



Our Lady's Grove Primary School

Procedures and Code of Conduct for Parent Association Extra Curricular Sports 2020 / 21

The code of conduct for the school also extends to extra-curricular sports. In addition, the following guidelines apply:

Guidelines for children:

1. Respect other children, instructors and volunteer adults.
2. Be on time.
3. Wear appropriate clothing and footwear. Bring a drink.
4. Listen to instructions and ask questions if you don't understand.
5. Do your best and take pride in your performance.
6. Assist with set up and clean up.
7. Do not leave without telling the parent supervisor
8. Do not do anything to cause injury to oneself or others.
9. Remain seated until the adult supervisor/ instructor arrives

ALLERGIES

There are to be no treats of any kind to be given to the children by Coach, Parents or Co-ordinators. There are many children in the school with allergies and it is too risky.

Guidelines for parents:

1. **Parents must ensure that the Covid Health Check is submitted by 12pm on the day of the activity. Children will not be allowed to participate without this.**
2. Parents must ensure that children are dropped off and collected on time.
3. Children need to be signed out at the end of the session by the designated adult collecting the child.
4. At enrolment, parents must email permission for their child to receive medical attention in the event of a medical emergency where the parents are not contactable.
5. Parents of children with special needs/ medical conditions/ allergies/ physical disabilities are to notify the Activity Co-ordinator in advance of enrolment as special provisions may need to be made. **THIS INCLUDES IF A CHILD NEEDS AN EPIPEN THAT THE CO-ORDINATOR IS INFORMED AS THEY WON'T HAVE ACCESS TO THE ONE IN SCHOOL.**
6. Parents of children walking home must send permission via the contact form at the start of the term to the activity co-ordinator. These children must still notify the parent supervisor when they are leaving an activity.
7. Payment must be made by EPP before the first class for each term.
8. In line with the OLG Mobile Phones and Electronic Device Policy, children should not use mobile phones at afterschool activities

9. All areas outside of the Hockey Pitch / Halla are **off limits** to parents and children during after school activities.
10. Concerns or questions should be directed to the activity co-ordinator and/or instructor

Discipline

Instructors are responsible for matters of discipline during the activity and are supported by the supervising adult, if requested. Where minor issues arise such as disrupting behaviour, speaking out of turn or other inappropriate behaviour, the instructor may institute a "Time out" for 3 minutes. This time out will be supervised by the volunteer adult on duty. If these minor issues persist the instructor will talk with a parent /guardian, as a means of resolution. If the nature of the problem is repeated and /or serious (harm to others, damage to property, inappropriate behaviour), the instructor will make a written report to the activity co-ordinator for the sport who will liaise with the overall sports co-ordinator and the school principal. The guidelines within the school code of conduct will then apply for resolution. **The Sports co-ordinator will contact the parents / guardian to discuss the issue.** In the event of repeated and continual disruptive behaviour it is possible that a student may be excluded from a particular activity.

Registration and sign up

Enrolment for extra-curricular sports organised by the Parent Association operates via email to the PA sports account olgpasport@gmail.com. An 'expression of interest' email is submitted for each activity for each child. After a certain time period, usually 48 hours places are allocated randomly using an online lottery (randomiser.org). The only exception to this is for Hockey where 6th class students get priority over other class groups for league participation. Once places have been allocated parents are informed by email. If an activity is over-subscribed, parents are informed and children who have not received a place will have their names placed on a waiting list. Places are then allocated from the waiting list as they become available. Payments are made by EPP through the school website.

Role of the Activity Co-ordinators (AC)

- Where possible there is a 'Buddy system', two or three activity co-ordinators per activity
- **8am – Day of the Activity** - Send out reminder Covid Health Check
- Check that a Covid Health Check has been submitted for all children
- The AC will act as Covid officer for each class and manage the sanitisation /registration / enrolment for all students
- The AC will create attendance sheet for roll calls including up to date contact details for parents and highlighting the children who have permission to walk home
- The AC will make a master copy of the contact details for each student participating in extra-curricular activities (as per the enrolment form), which will be available in office and on the Sports email google drive.
- Parental permission to retain these details on file must be obtained from parents. They will only be used only if an emergency arises and will be deleted once the activity has ended for the year.(See GDPR on Invite letters for individual sports)

- The AC will maintain any written or electronic instructions from parents / guardians with regard to pick up and drop off
- The AC will ensure that all fees are paid by EPP.
- The AC will liaise with the treasurer with regard to instructor payment.
- The AC will inform the instructor of any students with illnesses / disabilities/ special needs/ allergies.
- The AC must know the location of the First Aid Box and incident report book.
- **Coordinators** should never be alone with a child
- Only parents/guardians (including minders) from the OLG school community may act as a coordinators
- Coordinators must be present **10 minutes** before commencement of any extra-curricular activity to collect the roll sheet from the school office
- Coordinators must be visible and available at all times during the activity
- Coordinators will take attendance / roll call at the start of each class
- Coordinators will ensure that children are signed out and handed over to a designated parent/guardian at the end of an activity

Role of the Instructor/Coach

- The instructors **MUST** adhere to the current covid guidelines with regard to what can be done during training at a particular level
- The instructor must respect the rights, dignity and worth of every child, and must treat everyone equally
- The instructor must make sport fun and enjoyable and promote fair play
- The instructor should never be alone with a child
- The Instructor must ensure that the activity begins and ends on time
- The Instructor must inform the activity co-ordinator/ sports co-ordinator if he/she is running late or delayed
- Instructors are Garda vetted and are required to complete the TUSLA E-Learning module on the revised Child Protection Guidelines 2017 and submit a certificate of completion to the Sports Co-ordinator
- Instructors are responsible for ensuring that the Halla / Hockey Pitch is left ready for the morning and that the PE room is tidy and rubbish is picked up.

- Instructors along with the Parent /guardian volunteers must ensure that all children in their care are handed over to the person designated to collect them
- Instructors are responsible for matters of discipline during the activity
- In the event of a child requiring medical treatment, the Instructor will liaise with the parent volunteer to contact the relevant parent/guardian. The instructor may bring the class to a close, in which case the parent volunteer and instructor will contact all parents / guardians to collect their children.
- Instructors and Parent /guardian volunteers must ensure that all accidents are recorded in the incident report book located beside the First Aid kit in the Halla kitchen. Parents will be informed immediately in the case of a serious injury, including an injury to the head or face.
- Instructors must abide by the code of conduct for teachers for the school.
- In the event of an injury, the parent volunteer monitors the child until they are well enough to resume the activity. Adults must never be alone with the child. With permission from the coach, the parent volunteer will contact a parent if necessary. The First Aid kit is located above the fridge and freezer in the Halla Kitchen
- Parent /guardian volunteers will ensure that accidents/ incidents are recorded in the incident report book. If a child is injured in a class, Parent /guardian volunteers will inform the adult collecting the child. If the child is walking home the parent should be phoned.
- Where the instructor institutes a "Time Out", Parent /guardian volunteers will supervise the child during this period until they resume the activity
- Parent /guardian volunteers must remain in the Halla until all children have been signed out and collected. Parent /guardian volunteers must always have two children present (typically their own child and the child awaiting collection)
- Parent /guardian volunteers must remain in the Halla, if there is a follow-on class in order to pass on the folder to next parent volunteer and ensure that children are not left unsupervised
- Parent /guardian volunteers will leave the activity folder in the designated cabinet in the Halla kitchen.