



## Physical Education & Sport Safety Policy

### Rationale

This policy applies to all sport and physical education programs, College sporting events, interschool competitions, training sessions and related activities organised by Whittlesea Secondary College. This policy also applies to any sport or physical activity conducted on or off College grounds, including representative sport, specialist programs and extracurricular sporting opportunities.

This policy is intended to complement the Department's policies and guidelines relating to physical education, school sport and student health and safety, which all Victorian government schools are required to follow. Whittlesea Secondary College will adhere to both this policy and the Department's relevant policies and guidelines when planning, delivering and supervising all sport and physical education activities.

### Purpose

This policy outlines Whittlesea Secondary College's safety requirements and procedures for Physical and Sport Education to support safe participation for all students, ensure consistent risk management and supervision practices, clarify roles and responsibilities, meet Department of Education (Victorian government schools) requirements.

Whittlesea Secondary College will ensure Physical and Sport Education classes and sporting activities are conducted safely through:

- safe and appropriate activity selection, instruction and supervision
- completion of risk assessments where required
- appropriate staff training and (where relevant) specialist qualifications/experience
- safe facilities and regularly inspected/maintained equipment
- reasonable adjustments for students with disability, additional needs, or medical conditions
- clear emergency and incident management processes.

### Overview

Physical and Sport Education includes timetabled Physical Education and sport activities conducted within an educational setting (including intraschool and interschool sport). Safety is addressed through:

- planned instruction matched to student age, ability and readiness



- proactive hazard identification and control measures
- consistent supervision and behaviour expectations
- documented inspection, maintenance and record-keeping processes.

## Scope

This policy applies to all Physical and Sport Education activities conducted by, for, or on behalf of the College, including:

- curriculum-based Physical Education
- interschool and intraschool sport
- athletics days, carnivals and school sport events
- swimming and aquatic activities
- outdoor/adventure and specialist physical activities
- Physical and Sport Education excursions, camps and events
- use of College and external facilities
- staff, students, volunteers and external providers.

## Implementation

### **1. Planning and risk management**

Staff will plan Physical and Sport Education activities to minimise foreseeable risks by:

- selecting activities that are appropriate to student age, ability, prior experience and readiness
- providing explicit safety instructions, skill progressions and adequate warm-up/lead-up activities
- identifying hazards (environmental, equipment-related, behavioural and medical) and implementing controls
- completing and documenting risk assessments for:
  - excursions, camps and offsite sport
  - aquatic activities
  - outdoor/adventure or higher-risk activities
  - specialist activities where additional hazards are present.

Risk controls may include (but are not limited to): modifying rules, reducing intensity, using protective equipment, altering group sizes, changing venues, increasing supervision, or cancelling/postponing activities.



## 2. Training, qualifications and capability

- **First aid:** All teachers conducting Physical and Sport Education must hold current first aid training in accordance with Department requirements.
- **Specialist activities** (for example gymnastics, martial arts, high jump): Where specialist qualifications are recommended for an activity, the College will ensure the activity is delivered by a suitably qualified person or a person with extensive experience and competence in instruction and safety for that activity.
- Staff will be supported to maintain competence through induction, guidance, and relevant professional learning.

## 3. Supervision and student behaviour

- Staff must provide active supervision appropriate to the activity, student needs, venue and risk level.
- Students will be informed of safety expectations and consequences for unsafe behaviour.
- Staff will monitor participation, behaviour, fatigue and skill execution and adjust activities accordingly.

## 4. Facilities and environment

Prior to use, staff will:

- check playing surfaces, courts/fields and equipment areas for hazards (e.g. debris, water, holes, unsafe equipment placement)
- ensure safe access/egress and clear boundaries
- modify, relocate or cancel activities where the environment cannot be made safe.

## 5. Equipment safety, inspection and maintenance

- Physical and Sport Education equipment must be suitable for the activity and the age and ability of students.
- Equipment must be stored safely and set up correctly.
- Equipment (including fixed and portable items such as basketball/netball rings, towers, backboards and soccer goals) must be **regularly inspected, repaired and maintained**, and records retained, in accordance with the Department's workplace inspection requirements.
- Staff must follow Department activity- and equipment-specific precautions (including prohibitions and required protective measures) when running particular sports or activities.

## 6. Protective equipment and student attire

- Students are expected to wear appropriate clothing and footwear for Physical and Sport Education.



- Protective equipment will be required where appropriate to the activity (e.g. helmets, pads, guards).
- For contact sports and activities where mouthguards are recommended, the College will advise parents/carers and students of the benefits and take reasonable steps to encourage their use.

## **7. Students with disability, additional needs and medical conditions**

- Planning will consider student health needs and individual management plans (e.g. asthma, anaphylaxis, diabetes, seizure management).
- Reasonable adjustments will be made to support safe and inclusive participation.
- Staff will respond promptly to signs of distress, injury or medical concerns and follow relevant management plans.

## **8. Weather and environmental conditions**

Activities will be modified, relocated or cancelled in response to environmental conditions including (but not limited to):

- extreme heat or cold
- storms/lightning
- poor air quality or smoke
- unsafe surfaces (e.g. wet/slippery).

Sun protection strategies will be implemented consistent with College SunSmart practices.

## **9. Emergency response, first aid and incident reporting**

- Staff must have access to an appropriate means of communication and first aid resources for the activity and location.
- Injuries, incidents and near misses must be managed and reported in line with Department and College procedures.
- Where required, incidents will be escalated to leadership and recorded appropriately to support follow-up, parent/carer communication and continuous improvement.

## **10. External providers**

Where external providers are engaged:

- providers must meet Department requirements relevant to the activity (including qualifications/competence, insurance, and child safety obligations)
- staff retain duty of care and ensure appropriate supervision and risk controls are in place
- provider arrangements and documentation will be retained as required.



## Further Information and Resources

Department of Education (Victoria) – Policy and Advisory Library (PAL):

- [Physical and Sport Education – Safety \(Policy, Guidance and Resources\)](#)
- [First Aid for Students and Staff](#)
- [Workplace Inspections](#)
- [Risk Management – Schools](#)
- [Excursions](#)
- [Occupational Health and Safety \(OHS\) Management System](#)

## Compliance Statement

This policy aligns with all relevant Department of Education policies and is reviewed regularly to ensure continued alignment.

## Evaluation Period

Policy last reviewed	February 2026
Consultation	Camps Coordinator, Principal Executive
Approved by	Principal
Next scheduled review date	February 2030