



Specialist Teachers and Coaches Handbook

DRAFT SEPT 2022





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Contact with schools prior to delivery

It is your responsibility to contact the school ahead of a block of delivery each term, to determine:

- **Equipment** - try to use the schools equipment in the first instance, if schools do not have the relevant resources needed for delivery, suggest they purchase this for future use. Any support needed please to Michelle or Julie
- **Number** of pupils in each session - including behaviour/additional needs, if a TA will be supporting
- Double check **timings** of the day/session
- If **ASC** is required: what sport/KS or year group are you delivering to? Max number per club without support 20 pupils. Clubs should be either: one year group or KS1 or KS2. You should not be expected to release pupils to parents/carers following the end of a session or ASC - this is a safeguarding risk. If a school asks you to do this, please info Michelle or Julie
- It is expected that you will use the Arena **SOW** for the delivery of PE and you will be issued with a log in to access these from the Arena website. You must use the learning objectives and learning outcomes as a minimum requirement or an alternative scheme provided by the school
- You should ensure you know who the **Safeguarding** Lead is prior to the start of any delivery
- It is your responsibility to ensure the area where you are teaching is **safe** and report any hazards to the school
- **INSET DAYS** – We will endeavour to let you know if a school is on an inset day. However, if you are due to be starting at a school after a holiday break please ensure you have checked the school is in session prior to travelling. This information will be on their website

Absence procedure

Your absence is recorded and closely monitored by HR. We report to HR on a monthly basis if you are absent, you can also view this on your employment platform.

We will endeavour to cover you where possible and we will be as flexible as possible however, we will not tolerate unprofessional behaviour and it is your duty as a professional to inform us as soon as possible if you are unable to make a session.

If your absence rate is deemed high, we will discuss this with you on an individual basis.

If you are unable to make a session please where possible inform Julie and Michelle by email and Whats app message **the evening before**. At the latest absence should be reported before 7.30am on the morning of delivery. **If we need you to inform the school we will let you know.**



Medical appointments

You will need to agree any medical appointments in advance with Julie or Michelle. You are not permitted to inform the school you are working with and make your own cover arrangements. This is for your own safety and for cover purposes.

Cover

If you know you require cover for medical or any other personal reasons please let us know in advance. You should not be making your own personal arrangements with the schools. This again is for safety reasons and for cover purposes.

On Cover

If your school has an inset day or they do not require you on a day when you would normally be working, it is expected that you will be available for cover. It is expected that you will be available to be contacted between 8.30am – 9.30am on the day. If you cannot be available for cover this needs to be agreed in advance.

PLEASE NOTE WE DO NOT HAVE THE TIME TO BE CHASING YOU FOR 2–3 Hours trying to agree cover, especially if you are on a contract and ARE STILL expecting to be paid on this day.

Contracted Staff

Cover expectations

If you are on a contract and you are below your hours in a block it will be expected that you will be available for cover. This will be agreed with you in advance and will be on a 6 week block basis.

On the day you are on cover it is expected you will be available to contact by phone or email from 8.30am–9.30am.

It is expected that if you are not called for cover that you will still complete work related planning during the time when you would normally be working.

Cover work

If you know in advance that you are going to need cover please request this as soon as possible and ensure you complete the cover request form (available on the [Arena website](#)), as part of this form you will be required to provide cover work and details of the children and groups which need to be covered. We will let you know as soon as possible the member of staff who will be covering you. **IT IS YOUR RESPONSIBILITY TO PROVIDE THE MEMBER OF STAFF WITH THE COVER INFORMATION.** The person covering should not need to chase you for this information. This should be completed at least one week in advance.



In the event of illness please provide as much information as you can however it is not expected you will email cover lessons if you are not well enough.

Schools cancelling

If a school cancels with less than 48 hours notice you will still be paid if you are not on a contract. However, you should use this time to do work relating to planning or expect to be called for cover if you wish to be paid. Employees who are on a contract will also be expected to do work related planning in the event of a cancellation of their school.

Payroll - [itrent support document](#)

All staff are employed by the West Country Schools Trust and will be paid on the 25th of each month.

Casual staff will need to submit a timesheet and log their hours onto ITrent using their unique log in. Payment for casual staff will be paid a month in arrears.

Travel claims

If you are based at home you cannot claim the first 10 miles in any journey. This needs to be deducted from the journey mileage prior to submitting the mileage on the form and submission to ITrent.

Delivery in Schools

- It is expected that you will use the Arena schemes of work for all delivery of PE unless this is agreed in advance with the school.
- You will have a log in to the Arena website and you will be able to access the schemes from this web site. You should adapt the scheme to suit the needs of the children you are teaching.

Use of Arena PE Assessment

- It is expected that you will produce an assessment for each of your classes once every half term.
- You can use the example matrix on the website or your own or school's version. Please give a paper copy to the teacher and email as required.
- Every child you have taught should be listed and they will be awarded bronze, silver or gold
- Please note this is a 2 year age group scheme. Therefore bronze in Year 1 is expected, silver is above and gold is beyond expectations. In year 2 silver is expected, gold is above.
- Training will be provided on the use of the assessment scheme as required.



Departure from schools

- Report any first aid and/or incidents to teachers or parents/carers plus person collecting in the case of an After School club.
- Make sure children have all their belongings
- All equipment you use is stored away tidy at the school or you take it with you. **PLEASE DO NOT LEAVE Arena equipment AT THE SCHOOL UNLESS THIS IS AGREED IN ADVANCE AND IT MUST BE RETURNED AT THE END OF A 6 WEEK BLOCK.**
- Areas in school used are left clean and tidy
- Please return after school club registers and **KEYS** to the main office of the school at the end of each session.

Health and Safety

- Please check and assess your own area and equipment before each use ie
 - Harmful objects
 - Broken equipment
- Risk assessments should be in place prior to sessions taking place and individual risk assessments for each school should be in place for Gymnastics and wild tribe activities.
- Child to Adult ratio (tools and fire building - 1 to 8 ratio)
- Children require suitable clothing and footwear for physical activity
- Children will require long sleeves and trousers plus closed shoes for outdoor learning activities
- Children should not wear jewellery during physical activity and long hair should be tied back
- During hot and sunny days: please encourage suncream (children must provide their own and apply themselves), plenty of drink breaks and donning of a hat
- Any first aid incidents should be recorded in the Schools first aid book and reported to the child's parent/carer. If this is not the person picking up, please phone the parent/carer and also inform the person picking up.
- Any issues between children, please make a note on the back of that day's register and highlight to staff you are working with.

Safeguarding

- All staff should have their Level 2 safeguarding certificate
- All staff should have read the most up to date KCSIE
- All staff should have completed Prevent Training
- Staff should be familiar with the safe handling procedure and will be trained as required in safe handling procedures.
- All staff should be familiar with the safeguarding procedures and reporting for the individual school they are working within.
- Any safeguarding incidents should be reported to the Arena Safeguarding Lead:



Michelle Roberts, Director of Arena 07830134720

- All safeguarding documents can be found on the [Arena website](#)
- The latest KCSIE and Acceptable use policy can be found in the appendix of this document

First Aid

All staff will be trained in the 3 hour first aid course, this will be updated every 3 years as required. Some staff will receive outdoor learning first aid training if this is required as part of the outdoor learning delivery. Please ask reception where the nearest Defibrillator and first aid kit are.

Fire Procedure

Ensure you know what to do in the event of a fire in any school you are working in and where the nearest fire safety point is should you need to take the children to this point in the event of a fire.

Equipment

Please [CLICK HERE](#) for the equipment log and booking form

Lesson Observations and Performance Management

All staff will be observed in the delivery of a session at least once per year. New staff may be observed more than once. Staff may also be observed teaching additional sessions if this is requested by the school they are working in as part of the quality assurance.

Contracted Staff

All contracted staff will have an annual Performance Management meeting in line with the Trust's performance management procedures, this can be viewed on your employment platform.



Arena Staff Code of Conduct

Introduction

To provide children with the best possible experience and opportunities in Pe and School sport everyone employed by Arena must operate within the Coaches Code of Conduct.

This guidance below is Arena's expectation of you as a member of staff while you are coaching/teaching and lists what we expect of you as a member of staff while you are in our employment. It should also support you and protect you as a member of staff.

All personnel should adhere to the following principles and action:

- Remember at all times you are representing Arena School Sports Partnership, you are employed by the West Country Schools Trust you are not employed by the school you are placed in.
- You should ensure you are up to date with your safeguarding training, first aid training and KCSIE latest guidance and you are adhering to the relevant policies in all your delivery.
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).
- Introduce yourself using your surname to the children. If you wish to be known by your Christian name that is acceptable but should be consistent in all schools where you work for Arena.
- Make the PE/Coaching experience fun and enjoyable and promote fairness.
- Treat all young people equally and with respect and dignity.
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. If safe handling is required it should be in accordance with the safe handling policy and with the support of school staff where you are placed.
- Be an excellent role model, this includes not smoking or drinking alcohol, using appropriate language and maintaining a good level of personal hygiene in the company of young people.
- Appropriate Arena/Wild labelled clothing should be worn at all times with shoulders covered at all times and the use of flip flops and vest tops should be avoided. Flip flops may be permitted on beach days if it is appropriate to the activity you are delivering. In the delivery of wild tribe activities long sleeve tops should be worn when you are using tools or fires.
- The wearing of Jewellery should be minimal and should be safe and not affect your delivery in any way. The wearing of bangles and long earrings should be avoided for safety reasons.
- Always give enthusiastic and constructive feedback rather than negative criticism.



- To follow each school's disciplinary procedure and report any instances of poor behaviour in line with that.
- If any issues arise that you require support (e.g. continued behaviour problems, lack of school support, lack of equipment etc....) contact either Michelle, Julie or Alex to allow us to provide you with support if needed.
- If the sun is bright remember to position yourself where the pupils look away from the sun.
- Be punctual and professional when dealing with all external partners (e.g. be on time both starting and finishing sessions and communicate professionally with other staff etc....).
- Ensure the safety of the children is paramount at all times and ensure risk assessments are in place as required eg you should have a separate risk assessment in place for Gymnastics and Wild tribe and you should have developed this with the school or have seen it prior to the start of a block at the school.

Digital Technology Use and E-Safety - Please ensure you have read the acceptable use policy in the appendix of this document in line with the e safety policy.

Arena Coaches/Specialist teachers – Summary

- Are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (eg in a bag, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Need to check at each venue what the phone policy is (e.g. If policy is no phones at all this must be adhered to, if stated use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms).
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative, pregnancy), then staff should make the Headteacher/school aware of this and can have their phone in case of having to receive an emergency call.
- Are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the school and Arena management team (Michelle, Julie or Alex).
- Do not allow any external photographers unsupervised access to children.



Appendix

[KCSIE Sept 2022](#)

[Whistle Blowing Policy](#)

[Use of Reasonable Force Policy](#)

[Child Protection and Safeguarding Policy](#)

[Digital Technology Use & E-Safety Policy](#)

[Data Protection Policy](#)