



**Remember:**

- National governing bodies can advise on the size and specification of equipment suitable for the age and ability level of pupils
- For details of national governing bodies of sport, visit [www.sportengland.org](http://www.sportengland.org)
- For details of sports equipment available on loan from Medway Council's Youth Service, phone 01634 338765

**Recruit adults other than teachers to deliver activity**

**Option 1:**

Recruit adults other than teachers to work independently under the auspices of the school and therefore Medway Council (either as volunteers or employed on the school payroll).

- For details of local sports coaches log on to [www.medwaysportscoaches.co.uk](http://www.medwaysportscoaches.co.uk)
- For purposes of direct recruitment:

**Appendix 1: Application form**  
**Appendix 2: Reference form**

**Remember:**

The competence of adults other than teachers to deliver activities safely should be verified through up-to-date evidence of the following:

- Appropriate national governing body coaching award
- Relevant experience
- Satisfactory references
- Satisfactory enhanced Criminal Records Bureau disclosure certificate
- Public liability insurance cover (currently this should be at least £5m)

It is also good practice for adults other than teachers to have undertaken:

- Child protection training
- First aid training

**Option 2:**

Recruit adults other than teachers to work on behalf of an external organisation such as a national governing body, voluntary sports club or private business (either as volunteers or employed as contractors).

**Appendix 3: Health and safety questionnaire for external organisations**

**Always ask to see original confirmation of certificates**

