

## 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 be 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 are shown how to access the policy on the NSW Department of Education intranet [Sport and Physical Activity Policy - 2015](#). The links to the DET NSW Sports 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. The link below has support material that will assist your school in the development of localised procedures or handbook. [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 Sports 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 the [Awareness presentation for sport safety guidelines](#) every 2 years. Records of attendance at this training are kept.

External communication is provided to students and the community outlining the sport and physical activities that are timetabled to meet the weekly requirement of 150min

#### **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, weekly sport timetable, local sports procedures document for gala days, carnivals etc), developed by the principal or executive of the school.

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

Risk management / control measures in variations to routine documentation show application of the "Guidelines for Specific Sports and Physical 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, safe use of equipment and behavioural and safety requirements.

Possible artefacts of evidence might include (only one or two significant pieces):

- 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, a couple of slides from a 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 the Sport and Physical Activity Policy.

Induction processes indicate training of new staff and temporary staff in Excursion procedures and use of the "Guidelines for Specific Sports and Physical Activities".

Review of procedures document, including 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.