

Proposed activity:

Promote activity and collect booking forms

Record pupil details and enter names on to an attendance register

Appendix 4: Booking form

Appendix 5: Pupil details  
Appendix 6: Attendance register

## Remember:

Supervision ratios should be modified according to:

- The competence of adults other than teachers and the level of responsibility assigned to them
- The maturity, competence, intelligence, experience and behavioural/emotional characteristics of the pupils
- The nature of the activities in which pupils are involved
- National governing body guidelines
- Recommendations by Sports Coach UK and The Child Protection in Sport Unit

Assist adults other than teachers to:

- Plan developmental and progressive sessions that are appropriate to the group of pupils
- Prepare facilities and equipment for the activity
- Undertake safety checks
- Welcome pupils and their parents/guardians
- Complete attendance register
- Brief pupils on safety measures, emergency procedures and expected standards of behaviour
- Deliver sessions that incorporate a warm-up at the beginning and a cool down at the end
- Share with parents/guardians any achievements or concerns and discuss any incidents or accidents
- Record and report any incidents or accidents as necessary
- Clean and tidy facility and ensure that all equipment is stored appropriately



Appendix 7: Session planner  
Appendix 8: Safety check sheet

Assess competency of adults other than teachers in the following areas (relationship with pupils, knowledge of pupils, pupil management, expertise in activities and observation and analysis skills) to decide whether supervision needs to be direct at all times or indirect (distant/remote)

## Remember:

- When supervision is indirect, frequent monitoring is still essential as the teacher involved maintains overall responsibility for what is taught and for the conduct, health and well being of the pupils involved regardless of whether he/she is present
- Regardless of qualifications and experience, a minor (under 18 years of age) cannot carry the legal responsibility for a group of children and therefore should always work directly alongside a competent adult

Appendix 9: Certificate

Present pupils with certificates of achievement