

Extended Schools

Engaging Coaches for Sports Activities – Key Issues

Qualifications/Experience

- Check qualifications with relevant Governing Body.
- Ask the Coach for a copy of his/her qualifications.
- Check that the coaching qualification is appropriate to the target audience i.e. age, ability range, environment etc (this check is more important in Health and Safety related activities such as gymnastics, swimming etc.)
- Ask if the coach has any experience working with children/young people.
- Ask the Coach if he/she has attended the National Coaching Federation Working with Children workshops

Child Protection

- All coaches/leaders/assistants/AOTT's (Adults Other Than Teachers) working in schools must be vetted.
- Relevant forms must be submitted to the Boards HR Department at least 6 weeks prior to a Coach starting so that proper checks can be carried out.
- Check that coaches attended a Child Protection Course. Courses are available through Coaching Northern Ireland, Local Authorities etc. It is recommended that a coach attends this training course.
- It is now the responsibility for school staff i.e. the Designated Officer within a school to make the coach aware of their responsibilities and inform them of the child protection policy within the school.

Good Practice

- Co-ordinator/lead person should meet with the coach prior to activity to agree role/responsibilities i.e. go through a Code of Practice (informal contract)
- Co-ordinator must relay information on level of ability expectations for the forthcoming sessions i.e. develop a scheme of work.
- Coach must draw up lesson plans that are progressional and give variety within the session e.g. skill development.
- Coaches should be monitored by the co-ordinator and where possible they should be assisted by a teacher (after school basis only).
- Coaches should not be left alone on school premises.

Payment

- Arrangements to be made between school/salaries/SEELB Extended Schools (See also HR Guidance).
- No coach should be paid 'cash in hand'

- If payment for a coach is to be paid via an organisation, a requisition must be drawn up and forwarded to SEELB Purchasing Dept.
- If the coach is being paid through the Board's Salaries and Wages Dept it should be made clear that there will be a time period involved between submitting the claim and getting paid.
- If an individual coach is self-employed payment will be made via SEELB Accounts. The coach will need to submit an invoice along with a letter from the Tax Office confirming self employment status to SEELB Accounts.

Insurance

- Coaches should carry their own personal liability insurance. Coaches can avail of this through Coaching NI or their own governing body.
- Some consideration must be taken when assessing the level of qualifications of the coach to the tasks performed by participants in the lesson especially in the more hazardous activities e.g. gymnastics, trampolining, martial arts activities.