

Evidence of policy implementation guidelines Sport and Physical Activity Policy

The following information is indicative of the types of evidence a school may include to demonstrate evidence of policy implementation monitoring.

Evidence needs to a snapshot. E.g. do not upload a complete handbook just the cover and a contents page.

How is the policy being implemented to meet student, staff and community needs in your school context?

All staff provided with an electronic copy of the [Sport and Physical Activity Policy- 2015](#). The links to the DoE NSW School Sport Unit are embedded as a hyperlinks in this document.

The Principal meets with executive staff to ensure the review / development of the [School Developed Procedures for Sport / Physical Activity \(sports and physical activity handbook\)](#)

Professional learning occurs at the start of the year showing the [Guidelines for Specific Sports and Physical Activities](#) on the School Sport Unit website. The staff are informed of their duty of care and their responsibility to meet all expected precautions as outlined in the Guidelines for Specific Sports and Physical Activities

Staff have viewed – [Awareness Presentation relating to the use of the Sport Safety Guidelines](#). Records of attendance at this training are kept.

External communication provided to students and the community outlining sport and physical activity.

What is your evidence that the school has consistently observed and applied all policy requirements?

The school locally based Sport and Physical Activity procedure documents (Sports Handbook for staff / students), developed by the principal or executive of the school.

The stage based timetable for curriculum areas with indicative times to demonstrate minimum required hours.

Variation to Routine documentation includes the guidelines for the specific sport/activity to be undertaken and includes risk elimination or control measures for each sport / activity.

Permission notes including information from “Guidelines for Specific Sports and Physical Activities” (e.g. supervision, guidelines for equipment, protective equipment, behaviour and expectations related to safety).

External providers provide evidence that the requirements of the “Guidelines for Specific Sports and Physical Activities” are met.

Pre-excursion briefing / documentation provided to students and parents regarding variation to routine, safe use of equipment and behavioural and safety requirements.

Possible artefacts of evidence might include:

- Sample from the School Developed Procedures for Sport / Physical Activity (handbook)
- Sample Timetable / scope and sequence / spreadsheets showing indicative hours
- Meeting minutes, agenda, Professional Learning sign on sheets, powerpoint presentations, certificates of attainment and qualifications (students and teachers).

- Permission notes
- Newsletter, website links, school based web applications, photos.

What processes are in place to review the school's implementation in relation to this policy?

Staff training registers are reviewed by the principal and /or school executive every 12 months showing adherence to Professional Learning and Sport and Physical Activity Policy

Induction process indicate training of new staff and temporary staff have been trained in Excursion procedures and use of the "Guidelines for Specific Sports and Physical Activities"

Variation to Routine Policy and Excursion Procedures to be reviewed every 2 years or on an as needs basis with any changes to ICT / programs / policy.

Review of procedures document, Version control showing new dates

Curriculum review meeting and consequent documentation showing NSW Department of Education [curriculum requirements](#) (currently being updated to show sport and physical activity at 150 mins a week) and indicative requirements at school.