



USING EXTERNAL COACHES IN PHYSICAL EDUCATION AND SCHOOL SPORT - GUIDANCE FOR SHAKESPEARE PRIMARY SCHOOL

(Based on Lancashire Best Practice and LCC Summary Document – Produced March 2017)

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Introduction

Lancashire County Council refers to the Association for Physical Education (afPE) Safe Practice 2016 document as detailed guidance on all matters relating to Safety in Physical Education.

Within the afPE document 2016 it states “Where employers (LCC) produce policy, directives and guidance, these must be followed and applied by employees (schools) within the organisation, in the same way that laws and statutes must be applied. Ignoring these may result in the employee (School/Headteacher) becoming individually responsible.”

This guidance document on using external coaches in PE and school sport is based on afPE Safe Practice 2016 and Sports Coach UK.

Qualifications

These are the following minimum operating standards that all coaches must meet. See appendix 4 for detailed description of Qualification levels.

- A current National Governing Body (NGB) Level 2 coaching award is the normal baseline for each activity the coach is expected to teach.
- All coaches must comply fully with the County Council’s requirements regarding safeguarding, DBS and Children’s Barred List checks.
- Appropriate and relevant insurance cover. Ensure the coach is fully aware of insurance provision and what aspects they need to provide for themselves, according to employment status.

Sports coach UK courses:

- Safeguarding and protecting children,
- Equity in your coaching,
- How to coach disabled people

Further Guidance on Qualifications and Competence Primary Schools

Games activities in Primary Schools

A current National Governing Body (NGB) Level 2 coaching award is the normal baseline for each activity the coach is expected to teach. (A NGB Level 1 may be appropriate if they have a Level 2 NGB award, see Appendix 1 for more detailed information and exceptions).

Gymnastic activities in Primary Schools

For a coach to deliver gymnastic activities within the curriculum they must have a British Gymnastics NGB Level 2 award. NB - The Gymnastics Teacher Award (Intermediate Primary) by British Gymnastics is NOT a suitable award for external coaches to be able to deliver curriculum gymnastics in a primary school.

Dance activities in Primary Schools

Dance is a distinct area that offers unique learning opportunities within a primary schools curriculum. Coaches teaching dance need to be appropriately qualified or experienced within the styles of dance movements and techniques. (See Appendix 2 for more detailed information).

Other Activities in Primary Schools (see Appendix 3 for more detailed information).

Competence

Any qualification including a Level 2 NGB award does not guarantee that a coach is competent to deliver PE and School Sport activities. Each coach needs to be considered individually by the school and any judgement to be made. (For further guidance see Table 7 in afPE Safe Practice Document 2016, page 81).

Supervision and management of coach

The class teacher always maintains overall responsibility for what is taught and the conduct, health and well-being of the students.

Coaches must work under the direction and supervision of a nominated teacher and the teacher should manage the work of the coach at all times. This may include working at a distance from the nominated teacher once the headteacher has made an assessment of the coach's competence to work remotely.

Good practice suggests that an appropriate agreed induction programme should be fulfilled.

The school should establish effective communication systems so that teachers and coaches understand their responsibilities and roles when teaching Physical Education. (For further guidance see Table 7 in afPE Safe Practice Document 2016, page 81).

Out of hours Activities

Out of hours activities run directly by school staff or on behalf of the school are the responsibility of the Headteacher and governing body. The ratios will be determined through risk assessment and will need to consider the age, ability, constituency, and maturity of the group; the competence of the staff; and the facilities available.

External coaches working in out of hours should meet the minimum operating standards above and ensure the pupil/coach ratio for sessions is in accordance with their National Governing Body guidelines.

Coaches working in activities that do not have a recommended NGB should meet the standards above and as a general rule ratios should not exceed 1:20. It is also good practice to have two adults at any out of hour activity.

Where a school simply makes pupils aware of an opportunity to participate in a paid activity held on the school's site but independent of the school's responsibility then the external agency would have responsibility for the safety of those who opted to participate. It would be good practice for schools to use a Letting Contract which identifies the responsibilities of the Hirer and the School.

Appendix 1 – Information on qualifications for coaches delivering games at KS1 and KS2

The UKCC Level 2 coaching qualification or equivalent, recommended by National Partners (YST, AfPE, Sports Coach UK), is the minimum requirement for coaches employed to work within the school environment. It is acknowledged, however, that other volunteers including Level 1 assistant coaches, and under-18s including young leaders, may support delivery. This must be under the direct supervision of a qualified teacher or Level 2 coach.

In addition to activity specific qualifications, afPE's good practice expectations is that coaches supporting curriculum time physical education should hold or be working towards a 1st4 Sport / afPE Level 2 or 3 qualification in supporting physical education and school sport. NB – this qualification does NOT entitle the coach to teach the whole of the PE curriculum (they still need activity specific qualifications).

In the event of an incident, your insurance may not be valid if a coach lacks the appropriate qualification.

Qualifications to teach Games at KS1

A current National Governing Body (NGB) Level 2 coaching award is the normal baseline for each activity the coach is expected to teach. The exception is where a coach holds a recognised Multi-Skills/Games qualification and will be teaching generic skills (FMS/Multi skills) to a basic level.

Recognised Multi Skills /Games qualifications for delivery at KS1 only by Lancashire include:

- 1st4 Sport Level 2 Multi Skills Development in Sport Award
- Lancashire Multi Skills/Games Award for Coaches working in Lancashire Primary Schools

Qualifications to teach PE at KS2

The aim in KS2 Curriculum PE is for children to develop sports specific games skills so a coach must have a current National Governing Body (NGB) Level 2 coaching award in the sport they are delivering. Therefore a Multi skills Level 2 is NOT recognised for teaching games at Key Stage 2.

SPORT	Coaching in Primary Schools (supporting teachers with curriculum delivery)
Badminton	The minimum qualification to deliver in primary schools is the UKCC Level 2 Certificate in Coaching Badminton. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Baseball	Baseball/SoftballUK (BSUK) states the minimum qualification to deliver in primary schools is the BSUK Level 2 Coach Award. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Basketball	The minimum qualification to deliver in primary schools is the UK Coaching Certificate (UKCC) Level 2 Certificate in Coaching Basketball A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Cricket	The England and Wales Cricket Board (ECB) states the minimum qualification to deliver in primary schools is the ECB Level 2 or ECB Coach Award (UK Coaching Certificate [UKCC] Level 2). A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Dodgeball	The minimum qualification to deliver in Primary schools is the 1st4sport Level 2 Award in Coaching Dodgeball. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.

Football	The minimum qualification to deliver in primary schools is a NGB Level Two Certificate in Coaching Football. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Handball	England Handball states the minimum qualification to deliver in primary schools is NGB Level 2 Certificate in Coaching Handball or 1st4sport Level 2 Certificate in Coaching Handball. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Hockey	The England Hockey Board states the minimum qualification to deliver in primary schools is the UK Coaching Certificate (UKCC) Level 2 in Coaching Hockey. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Lacrosse	English Lacrosse states the minimum qualification to deliver in primary schools is the 1st4sport Level 2 Certificate in Coaching Lacrosse. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Netball	England Netball states the minimum qualification to deliver in primary schools is the UK Coaching Certificate (UKCC) Level 2 Certificate in Coaching Netball or governing body of sport Level 2. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Rugby League	The Rugby Football League (RFL) states the minimum qualification to deliver in primary schools is UK Coaching Certificate (UKCC) Level 2 in Rugby League A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Rugby Union	The minimum qualification to deliver in primary schools is the UK Coaching Certificate (UKCC) Level 2 in Rugby union. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Rounders	The minimum qualification to deliver in primary schools is the 1st4sport Level 2 Certificate in Coaching Rounders (UKCC Level 2). A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Softball	Baseball/SoftballUK (BSUK) states the minimum qualification to deliver in primary schools is the BSUK Level 2 Coach Award. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Table Tennis	The English Table Tennis Association (ETTA) states the minimum qualification to deliver in primary schools is the UK Coaching Certificate (UKCC) Level 2 Certificate in Coaching Table Tennis. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Tennis	The Lawn Tennis Association (LTA) states the minimum qualification to deliver in primary schools is the UK Coaching Certificate (UKCC) 1st4sport Level 2 Certificate in Coaching Tennis. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Volleyball	Volleyball England states the minimum qualification to deliver in primary schools is the UK Coaching Certificate (UKCC) Level 2 or governing body of sport Level 2. A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.

The exception to the above may be where a coach has a level 2 NGB qualification in one games activity and a Level 1 in any other type of games activity they are expected to teach or the coach has attended and passed:

- Lancashire Multi Skills/Games Award for Coaches working in Lancashire Primary Schools. (this is an in-house qualification delivered by LCC).

Appendix 2 – Dance activities

What you need to look for:

Dance artists and practitioners have different training, experience and qualifications. Their skills and experience are often accredited in one or more of the following ways:

- Degree in dance, or dance and another subject
- Vocational training at a dance school
- Certified courses for working in schools and other community settings
- Links with regional and national dance organisations
- Registration with an awarding body that offer graded examinations (in specific dance styles such as ballet, Tap, Stage Dance etc.) such as the Royal Academy of Dance, Imperial Society of Teachers of Dance, British Ballet Organisation
- Dance artists/practitioners should have a Disclosure and Barring Service certificate
- Their own public liability insurance up to £5million.

Selecting dance artists/practitioners:

You should ask a dance artist to send in their CV that includes the following information:

- Training and qualifications in dance
- Qualification in teaching dance
- Experience of working in schools
- Testimonials from schools
- School referees

If you are satisfied with the training, skills and experience evidenced in their CV invite them to teach a session. You might find the following check list a useful tool to assess their suitability to work with your pupils:

Artists/practitioners who are the most effective in delivering high quality dance are those who:

- Believe in the value of dance and have a passion for sharing dance with children
- Understand and meet the different needs of participants of varied abilities, ages, backgrounds and stages of development
- Have a good understanding of dance in the school curriculum and the way in which dance can support learning across the curriculum
- Use a range of teaching and learning strategies to meet the pupils' individual learning needs and enable them to reach their potential
- Communicate all aspects of safe dance practice through their own practice
- Deliver appropriate and challenging dance activities safely and effectively
- Refresh their practice by taking part in continuing professional development
- Have knowledge of relevant legislation for working with children

Artists and practitioners with these attributes and skills are most likely to enable children to fulfill their potential in dance and be able to support the development of classroom teachers' knowledge and dance teaching skills.

For Further information contact One Dance UK

Appendix 3 – Other activities in Primary Schools

Athletics	The UKCC Level 2 athletics coaching qualification or equivalent A Level 1 Certificate is appropriate if the coach has a UKCC Level 2 in another sport.
Archery	Archery GB states the minimum qualification to deliver in primary schools is the Archery GB Instructor Award or Archery GB Level 1 Award in Coaching Archery
Boxing	The Amateur Boxing Association (ABA) states the minimum qualification to deliver in primary schools is the Amateur Boxing Association of England (ABAE) Full Coach (Level 2 equivalent).
Judo	British Judo Association (BJA) states the minimum qualification to deliver in this environment is the UK Coaching Certificate (UKCC) or governing body of sport (BJA) Level 2 Certificate in Coaching Judo
Orienteering	British Orienteering states the minimum qualification to deliver in primary schools is Teaching Orienteering Part 1 or 1st4sport Level 1 Award in Coaching Orienteering Important information: The restrictions placed on Level 1 coaches are that they can only coach unsupervised in private 'safe' areas such as at school or in outdoor centre grounds. They must also use supplied resources (coaching cards) to determine the activities. NB – A coach must also have a Level 2 UKCC award in another activity if they do NOT have a Level 2 in Orienteering.

Appendix 4 – Qualification Levels for Sports Coaches

Due to the current changes taking place nationally, led by Sports Coach UK, all national governing bodies are being required to standardise their coaching qualifications. These changes will take place at different times over the next years. However, the following generic advice is offered:

- **Level 1 coaching qualification** – someone with limited experience, who has the background to work with a small group within a larger group situation managed overall by a more experienced/higher qualified person. Coaches with this qualification should work under the direct supervision of a qualified teacher or with someone with at least a level 2 qualification.
- **Level 2 coaching qualification** – someone with the technical experience to be responsible for and work with a large group alone. Coaches with this level of qualification can, once the school, has satisfied themselves of his/her ability, work independently with groups of children and young people.
- **Level 2 and above** – may, with the right experience, support a subject leader in the development of schemes of work. However, the Headteacher is ultimately responsible for the quality of learning (pitch, progression and pedagogy).
- In the normal way, coaching qualifications are sport specific. Therefore, as a general rule, coaches are not qualified to coach other sports. However, it would be reasonable, where a coach with a level 2 sport-specific qualification in an invasion game such as football also holds a level 1 in another invasion game, that coach could deliver introductory sessions in the sport for which he/she holds the level 1 qualification. The same principle would be true for striking and net games, but would not apply to other areas of activities such as athletics, gymnastics or other potentially hazardous activities
- If level 2 coaches are delivering sports for which they hold a level 1 qualification, schools are advised that they will need to carry out separate monitoring for this activity, as it must not be assumed that the coach will have the same level of competence as that for their level 2 sport. By allowing the level 2 coach to deliver their level 1 sport or activity independently, the school must satisfy themselves that this is appropriate and that the young people under instruction will receive a positive experience.
- Whatever level of qualification, all coaches must be managed by a teacher and still be subject to DBS checks.