitoring procedures.
- Permitting the Sports Development Officer to visit sessions to observe / spot check coaches in action.
- Co-operating in the promotion of linked community initiatives and opportunities.
- To give twenty four hours notice of the cancellation of any session.
- Not to publicly comment on the work of Bromsgrove District or Redditch Borough Council, Bromsgrove and Redditch Sports Development or its staff without the prior knowledge of the Sports Development Officer.



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## Overview of responsibilities:

### Schools

- Communication with parents.
- Use of Primary Sport Project name and logo.
- Selection of children.
- Provision of suitable outdoor space and indoor hall as appropriate.
- Collection of fees.

### Project Coordinator

- Recruitment, employment, training and deployment of deliverers.
- Planning of termly programme.
- Communication with schools.
- Provision of appropriate equipment.
- Development of links with clubs/community organisations.
- Monitoring and evaluation of the Project

### Deliverers

- Attend programme of training.
- Plan units and individual sessions.
- Deliver sessions.
- Establish links with school staff.
- Care of equipment.
- Monitoring and evaluation.

