



## **Offsite Physical Education (PE) Policy: Use of Lister Park**

**School:** Rawdah Montessori Primary School

**Date:** October 2025

**Approved by:** The Governing Body

**Review Date:** October 2026

### **1. Policy Statement and Purpose**

At Rawdah Montessori Primary School, we believe that physical education is essential for the holistic development of every child. The use of local community facilities, such as Lister Park, enhances our PE curriculum by providing access to specialised sports infrastructure (basketball courts, tennis courts, football pitches, and open fields) that complements our school-based provision.

This policy outlines the procedures and safeguards in place to ensure that all offsite PE activities at Lister Park are conducted safely, securely, and in a manner consistent with our Islamic ethos and Montessori principles. It fulfils the requirements of the Independent School Standards that the proprietor ensures a written risk assessment policy includes assessment of activities undertaken outside of the school's premises .

### **2. Aims**

- To provide pupils with access to high-quality sports facilities to enhance their physical development and skills.
- To ensure the safety and wellbeing of all pupils during travel to, from, and within Lister Park.
- To establish clear protocols for supervision, behaviour, and emergency procedures.
- To maintain appropriate standards of modesty and conduct in line with the school's Islamic ethos.

- To comply with all statutory health and safety requirements for off-site activities.

### **3. Park Location and Facilities**

**Park Name:** Lister Park

**Address:** North Park Road, Bradford, BD9 4NS]

**Distance from School:** Approximately 0.2 miles / 5-minute walk]

**Facilities Used:**

- Outdoor basketball courts
- Tennis courts
- Football / multi-use games areas
- Open grass fields for athletics, games, and team sports

**Travel Route:** Pupils will walk to and from the park via Emm Lane and use the main park entrance], using designated pedestrian crossings and footpaths. The route will be risk-assessed termly.

### **4. Changing Room Arrangements**

As Lister Park does not provide dedicated school changing facilities, pupils will change at school before departure and after return, using designated classrooms.

#### **4.1 Pre-Activity Changing (at school)**

- Pupils will change into their PE kits in their designated classrooms before departing for the park.
- **Single-Sex Provision:** Lower-floor classrooms will be designated separately for boys and girls. No mixing will occur during changing.

- **Staff Supervision:** A staff member of the same gender will be present in the vicinity of each changing area to supervise, ensuring the dignity and privacy of all pupils. Staff will follow the "door ajar" principle (remaining within sight/hearing without directly observing pupils changing).
- Pupils are expected to change modestly and efficiently.

#### **4.2 Post-Activity Changing (at school)**

- Upon return to school, pupils will go directly to their designated classrooms to change back into their school uniform.
- The same single-sex supervision arrangements will apply.

#### **4.3 Safeguards**

- All staff supervising changing are aware of and comply with the school's Safeguarding and Child Protection Policy.
- Mobile phones and recording devices are strictly prohibited in changing areas.
- Pupils are reminded of expectations regarding respectful behaviour and privacy.

### **5. Supervision and Staffing**

- **Staff-to-Pupil Ratios:** Ratios will be determined by the specific risk assessment for each session, considering the age and needs of the pupils and the nature of the activity. As a minimum, the school will follow [insert your normal ratio, e.g., 1:15 for KS2, 1:10 for KS1], plus at least one additional staff member.
- **Qualified Staff:** All sessions will be led by a qualified teacher or sports coach with appropriate training in PE and first aid. At least one staff member accompanying the group must hold a current first aid qualification .
- **Designated Safeguarding Lead (DSL):** A trained DSL will be either present on the trip or available by phone from the school premises.
- **Visibility and Positioning:** Staff will position themselves to maintain clear lines of sight over all pupils at all times, particularly when the group is spread across multiple courts or field areas.

## **6. Risk Assessment**

A comprehensive written risk assessment will be completed **before any offsite PE session** and reviewed annually or after any significant change (e.g., park maintenance, new hazards).

The risk assessment will consider:

- **The Route:** Identifying hazards on the walking route (e.g., road crossings, narrow pavements) and control measures .
- **The Facilities:** Inspecting the condition of courts, goalposts, and playing surfaces for hazards (e.g., broken glass, uneven surfaces, litter, animal waste) .
- **Other Park Users:** Assessing the potential for conflict or interaction with members of the public, other sports groups, or dogs, and agreeing supervision strategies .
- **Weather Conditions:** Considering extreme heat, cold, or wet weather and implementing controls (e.g., sun protection, suitable clothing, cancellation if surfaces are unsafe) .
- **First Aid and Emergency Access:** Ensuring a first aid kit is carried, staff know the location of the nearest public access defibrillator (if available), and procedures for contacting emergency services and the school .
- **Toilet Facilities:** Identifying the location of public toilets in the park and establishing a procedure for supervised visits .

*(A copy of the current risk assessment is included in Appendix A.)*

## **7. Parental Consent**

- **Annual Consent:** In line with good practice for regular local off-site activities, the school will obtain written (or electronic) consent from parents/carers at the start of each academic year. This consent will cover all routine offsite PE sessions at Lister Park .
- **Information Provided:** Parents will be informed of:
  - The nature and educational purpose of the activities.

- The location (Lister Park) and frequency of visits.
- The travel arrangements (walking).
- Supervision arrangements.
- The requirement for appropriate PE kit and weather-appropriate clothing .
- **Specific Event Notification:** For specific fixtures, tournaments, or events that fall outside the scope of regular sessions, parents will receive a separate notification with details closer to the date .
- **Medical Information:** Parents are responsible for keeping the school updated on any medical conditions, allergies, or changes that may affect their child's participation .

## 8. Pupil Conduct and Expectations

Pupils are expected to uphold the school's values at all times:

- Follow staff instructions promptly.
- Walk sensibly and safely to and from the park.
- Show respect and good sportsmanship to peers, opponents, and other park users.
- Respect the park environment and facilities, leaving no litter behind.
- Wear appropriate, modest PE kit and suitable footwear.
- Inform a staff member immediately if they feel unwell, are injured, or have any concerns.

## 9. Emergency Procedures

In the event of an accident, injury, or other emergency during an offsite PE session:

1. **Assess and Assist:** The designated first aider will assess the situation and administer appropriate first aid.
2. **Summon Help:** If necessary, emergency services will be called immediately (dial 999). Staff will provide the location (Lister Park, [specific facility name]) and details of the incident.

3. **Contact School:** A staff member will contact the school office/DSL to inform them of the incident.
4. **Contact Parents:** The Headteacher or DSL will contact the child's parents/carers as soon as practicable to inform them of the situation.
5. **Evacuation/Shelter:** In case of severe weather or other environmental threat, staff will lead pupils to a pre-identified safe shelter area (e.g., [name a nearby café, community building, or return to school]).
6. **Reporting:** All incidents will be recorded on an accident/incident report form and reported to the HSE under RIDDOR if required.

## 10. Staff Training and Responsibilities

All staff involved in offsite PE activities will:

- Be familiar with this policy and the relevant risk assessments.
- Hold current first aid certification (at least one per group).
- Receive training on the specific supervision requirements for off-site activities.
- Understand their role in safeguarding and promoting the welfare of pupils .

## 11. Monitoring and Review

This policy will be reviewed annually by the Headteacher and the Governing Body. The review will consider:

- Feedback from staff and parents.
- Incident reports and near misses.
- Any changes to the park environment or facilities.
- Updates to statutory guidance or legislation.

## **Appendix A: Risk Assessment for Offsite PE at Lister Park**

| <b>School:</b> Rawdah Montessori Primary School  | <b>Date of Assessment:</b> [Date] | <b>Review Date:</b> [Date]  |                           |  |                            |
|--|-----------------------------------|---|---------------------------|--|----------------------------|
| <b>Activity/Area Assessed:</b> Offsite PE sessions at Lister Park (travel, basketball courts, tennis courts, football areas, fields) | <b>Assessor(s):</b> [Name, Role]  |   |                           |  |                            |
| <b>Hazard Identified</b>   | <b>Who Might Be Harmed?</b>       | <b>Existing Controls</b>  | <b>Risk Level (L/M/H)</b> | <b>Further Action Required</b>                         | <b>Action by Whom/When</b> |
| <b>Travel to/from Park: Road traffic accident</b>  | Pupils, Staff                     | Designated safe walking route using pedestrian crossings. High-visibility vests worn by all pupils. Staff positioned at front, middle, and rear of group. Pupils instructed on road safety rules. Ratio | Medium                    | Review route termly for new hazards (e.g., roadworks). | Headteacher / Termly       |

|   |               |   |        |  |                            |
|---|---------------|---|--------|--|----------------------------|
|   |               | maintained for close supervision.   |        |  |                            |
| <b>Travel to/from Park:<br/>Slips, trips, falls</b>                               | Pupils, Staff | Pupils instructed to walk, not run. Staff vigilant to uneven pavement surfaces.<br><br>Appropriate footwear required.   | Low    | Remind pupils of walking expectations before each trip.  | Trip Leader / Each session |
| <b>Facility Condition:<br/>Broken glass, sharps,<br/>litter, animal waste</b>     | Pupils, Staff | Visual inspection of activity area by staff before pupils enter. Pupils instructed not to touch any litter. Park maintenance reported if necessary.                     | Medium | If hazardous items found, move to alternative area or return to school.<br><br>Record and report issues. | Trip Leader / Each session |
| <b>Facility Condition:<br/>Uneven surfaces,<br/>damaged equipment</b>             | Pupils, Staff | Pre-activity check of courts/fields for holes, loose tarmac, damaged goalposts.<br><br>Equipment not used if unsafe.  | Medium | Report damage to park services. Use alternative marked area if available.                                | Trip Leader / Each session |
| <b>Other Park Users:<br/>Members of public,<br/>dogs, other sports<br/>groups</b> | Pupils, Staff | Staff maintain high visibility and positioning to supervise interactions. Pupils instructed on respectful behaviour.<br><br>Activity areas chosen to minimise conflict. | Low    | If persistent issues arise, consider alternative times or areas.   | Trip Leader / Ongoing      |

|  |               |   |            |  |                            |
|--|---------------|---|------------|--|----------------------------|
| <b>Weather Conditions:<br/>Sun exposure, heat exhaustion</b> | Pupils, Staff | Sun cream applied before session. Sun hats worn. Water bottles carried and hydration breaks scheduled. Shaded area available (trees/shelter). Activities modified in extreme heat.                              | Low/Medium | Monitor weather forecast. Cancel session if extreme heat warning issued. | Trip Leader / Each session |
| <b>Weather Conditions:<br/>Cold, wet, slippery surfaces</b>  | Pupils, Staff | Pupils wear appropriate layers and waterproofs. Surfaces checked for slippery conditions. Activities modified or cancelled if unsafe.   | Low/Medium | Monitor forecast. Have indoor contingency plan.                          | Trip Leader / Each session |
| <b>Medical Emergency:<br/>Illness or injury on site</b>      | Pupils, Staff | First aid kit carried by staff. Designated first aider present. Staff know location of nearest public defibrillator (if available). Emergency contacts held. Procedure for contacting emergency services known. | Medium     | Ensure first aid kit checked and replenished termly.                     | Trip Leader / Each session |
| <b>Child Goes Missing</b>                                    | Pupil         | Regular headcounts at key points (departure, arrival, before return). Buddy system.   | Medium     | Immediate headcount if concern. Search                                   | Trip Leader / Immediate    |

|                      |        |   |     |  |                         |
|----------------------|--------|---|-----|--|-------------------------|
|                      |        | Clear boundaries set. Staff vigilance.  |     | nearby area.<br>Contact school and police if not found within minutes. |                         |
| <b>Toilet Breaks</b> | Pupils | Staff escort pupils to identified public toilets in small, supervised groups.<br>Pupils reminded of safety and hygiene. | Low | Identify specific toilets and confirm opening times.                   | Trip Leader / Pre-visit |

**Risk Level Key:** L = Low (Controlled, routine monitoring), M = Medium (Requires specific controls and vigilance), H = High (Activity should not proceed without significant additional controls)

## **Review of Policy Dates**

| REVIEW DATE             | REVIEWED BY    | SIGNED OFF (Name & Role)    |
|-------------------------|----------------|-----------------------------|
| <b>Oct 2025</b>         | Governing Body | <b>Chair:</b> Sohaib Tanvir |
| <b>Next Review Due:</b> |                |                             |
| <b>Oct 2026</b>         | Governing Body | <b>Chair:</b>               |
|                         | Headteacher    | <b>Headteacher:</b>         |

