

Coaching and Instruction

Area: Dry Activities **Category:** Operations

Introduction

This guidance note provides an overview for specific aspects of coaching and instruction in a dry setting. The information within this guidance is not intended to be exhaustive and has been formulated based on common queries from CIMSPA members.

How to use the guidance notes

Operators have a legal requirement to manage health and safety. Employers must protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises. This guide has been produced to help operators do this.

If the content of this guidance note relates to aspects of your operation it is recommended you review your risk assessments, policies, procedures and training to ensure the content provided has been considered.

The guidance provided is not intended to be exhaustive and will be reviewed and added to from time to time by CIMSPA. CIMSPA and their contributors provide no warranty as to its accuracy or completeness.

Should you wish to seek further understanding or justifications for the information covered, additional associated resources are listed at the bottom of this guidance note.



RD Docs for Guidance

This guidance note covers:

- Operational standards
 - Off-site coaching
 - Off-site activities
- Supervision and training
 - Non-participating children
 - Coach to participant ratios
 - Coaching qualifications, criminal record checks and insurance
 - Ofsted registration for coaching courses

Operational standards

Off-site activities

Activities can be delivered at premises which are not directly managed by the operator, such as open spaces. The following should be considered as a part of the operator's risk assessment:

- Activities taking place and the equipment used.
- Condition of the equipment, ensuring it is in good condition and appears fit for purpose
- Weather conditions
- Safeguarding
- Insurance requirements. Does your existing insurance cover off site activities?
- Transport to venue/premises
- First aid and emergencies
- Licences – sometimes permission is required for conducting activities in public parks etc.
- Competency of staff
- Security and lone working
- Registration of children. Parental consent for those under 8 with medical information. Parents of under 8's should accompany them.

Off-site coaching

Coaching can be delivered off-site in venues such as community halls which are not directly managed by the operator. The operator should consider the following controls as part of the risk assessment process:

- The suitability of the activity taking account of the venue.
- The building/area risk assessment, completed by the premises operator.
- Who the coaching is delivered to and who else might be affected.
- First aid arrangements and responsibility for contacting the emergency services.
- Understanding the Emergency Action Plan as it relates to the activity area.
- Communication systems in place.
- Any restricted areas on the premises.

Supervision and training

Non-participating children

Where parents have put a child into the facility operator's care for a defined activity, but the child does not want to take part in the activity, the child could be in a situation where they are unsupervised. This is due to those coaching/instructing the activity being fully engaged. If the situation has been risk assessed and they are age 8 or over, this may be deemed acceptable by the operator. The risk assessment process could consider how this is communicated to parents at the time of booking and whether the parents should be contacted to provide them the option of their children being picked up.

Coach to participant ratios

Any sport being delivered should follow its governing body's guidance for the ratio of participants to coaches. Where there are no standards, a risk assessment should be completed by the operator in consultation with the instructor to determine ratios. The space available, activity/techniques being taught, ability and age of participants should be considered.

Coaching qualifications, criminal record checks and insurance

Coaches should hold qualifications approved by the relevant governing body of sport being delivered. They should have appropriate criminal record checks and where not directly employed coaches should hold relevant insurance. The relevant governing body of sport will sometimes provide this insurance cover.

Ofsted registration for coaching courses

Ofsted registration is not required if the following criteria are met by the operator

- Care is for children who are aged three and over
- Children aged under five are not cared for more than four hours in any one day
- There are no more than two activities from the following list:
 - School study support or homework support
 - Sport
 - Performing arts
 - Arts and crafts
 - Religious, cultural or language study.

The activity needs to be the main focus of what is offered, such as school study support, sport or performing arts. This should be specific tuition or coaching to help children improve their skills, rather than offering childcare for working parents. Ofsted do not have a requirement for everyone working with children to be a specialist coach, but they should have particular skills in those areas to help children improve.

Useful Resources

The association for Physical education publication: Safe Practice in Physical Education and Sport.

<https://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-and-physical-activity/>

Childminders and childcare providers: register with Ofsted

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>

These guidance notes have been produced by Right Directions in partnership with CIMSPA. For more information on coaching or any other topics, please email Right Directions: info@rightdirections.co.uk or give us a call for a chat: (01582) 840098