

## **INTRODUCTION**

This guidance has been produced by  
Oxfordshire County Council Directorate for  
Children Young People and Families

It is to support heads and other managers in  
ensuring the effective and appropriate use of  
adults other than teachers in supporting the  
delivery of PE and sport in schools and outdoor  
activities.

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## Adults Other Than Teachers (AOTTs)

### Who are they?

AOTTs are people, who are not teachers, who get involved in the delivery of physical education and sport, outdoor activities, in out-of-school-hours activities. They include coaches, sports development officers, teaching assistants, instructors and volunteers.

There are two types of AOTTs

1. Those with no recognised coaching qualifications. They should NEVER be left unsupervised with a group of people.
2. Those with a recognised coaching qualification.

AOTTs are no longer seen as “another pair of hands” but as invaluable assistants to the teachers with whom they work. Depending on their experience their roles can vary from observing, to assisting and eventually to planning and leading sessions.

### **All establishments should carry out an induction with AOTTs.**

And must:

- check qualifications, experience and competence
- carry out a Criminal Records Bureau check
- provide the AOTT with relevant information about the school including emergency procedures
- check insurance cover/liability

## **DUTY OF CARE**

When AOTTs are assisting with the delivery of PE and school sport, the teacher or teachers present during the session are responsible for the AOTT and the young people they are working with.

*Safe Practice in Physical Education* states that

*The help of an adult in school may be considered provided they have the appropriate experience to assist with the activity in which they offer their support and meet **the requirements of the Children's Act 1989\***. They should always work under the supervision of a teacher, for it is the teacher who remains in loco parentis at all times. No AOTT should be left to work totally on their own with young people. This will apply equally to either a curricular or extra-curricular activity. Care should be taken to ensure that insurance arrangements are adequate to cover the adult in this role.*

**Safe Practice in Physical Education**

**(1999)\*\***

**To summarise:**

- **It is the establishment's responsibility to work with AOTTs to ensure that they work in a safe, healthy and effective manner, which assists the work of the establishment**
- **An unqualified AOTT must never work alone with a group or individual pupils; a teacher always has a recognised duty of care**
- **It must be assumed that an AOTT has no experience or expertise in PE or school sport unless they can provide proof of a recognised sport/coaching/NGB qualification.**
- **Any out-of-school-hours activity organised by the school must have a teacher present unless the provider is suitably trained and experienced**

\* Contact the LA for more information on the Children's Act

\*\*Taken from BAALPE (1999) **Safe Practice in Physical Education**

## **THE SCHOOL'S RESPONSIBILITIES**

### **The school must make sure that:**

- an AOTT is working in a safe and healthy, effective manner, which enhances the work of the school
- an unqualified AOTT is always working with a teacher
- a teacher is always accessible to assist or support a qualified AOTT, should a problem arise
- the AOTT knows the local emergency procedures (fire/first aid etc.) when dealing with situations.
- the establishment codes of behaviour are known by the AOTT
- in the case of after-school sport, taking place on site the AOTT knows the school policy for allowing the children to leave the school site
- it has checked the qualifications training and experience of coaches.

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**Information on the validity of a coach's NGB qualification and the level of responsibility/experience this qualification gives, may be obtained from Local Authority Sports Development Officers. (see appendix)**

(note appendix 5 District websites, Sports Development)

# **THE AOTT'S RESPONSIBILITY**

## **A good AOTT volunteer would:**

- have read the establishment policies and codes of conduct
- have a relevant programme planned with the establishment to meet the needs of the establishment and pupils
- be well prepared for the session
- arrive at the establishment well in advance of the session and leave sufficient time to clear away
- be smart in appearance and suitably dressed for the activity
- be positive with the pupils and encourage good discipline within the group
- learn the pupils' names
- take some responsibility for the pupils' behaviour
- not take part in physical contact sports with the pupils and would take care when demonstrating
- accept responsibility for his/her own conduct and that of the young people
- expect monitoring, observation and support in discussion with the school
- work alongside a qualified teacher

## **A good coach/instructor would:**

- be able to produce evidence of appropriate and current National Governing Body qualifications
- have read the establishment policies and codes of conduct
- have a relevant programme planned to meet the needs of the establishment and the pupils
- be well prepared for the session
- arrive at the establishment well in advance of the session and leave sufficient time to clear away
- be smart in appearance and suitably dressed for the activity
- be positive with the pupils and encourage good discipline within the group
- learn the pupils' names
- take responsibility for the pupils' behaviour
- be responsible for the equipment and pre-activity checks
- accept responsibility for his/her own conduct and that of the pupils
- expect to receive monitoring, observation and support in agreement with the school
- accept indirect supervision by the school
- have a current HSE recognised first aid qualification

# **INSURANCE**

## **Volunteers**

An AOTT acting as a volunteer, i.e. receiving no remuneration for providing the service, is covered by Oxfordshire County Council's public liability insurance. For this insurance to be operative, volunteers must be under direct supervision by an appropriate member of staff at all times.

## **Employees**

An AOTT who is paid as an employee of the Council through the Council's payroll system, is covered by Oxfordshire County Council's employers liability and public liability insurance.

## **Self-employed**

An AOTT who is self-employed and submits an invoice to the Council for the provision of the service is NOT covered by Oxfordshire County Council's public liability insurance. Such persons must arrange their own public liability insurance for a minimum of £5 million and provide evidence of this cover.

***Information regarding insurance can be obtained from Insurance Section, Financial Services – Resources Directorate, Oxfordshire County Council. Tel: 01865-815435***

## **CHILD PROTECTION**

Some of the AOTTs who enter your establishment will have had child protection awareness training from one of the training providers, including Sport England, sportscoachUK, a national governing body or the NSPCC. However it must not be assumed that everyone is aware of the issues surrounding child protection.

AOTTs and school staff are recommended to read the following resources:

- **Safe and Sound (1999)**  
scUK  
Childline  
Sport England  
NSPCC
- **Code of Conduct for Sports Coaches (2001)**  
ScUK or Active Sports
- **School & LA Policy on Child Protection**  
Education Social Work Service, The Harlow Centre, Raymond Road, Marston Oxford OX3 OPG

Each establishment has a named person responsible for Child Protection. AOTTs must know who that person is.

# **GOOD PRACTICE IN PE AND SCHOOL SPORT & OUTDOOR ACTIVITIES**

Principles to remember when using AOTTs

## **Importance of childhood**

The right to happiness within childhood must be recognised and enhanced at all levels of PE and school sport

## **Needs of the child**

All children's PE and school sport must be guided by a child-centred approach.

## **Integrity**

Adults interacting with children in PE and school sport should do so with integrity and respect for the child.

## **Fair Play**

All children's PE and school sport should be conducted in an atmosphere of fair play

## **Quality atmosphere & ethos**

Children's PE and school sport should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

## **Equality**

All children should be treated in an equitable and fair manner, regardless of age, ability, gender, religion, social and ethnic background or political persuasion.

## **Importance of sports leaders**

Sports leaders play a vital role in PE and school sport. Without them, children's PE school sport could not flourish. The right of sports leaders to obtain a healthy sense of achievement in children's PE and school sport should be recognised.

## **Education & training**

Adults who take responsibility for children in PE and school sport have a duty to ensure that they are competent to provide safe and rewarding experiences for those in their care through appropriate continuing professional development, which includes opportunities for training and education.

## **Benefit of PE & school sport for children**

Children have a lot to gain from PE & school sport. Their natural sense of fun and spontaneity can blossom in positive PE and sporting environments, which promote progress in a child-centred way. PE and school sport provide an excellent medium in which children can learn new skills, become more confident and maximise their own unique potential.

Adapted from *Code of Ethics and good Practice for Children's Sport (2000)* by the Irish Sports Council for Northern Ireland

# INDUCTION CHECKLIST

| Area of induction                                                                                                                                                                                                                              | Has seen | AOTT retained copy | Signature of AOTT if applicable | Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------|---------------------------------|------|
| <b>Good practice in children's PE and school sport</b>                                                                                                                                                                                         |          |                    |                                 |      |
| <b>Duty of care</b>                                                                                                                                                                                                                            |          |                    |                                 |      |
| <b>Child protection</b>                                                                                                                                                                                                                        |          |                    |                                 |      |
| <b>Code of Conduct for Sports Coaches</b>                                                                                                                                                                                                      |          |                    |                                 |      |
| <b>Welcome to the Establishment</b><br><br>Meeting the staff<br>School staff handbook                                                                                                                                                          |          |                    |                                 |      |
| <b>Policies</b><br><br>National/Local Establishment guidance<br>Discipline & Sanctions<br>Behaviour<br>Dress (AOTT & pupil)<br>Language & vocabulary (AOTT & pupil)<br>Equal opportunities<br>Fair play                                        |          |                    |                                 |      |
| <b>Procedures</b><br><br>Health & Safety policy/procedures<br>Risk Assessment<br>Emergency contact details<br>Accident & emergency procedures<br>Supervision<br>Disciplinary procedures<br>Payment arrangements (if applicable)<br>First Aid   |          |                    |                                 |      |
| <b>Screening</b><br><br>Self-declaration form/police check<br>NGB qualification validity<br>(Reference if self employed)<br>Personal insurance cover<br>NGB/SCUKs code of conduct agreement<br>Current HSE recognised first aid qualifications |          |                    |                                 |      |

## MONITORING PROFORMA

|                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|
| Name:                                                                                                                  |
| Date:                                                                                                                  |
| Venue:                                                                                                                 |
| Time:                                                                                                                  |
| Year Groups:<br>1 2 3 4 5 6 7 8 9 10 11 12 13 (YOUTH GROUPS)<br>(Foundation stage/KS1/KS2/KS3/K4 6 <sup>th</sup> form) |
| No. of young people:                                                                                                   |
| Title of session/activity:                                                                                             |
| Content:                                                                                                               |
| Observations:                                                                                                          |
| Signature of observer: .....                                                                                           |
| Status ..... Date.....                                                                                                 |

## **GLOSSARY OF TERMS**

|                     |                                                                              |                                                                                                                              |
|---------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b><u>AOTTs</u></b> | <b>Adults Other Than Teachers</b>                                            | People who do not hold a recognised teaching qualification but who are involved in the delivery of PE & school sport         |
| <b>BAALPE</b>       | <b>British Association of Advisers &amp; Lecturers in Physical Education</b> | An organisation that supports the work of teachers & advisers in PE                                                          |
| <b>CSLA</b>         | <b>Community Sports Leader Award</b>                                         | Leadership award for students from Key Stage 4 & above                                                                       |
| <b>JSLA</b>         | <b>Junior Sports Leader Award</b>                                            | Leadership award for Key Stage 4 students                                                                                    |
| <b>NGB</b>          | <b>National Governing Body</b>                                               | An organisation responsible for a particular sport                                                                           |
| <b>OSHL</b>         | <b>Out of School Hours Learning</b>                                          | School-based work completed in addition to the statutory requirements of the National Curriculum (replaces extra-curricular) |
| <b>TOPS</b>         | Top Play and <b>TOP Sport</b>                                                | A mainly primary-focused programme which provides resources & training in PE for teachers                                    |
| <b>S E</b>          | <b>Sport England</b>                                                         | Provider of Active Schools, Active Sports & Awards for All                                                                   |
| <b>scUK</b>         | sportscoach <b>UK</b>                                                        | Formerly the National Coaching Foundation: supports the development of coaching across the UK                                |
| <b>YST</b>          | <b>Youth Sports Trust</b>                                                    | An organisation dedicated to the development of sporting opportunities for young people aged 3 – 19                          |