

ABBEY
COLLEGE
CAMBRIDGE

Physical Education and Gym Policy

2021-2022

SLT Responsible for this Policy

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This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

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1. Rationale

Physical Education develops students' physical competence and confidence and their ability to use these to perform in a range of activities. It promotes skilfulness, physical development and knowledge of the body in action. Physical Education provides opportunities for pupils to be creative, competitive, cooperative and face up to different challenges as individuals and in groups and teams. It promotes positive attitudes toward healthy and active lifestyles.

Students learn how to think in different ways to suit a wide variety of creative, competitive, cooperative and challenging activities. They learn how to plan, perform and evaluate actions, ideas and performances to improve their aptitudes, abilities, preferences and make choices about how to get involved in lifelong physical activity.

2. Aims

Through our PE provision Abbey Cambridge aims to stimulate and maintain interest and enjoyment in PE and to promote health and fitness for current and future lifestyles. The school endeavours to ensure that boys and girls are given equal opportunities to participate in comparable sporting activities.

Within PE lessons students will have opportunities to develop and demonstrate a range of transferable skills such as interpersonal, leadership and problem-solving skills and to develop a range of personal qualities such as safety awareness, politeness, perseverance, concern for others and self-confidence.

Through the GCSE curriculum students will:

- Recognise the need for safe practice and appreciate its importance in PE.
- Understand the short and long term effects of exercise on the body.
- Recognise the role of exercise in a fit and healthy lifestyle.

3. The P.E. Curriculum

3.1. Curriculum Framework

Teachers should use the National Curriculum Framework as a starting point when planning lessons for PE. Following a broad and balanced PE curriculum to fulfil the demands of the national curriculum.

Students will have the opportunity to develop their technique and improve their performance in a range of team and individual games, which may include sports such as badminton, basketball, table tennis and football as well as other physical activities such as swimming and dance.

The programme of study will;

- Aim to develop the fitness of the individual, by ensuring a good pace in lessons and incorporating fitness activities into PE lessons as appropriate.
- Integrate, where possible into other curriculum areas e.g. ICT, numeracy, DoE
- Develop programmes that are inclusive and meet the needs of all students providing equal opportunities.
- Provide enjoyable experiences, where positive attitudes of sensitivity, co-operation, competition and tolerance can be promoted.
- Involve the outside community where possible. Ensuring safeguarding requirements are met.

3.2. PE lessons - expectations

- Students and staff will wear correct and safe Abbey College Cambridge PE kit (purchased via the Abbey College Online Player Layer shop) at all times and teachers will ensure that this is followed.
- Staff will remind students of the need to follow rules.
- Time will be given to ensure that there is sufficient warm up and recovery for students following physical exercise.
- Students should learn the rules, etiquette, laws and codes for various activities.
- Staff should promote a secure and safe learning environment.
- There should be opportunities for individual and/or group activities so that students can express their feelings verbally and learn how to work cooperatively as well as on their own.
- Students not participating should be actively involved in the lesson by helping with activities such as scoring or acting as observers.
- Staff should adhere to the School and Departmental reward systems in order to encourage students achieve their full potential and experience a feeling of achievement.
- Students should be encouraged to share their experiences/culture with others in order to enhance the quality of learning and to develop socially and inclusively.
- Staff should not attempt to spend inequitable amounts of time with any one pupil or groups of pupils/gender group etc.
- As a school working toward inclusion there will opportunities for group discussion. At these times students will be actively engaged listening to each other's' views and reflecting upon them.

3.3. Time Allocation

All CSAs students will be taught 50 minutes of PE a week as part of their curriculum (one 50 minute period). Further opportunities to take part in sport and extra-curricular activities are available as part of the ABC clubs programme

3.4. Students without PE Kit

Any student who has forgotten their PE kit will be sanctioned as set out in the Behaviour Policy. If this becomes an on-going problem intervention by the HSM may result in parents being contacted.

4. Accidents

Any student suffering an injury or accident during a PE lesson will be accompanied to reception and appropriate medical assistance, or notify a member of the boarding staff by calling the school emergency phone 07584 705720. If there is an emergency sports staff must call for emergency services immediately.

After the incident the teacher must complete an accident report form and inform the HSM. All accident forms go to the Vice Principal Pastoral.

5. Medical Conditions

It is the responsibility of the teacher to take note of any medical conditions of individual children in their class such that they can participate safely and as fully as possible. Medical guidance should be sought if necessary before a student undertakes a particular activity.

6. Health and Safety

- All equipment, halls and playgrounds will be checked annually in accordance with the Health and Safety Policy.
- Students should be made aware of the safe handling of the PE equipment and how to carry apparatus.
- All equipment will be kept in the PE store situated in the Main Hall.
- Staff will conduct a Risk Assessment before each lesson. Every activity should be risk assessed in order to minimise risk to students and staff.

- Risk Assessments should be carried out with reference to the Abbey Cambridge Health and Safety Policy and with reference to Safe Practice in Physical Education guidelines.
- It may be necessary for the teacher to touch a student (after gaining consent) to demonstrate a gym/dance move but care must be taken.
- All accidents should be reported and logged in the accident report book.
- PE surfaces should be checked prior to the lesson to ensure that they are free from sharp objects and broken glass.
- Staff will carry out safety checks prior to starting each lesson.
- Staff should report any damaged equipment to the appropriate person.

7. Recording and Assessment

The PE curriculum will map out and record the topics covered in each unit of work. Staff should make notes of significant achievement and success celebrated through the rewards system. Staff should ensure that the following criteria are recorded when completing the half term reports:

- Record of student participation.
- Overall physical skill and ability of the pupil.
- The ability to evaluate their own performance and that of others.
- How well the student interacts with other members of the class.
- Motivation and enthusiasm.
- Any particular aptitudes or talents a student may have.
- The work covered throughout the year.
- Any specific problems which may need to be addressed.

8. Extra-Curricular Sport

Abbey Cambridge is fully committed to providing extra-curricular sporting opportunities. The school endeavours to ensure that boys and girls are given equal opportunities to participate in comparable sporting activities. These include:

- Clubs available to all age groups and in a range of activities.
- Friendly matches against other schools.
- Visits and trips to sporting events and venues available to all age groups and in a range of activities.
- Trips and activities
- Organising and facilitating external sports for students with specialist interests.
- Sporting qualifications such as JSLA.

9. Gym Usage

9.1. Gym Equipment

The gym consists of the following equipment:

- 1 Indoor Cycle
- 2 Elliptical Trainers
- 2 Treadmills
- 1 Multi gym

9.2. Who can use the Gym?

The gym is available solely for use by Abbey Cambridge students and staff. Students from other Colleges may not use the gym. Any individual who uses the gym does so voluntarily and at the individual's own risk. Abbey Cambridge will not be liable for any injury sustained by any person as a result of using the gym equipment. No student or member of staff is permitted to use the gym unless they have attended a safety induction and the instructor has verified that you may use the equipment.

9.3. Induction for new users

New users of the gym must attend an induction session from a qualified instructor before using the gym. If a student wishes to complete a gym induction they must email the Head of Extra-Curricular. Inductions will be arranged in small groups of no more than 5 people.

9.4. Before using the Gym Facility

- The College advises that before participating in an exercise programme all users should have a thorough physical examination from a medical practitioner.
- Any person with a history of heart disease, hypertension, diabetes or any degenerative joint or muscular disease should first obtain permission from their doctor.
- Do not eat a large meal for at least 2 hours before exercise.
- Seek medical advice before using the equipment if you have a medical problem.
- Always ensure that your clothing and footwear are suitable and properly fitting.
- Avoid training alone. For your own safety, try to ensure there is someone else present. Always warm up prior to exercise and cool down afterwards.
- Always warm up and stretch before exercise particularly before weight training. Gentle cardio work with a bike and stretching is excellent before starting on a weight training session or heavy lifting.

9.5. Use of the Gym

The gym is provided for the enjoyment of all who use it, irrespective of whether it is recreational for keeping fit, rehabilitation from injury, or as part of a training programme for an individual sport. All students and staff will sign a contract and disclaimer before using the gym, which will be held in staff/student files (Appendix 2).

Only users of the gym who have had an induction session will be permitted to use the gym. Use of any gym equipment outside the gym opening hours is prohibited. Please report all injuries to ACC security or the duty member of boarding staff.

In line with the CCTV policy, CCTV operates in the Gym and it is monitored occasionally by ACC security who also will ensure that the gym is monitored routinely as part of their rounds. Note that the gym is unsupervised and the CCTV is not constantly being monitored.

Showers are provided for students to use (Appendix 1). Staff must not use student showers. Staff have showers allocated to them in Block A and B

9.6. Gym for Students

To access the gym Monday - Friday please collect a gym pass from reception and return it after use. To access the gym at the weekend, or outside reception hours, please collect a gym pass from the duty boarding staff. Only 10 passes will be handed out at any given time. Passes are only given to those who have passed induction.

The gym is available for use during the following hours for students:

Monday-Friday

07.30 – 08.45

18.45– 21.00

Weekends

08.45 – 15.45

18.15 – 21.00

The gym will be closed to students if security staff are unavailable

9.7. Gym for Staff

The gym is available for use during the following hours for staff:

Monday-Friday:

06.00 – 07.20

09.00 – 18.30

Weekends:

07.00 – 08.30

16.00 – 18.00

Staff must not allow students access at these times. Staff will have their ID card updated following induction, and should not allow other staff access if they have not completed an induction.

9.8. Gym Etiquette

The gym should be kept clean and tidy at all times. Suitable trainers must be worn; muddy footwear is not allowed. All litter or drinking bottles/cartons should be placed in the waste bin provided. Be considerate of other users, especially at busy times. Please bring a towel to place over benches and wipe down the equipment after use. Do not bring food or drink in the Gym, except water in appropriate plastic water bottles. **Always leave the gym how you would like to find it.**

9.9. Gym Safety Rules

There is a risk of injury when using (or misusing) weight training equipment. The following points should be observed:

- Inspect equipment before each use for loose, worn or frayed parts.
- Check that wire ropes are not frayed or kinked and that pulleys rotate freely.
- Report any problems with the equipment to ACC security
- Space in the gym is limited. To avoid trip hazards, do not leave any personal belongings on the floor.
- Work with weight you can manage/handle.
- Do not continue training if you feel dizzy or unwell. Remember to breathe properly during exercise particularly when lifting weights.
- Do not tolerate and bad or dangerous behaviour around machinery and equipment.
- Anyone under 16 must not train alone.

10. Related documents

- National Curriculum in England: Physical Education programmes of Study: Key stages 3 and 4 DFE 2013
- Behaviour Policy
- Health and Safety Policy
- Safeguarding Policy
- Curriculum Policy

Appendix 1

Student Showers

Student showers/changing room are located in Block B next to the gym.

Student shower rules:

- Students only.
- Male and Female students have separate showers as shown on door.
- Shower to be used by one student at a time.
- You must lock the main shower door from the inside (do not just rely on the external number lock)
- Be mindful of others who need to use it, plan ahead and be on time for lessons please
- Leave the shower room/changing room as you would expect to find it.
- Close the door after use
- Do not leave personal belongings in the shower rooms or the changing room
- You must be fully dressed when leaving the shower room. (shoes on/hair dry/appropriate clothing)
- Report any damage to a member of staff immediately
- Report any staff attempting to use shower to a Housemaster
- Memorise password or store on a safe electronic device

The locks on the showers will be changed periodically and given to students following induction to the gym.

Appendix 2

Gym Usage Contract

Staff and Student Expectations

You will adhere to **all** gym rules as displayed throughout the gym. Failure to follow the rules will result in immediate action being taken.

- You will only attend the gym during allocated times and following induction
- You will not allow other students to enter the gym with your pass
- If your behaviour is deemed inappropriate or unsafe we have the right to deny you access to the gym.
- You must report damage of equipment, or any items susceptible to damage to a staff member.
- You must not bring food into the gym. Water bottles only.
- You will endeavour to be safe
- Students and staff must not use the gym at the same time
- Abbey Cambridge staff and students only

Disclaimer

Read the following and tick the appropriate box to state that you are happy with the information presented to you today:

- I am satisfied that I have been shown the appropriate techniques for performing exercise on the following pieces of equipment safely – rowing machine, multigym, cross trainer, treadmill, indoor bike.
- I have been given a copy of the policy and it has been explained to me
- I have been instructed effectively on appropriate ranges of sets, repetitions and percentages to lift. Alongside appropriate lifting tempos and rest times.

If you are ever in breach of this contract we have the right to withdraw your access to the gym areas.

Staff Member

Student Name

Signature:

Signature

Date

Date