

Glen Hills Primary School



Physical Education (PE) Policy

2025/26

This policy was agreed by the Governing Body of Glen Hills Primary School on and will be reviewed annually.

Signed: Chair of Governors

Date:

Statutory Policy

Introduction

Glen Hills Primary School recognises the importance of high quality Physical Education (PE) as part of a broad and balanced curriculum. PE promotes physical health, mental wellbeing, teamwork, and resilience. This policy sets out the school's approach to delivering safe, inclusive, and engaging PE lessons, ensuring compliance with statutory requirements and safeguarding standards.

Aim

The aim of this policy is to clearly define how Physical Education is delivered at Glen Hills Primary School, under what conditions and with what responsibilities. It sets out the expectations for curriculum provision, health and safety, inclusion, and assessment. This ensures that PE is taught in a way that is safe, structured, and accountable at all times. This policy also aims to support the physical development, wellbeing, and safeguarding of all pupils and staff.

Entitlement and Inclusion

- Glen Hills aims to ensure all pupils achieve their full entitlement of PE. This includes swimming time which is timetabled for either Year 3 or 4 on a weekly basis.
- Children who are regarded as more and very able will have differentiated level of challenge within their PE lesson. This will serve to suitably challenge their abilities.
- Similarly, children who are regarded as less able will have activities suited to their needs so they are likewise suitably challenged.
- Children with disabilities will also have activities and equipment suited to their needs so they are likewise challenged and catered for.

Health & Safety

Glen Hills Primary School adopts a proactive approach to health and safety in Physical Education, School Sport and Physical Activity (PESSPA). All activities are planned and delivered in line with statutory requirements and sector best practice.

Risk Assessment

- Every PE activity is subject to a risk assessment under the school's procedures. See Appendix C
- Higher-risk activities (e.g., swimming, rugby, gymnastics) require specific, detailed risk assessments.
- Risk assessments are recorded, communicated to staff, and reviewed annually or when circumstances change.

Equipment Safety

- All PE equipment undergoes annual inspection by a competent external contractor to BS1176/1177 standards.
- Staff complete daily pre-use visual checks for fixed and high-risk equipment using the Pre-Use Inspection Checklist (Appendix A). This pre-use visual check is only in place for when certain equipment is used listed in Appendix A.
- Any defective equipment is immediately taken out of use, labelled “Out of Service,” and isolated until repaired or replaced and reported on the school estates ticketing system.

Clothing and Personal Effects

- Pupils must wear appropriate PE kit for indoor and outdoor sessions.
- Jewellery is strictly prohibited during PE and swimming lessons. Recently pierced ears may be taped by pupils with parental consent; staff must not apply tape.
- Long hair must be tied back. Religious items should be removed where safe to do so or made secure (e.g., covered by a sweatband).

Safe Practice in Lessons

- Pupils are taught to lift, carry and set up equipment safely.
- Warm up and cool down routines are mandatory to reduce injury risk.
- Staff maintain line-of-sight supervision and enforce safe behaviour at all times.

Emergency Procedures

- Portable first aid kits are available for all PE sessions.
- Concussion protocol and head injury procedures are in place and followed rigorously alongside medical processes.
- Off-site activities (e.g., swimming, fixtures) comply with school trip risk assessment procedures, DBS checks for supervising adults, insurance verification, and parental consent.

Visiting Coaches

- External coaches must be vetted for competence, insurance, and safeguarding.
- All visiting staff receive induction on school policies and emergency procedures.

Roles & Responsibilities

Senior Management Team (SMT) / School Business Manager (SBM)

- Assess risk at a whole school level, ensuring policies, procedures, and overarching risk assessments are in place and reviewed annually.
- Monitor compliance with health and safety standards and ensure staff have access to relevant training and resources.

PE Coordinator

- The PE Coordinator will take an overview of PE within the school. This means they will monitor the subject and also monitor the resources within the school. The PE Coordinator will be available for more technical advice regarding equipment and skills to be taught.
- All staff should partake in professional development to ensure secure subject knowledge and to be aware of all health and safety aspects and developments. Together with the Senior Management Team, the PE Coordinator should ensure that opportunities for staff development are investigated and where possible, be made available to other staff members.
- Together with the Senior Management Team, the PE Coordinator should scrutinise provision and the quality of PE within the school.

Teaching Staff

- Deliver lessons safely and inclusively.
- Complete daily pre-use equipment checks and understand individual lesson risk assessments for their activities.
- Follow all school health and safety procedures and report defects or hazards immediately.

Visiting Coaches / External Providers

- Must be vetted for competence, safeguarding, and insurance.
- Receive induction on school policies, emergency procedures, and site-specific risk controls before delivering sessions.

General Requirements for Physical Education - Key Stages One and Two

Physical Education should involve pupils in the continuous process of planning, performing and evaluating their progress. This applies to all areas of activity. Emphasis should be placed on actual performance and participation in the subject. The following requirements apply to the teaching of PE across both Key Stages.

To promote physical activity and healthy lifestyles, pupils should be taught:

- a. To be physically active.
 - b. To adopt the best possible posture and the appropriate use of the body.
 - c. To engage in activities that develop cardiovascular health, flexibility, muscular strength and endurance.
 - d. The increasing need for hygiene in relation to vigorous physical activity.
1. To develop positive attitudes, pupils should be taught:
 - a) To observe the conventions of fair play, honest competition and good sporting behaviour as individual participants, team members and spectators.
 - b) How to cope with success and limitations in performance.
 - c) To try hard to consolidate their performances.
 - d) To be mindful of others and the environment.
 2. To ensure safe practice, pupils should be taught:
 - a) To respond to instructions.
 - b) To recognise and follow relevant rules, laws, codes, etiquette and safety procedures for different activities or events, in practice and during competition.
 - c) The safety risks of wearing inappropriate clothing, footwear and jewellery, and why particular clothing, footwear and protection are worn for different activities.
 - d) How to lift, carry, place and use equipment safely.
 - e) To warm up for and recover from exercise.

In each year of the Key Stage, pupils should be taught three areas of activity: Games, Gymnastic Activities and Dance, using indoor and outdoor environments where appropriate.

Throughout the Key Stage, pupils should be taught:

- About the changes that occur to their bodies as they exercise

- To recognise the short-term effects of exercise on the body

Key Stage Two Programme of Study:

- Pupils should be taught areas of activity from the following list. During each year of the key stage, pupils should be taught Games, Gymnastic Activities and Dance. At points during the Key Stage pupils should be taught Athletic Activities, and Swimming.

Throughout the Key Stage, pupils should be taught:

- How to sustain energetic activity over appropriate periods of time in a range of physical activities. An emphasis on aerobic fitness should be at the heart of lessons with children working at a high level of intensity

Extra-Curricular Activities

We offer a wide range of extra-curricular PE activities which are currently as follows;

- Girls/boys football
- Cricket
- Hockey
- Cross country running
- Athletics
- Multi-skills sports club
- Netball
- Indoor Kurling
- Rugby
- Gymnastics
- Table tennis
- American Football
- Dance

* The list of sports taught may vary, and additional activities may be introduced at certain points; some of these are seasonal. *

Appendix A: Pre-use Inspection Checklist for PE Equipment Log

For completion by a competent person for EACH fixed item of equipment on site.

To offer the school maximum protection in the event of a claim it is advised that equipment is checked prior to use, at least on a daily basis when equipment is due to be used. The type of checks made will vary dependent upon the type of equipment installed at site but must include checks to determine the safe use and operation as prescribed by manufacturer's instructions.



Week Commencing:

Name of Equipment:

		MON	TUE	WED	THU	FRI
		Please initial in each box				
1.	Gate frames					
2.	Nesting table					
3.	Spring board					
4.	Trestles					
5.	Ladders					
6.	Parallel bars					
7.	Link balance beam					
8.	Vaulting box					
9.	Agility plank					
10.	Padded plank					

DEFECTS: Any defective items/equipment must be taken out of use immediately and recorded on this checklist with details of action to be taken. For defective items that cannot be removed an 'out of use' label must be appropriately affixed to the item and isolated where practical to prevent further use.

Defect	Remedial Action	Carried out when?

Appendix B: Health and Safety Self-Assessment Monitoring Checklist for PE

School: _____

Head Teacher: _____

Person completing the checklist: _____

Date checklist completed: _____

Date for review: _____

	Yes	No	N/A
Is there a departmental health and safety policy in place?			
Is there an individual responsible for monitoring health and safety matters?			
Is the latest guidance in the afPE "Safe Practice in Physical Education, School Sport and Physical Activity" on-line publication followed (on-line version)?			
Are all PE staff aware that foul play can result in criminal liability?			
Concussion protocol and emergency procedures in place for head injuries?			
Are all incidents, staff and pupils, reported on?			
Are staff appropriately trained as competent persons to DfES and/or the appropriate sport Governing Body standards?			
Where appropriate are staff certified? Trampolining, refereeing rugby matches, some secondary gymnastics, aspects of athletics, some outdoor adventurous activities etc			
Are staff required to referee rugby matches appropriately qualified?			
Are staff teaching trampolining appropriately qualified through British Gymnastics and refreshed where required?			
Do unqualified staff supervise PE classes?			
Is there adequate staff/pupil supervision ratio?			

Are special needs, equality, diversity and inclusion of pupils taken into account?			
Are the conditions/injuries of pupils taken into consideration in the participation of Multistage Fitness Test and Bleep Test?			
Are supervised adults aware of the risks associated with personal participation while teaching/coaching games activities?			
Are staff v pupils' matches for rugby, football and hockey prohibited?			

	Yes	No	N/A
Have risk assessments been completed for storage and setting up of equipment?			
Are RAs completed for the handling of apparatus (i.e. in gymnastics and trampolining) by pupils?			
Are these risk assessments communicated to all staff and incorporated into "schemes of work"?			
Is all equipment inspected annually by a competent person?			
Is all the equipment visually inspected by staff before each use?			
Are thorough visual examinations carried out on PE equipment termly and all records kept?			
Do all personnel know to report any defects and hazards and to whom?			
Is defective equipment that poses significant risks to health taken out of use and appropriately labelled?			
Are there adequate safe storage areas for all equipment?			
Is access restricted to the storage areas?			

<p>Have risk assessments been carried out and are current for all hazardous activities? In particular:</p> <ul style="list-style-type: none"> • Hockey • Rugby • Volleyball • Dance • Trampolines • Football • Squash • Cricket • Gymnastics • Basketball • Badminton • Tennis • Table tennis • Netball • Athletics <p>Do these general risk assessments take into account local conditions/environments?</p>			
<p>Are all PE staff trained in emergency first aid?</p>			
<p>Are there adequate portable first aid kits available?</p>			
<p>Are there procedures for emergencies that may happen off-site?</p>			
<p>Is personal protective equipment worn and enforced? In particular:</p> <ul style="list-style-type: none"> • Mouth guards in rugby and hockey • Shin guards by all rugby forwards • Shin pads during football and hockey 			

<ul style="list-style-type: none"> • Pads and kickers, gauntlets, gloves and a full helmet and mask for hockey goalkeepers 			
	Yes	No	N/A
Is suitable footwear worn?			
Is the wearing of jewellery and other personal effects prohibited or made safe?			

Note: a 'No' tick normally requires prompt action by the school

Action Required	Responsibility Of	Date Completed

Appendix C: PE Risk Assessments

This appendix provides access to the current PE Risk Assessment document for all activities taught, including seasonal variations.

Full PE Risk Assesment:

https://docs.google.com/document/d/1XieHYjnOlaunYcwCu8YsKhVR06_rnR7t/edit?usp=drive_link&oid=106397579467442192986&rtpof=true&sd=true

Setting up and storing PE quipment Risk Assesment:

https://docs.google.com/document/d/1f3VnO7iWceVqoTQW_cGmvRA-d0MqA79s/edit?usp=drive_link&oid=106397579467442192986&rtpof=true&sd=true