Sports Fixture Policy

Responsibility for Review: Educational Visits Co-Ordinator
Date of Last Review: Oct 2026

Document Provenance

Approver	Principal
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Policy owner	Principal
Policy author	Educational Visits Co-ordinator
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Summary of changes in this review	This is a new policy
Related policies and documents	Health and Safety Policy Educational Visits Policy Safeguarding and Child Protection Policy Behaviour Policy First Aid Policy SEND Policy

Unless there are legislative or regulatory changes in the interim, the policy will be reviewed as per the review cycle. Should no substantive change be required at this point, the policy will move to the next review cycle.

Contents

1. Policy Statement 4
2. Scope and Purpose 4
3. Roles and Responsibilities 4
4. Legal and Regulatory Framework 5
5. Fixture Locations 5
6. Potential Risks and Risk Management 6
7. Operational Procedure 6
8. Equality and Accessibility 7
9. Monitoring and Review 7

1. Policy Statement

1.1. Dixons Pennine Academy recognises the significant educational, physical and social benefits of participation in competitive sport. Sports fixtures provide opportunities for students to develop teamwork, resilience, leadership, respect, self-discipline and a commitment to healthy lifestyles.

1.2. This policy sets out the arrangements for planning, approving and managing sports fixtures involving students representing the academy. It is designed to ensure that all fixtures are conducted safely, effectively and in accordance with the academy's safeguarding, health and safety and educational visits procedures.

1.3. Dixons Pennine Academy is committed to providing inclusive sporting opportunities whilst maintaining high standards of supervision, conduct and risk management.

2. Scope and Purpose

2.1. This policy applies to all sports fixtures organised, hosted or attended by Dixons Pennine Academy, including:

2.1.1. League fixtures

2.1.2. Cup competitions

2.1.3. Friendly matches

2.1.4. Sports festivals

2.1.5. Tournaments

2.1.6. Inter-school competitions

2.1.7. Trust-wide sporting events

2.1.8. Home fixtures

2.1.9. Away fixtures

2.2. The purpose of this policy is to:

2.2.1. Ensure sports fixtures are planned and managed appropriately.

2.2.2. Promote the safety and wellbeing of all participants.

2.2.3. Clarify responsibilities for staff, students and accompanying adults.

2.2.4. Establish clear expectations regarding conduct and behaviour.

2.2.5. Ensure appropriate arrangements for safeguarding, supervision and emergency response.

2.2.6. Promote inclusive access to sporting opportunities.

2.2.7. Ensure compliance with the academy's educational visits procedures where applicable.

3. Roles and Responsibilities

Role	Responsibility
Principal	The Principal has overall responsibility for ensuring suitable arrangements are in place for the safe management of sports fixtures and for ensuring that this policy is implemented effectively.
Educational Visits Coordinator (EVC)	The Educational Visits Coordinator is responsible for: • Providing guidance regarding off-site sporting activities. • Supporting staff with planning and risk management. • Ensuring fixtures are recorded on EVOLVE where required. • Monitoring compliance with educational visits procedures.
Head of PE / PE Department	The Head of PE and PE staff are responsible for: • Organising and coordinating fixtures. • Ensuring suitable supervision arrangements are in place. • Liaising with host venues and participating schools. • Communicating fixture arrangements to students and parents/carers. • Ensuring students are appropriately prepared for participation.

Fixture Leader	The member of staff leading the fixture is responsible for: • Planning and organising the fixture. • Completing any required EVOLVE documentation. • Maintaining accurate registers. • Ensuring appropriate supervision throughout the event. • Briefing students on expectations and safety requirements. • Managing incidents, injuries and emergencies. • Acting as the academy representative during the fixture.
Accompanying Staff	Accompanying staff are responsible for: • Supporting the Fixture Leader with supervision. • Promoting positive behaviour and sportsmanship. • Following academy procedures and instructions. • Reporting any concerns relating to safeguarding, welfare or safety to the Fixture Leader in the first instance.
Students	Students representing Dixons Pennine Academy are expected to: • Act as positive ambassadors for the academy. • Follow all instructions from staff and officials. • Demonstrate good sportsmanship at all times. • Treat opponents, officials and spectators with respect. • Wear appropriate kit and equipment. • Adhere to the academy's Behaviour Policy throughout the fixture.
Parents and Carers	Parents and carers are responsible for: • Providing accurate emergency contact details. • Informing the academy of any medical needs or relevant changes in circumstances. • Ensuring students attend fixtures with appropriate clothing, footwear and equipment. • Supporting the academy's expectations regarding behaviour and conduct. • If attending a fixture, upholding the academy's values as a representative of the academy.

4. Legal and Regulatory Framework

4.1. This policy should be read in conjunction with:

4.1.1. Health and Safety Policy

4.1.2. Educational Visits Policy

4.1.3. Safeguarding and Child Protection Policy

4.1.4. Behaviour Policy

4.1.5. First Aid Policy

4.1.6. SEND Policy

4.2. All sports fixtures will be organised and managed in accordance with relevant legislation and guidance concerning:

4.2.1. Health and safety

4.2.2. Safeguarding and child protection

4.2.3. Educational visits

4.2.4. Equality and accessibility

4.2.5. First aid provision

4.2.6. Data protection

5. Fixture Locations

5.1. Sports fixtures may take place either:

5.1.1. On the Dixons Pennine Academy site; or

5.1.2. At partner schools, academies, colleges or sporting venues hosting educational sporting events.

5.2. All venues used for sports fixtures must be considered suitable for the activity being undertaken and must provide an environment that enables appropriate supervision, safeguarding and health and safety arrangements.

5.3. Travel arrangements will be determined according to the nature and location of the fixture and may include walking, academy transport, coach transport or other approved methods of travel.

6. Potential Risks and Risk Management

6.1. Participation in sports fixtures presents a range of foreseeable risks. Appropriate measures must be implemented to reduce these risks to an acceptable level and ensure the safety and wellbeing of all participants.

6.2. Potential risks may include:

6.2.1. Injuries arising from participation in sporting activities.

6.2.2. Accidents occurring during travel to and from fixtures.

6.2.3. Adverse weather conditions affecting playing surfaces, facilities or travel arrangements.

6.2.4. Medical emergencies or the deterioration of an existing medical condition.

6.2.5. Behavioural incidents involving participants or spectators.

6.2.6. Safeguarding concerns arising whilst off-site.

6.2.7. Failure of communication between the academy, venue and parents/carers.

6.2.8. Delays to transport or changes to fixture arrangements.

6.3. To mitigate identified risks, Dixons Pennine Academy will ensure that:

6.3.1. Fixtures are appropriately planned and supervised by suitably trained staff.

6.3.2. Venues are assessed as appropriate for the activity being undertaken.

6.3.3. Relevant medical information is available to staff leading the fixture.

6.3.4. Students requiring medication have access to it throughout the event.

6.3.5. Appropriate first aid provision is available.

6.3.6. Registers are completed before departure and prior to return.

6.3.7. Students are briefed on expectations for behaviour, conduct and personal safety.

6.3.8. Staff maintain appropriate levels of supervision at all times.

6.3.9. Weather conditions are considered prior to and during the fixture, with events postponed, amended or cancelled where necessary.

6.3.10. Emergency procedures are known and understood by accompanying staff.

6.3.11. Parents and carers are provided with relevant information regarding fixture arrangements.

6.3.12. Appropriate parental consent is obtained in line with the academy's educational visits procedures.

6.3.13. Any accidents, incidents or safeguarding concerns are reported and recorded in accordance with academy procedures.

7. Operational Procedure

7.1. All sports fixtures must be planned and authorised prior to the event taking place.

7.2. Where a fixture requires off-site travel, it must be recorded on EVOLVE. The following information should be recorded:

7.2.1. Fixture name

7.2.2. Date of fixture

7.2.3. Venue

7.2.4. Departure time

7.2.5. Return time

7.2.6. Fixture Leader

7.2.7. Staff attending

7.2.8. Number of students attending

7.2.9. Team register

7.2.10. Means of travel

7.2.11. Emergency contact arrangements

7.3. The Fixture Leader must ensure that:

7.3.1. A register is completed before departure.

7.3.2. A register is completed before leaving the venue.

7.3.3. Appropriate supervision is maintained throughout the event.

7.3.4. Students are briefed regarding expectations, conduct and safety arrangements.

7.3.5. Relevant medical information is available.

7.3.6. Suitable first aid provision is accessible.

7.3.7. Parents and carers are informed of fixture arrangements.

7.4. Any significant changes to transport, venue, timings or participation should be communicated to the relevant academy staff and parents/carers as soon as practicable.

8. Equality and Accessibility

8.1. Dixons Pennine Academy is committed to ensuring that all students have equitable access to sporting opportunities. When organising fixtures, staff will consider:

8.1.1. Individual student needs.

8.1.2. Special Educational Needs and Disabilities (SEND).

8.1.3. Medical requirements.

8.1.4. Accessibility of venues.

8.1.5. Reasonable adjustments required to support participation.

8.2. No student will be excluded from participation solely because of a disability, medical condition or additional need where reasonable adjustments can be made to facilitate safe involvement.

9. Monitoring and Review

9.1. The implementation of this policy will be monitored through:

9.1.1. Fixture records.

9.1.2. EVOLVE submissions.

9.1.3. Accident and incident reports.

9.1.4. Feedback from staff and students.

9.1.5. Reviews following significant events or concerns.

9.2. The Educational Visits Coordinator will review this policy annually, or sooner if required following changes in legislation, guidance or academy procedures.