NSW Department of Education

School sport permission 2025

Drop-in sessions 5 and 6

Carnivals, gala days, knockouts and external providers

School Sport Unit - Procedures team

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NSW Department of Education

School sport permission 2025

Overview

Communication timeline

- **Week 2 Term 4** – Sport permission support for schools published on SSU website; Familiarisation guides released
- **Week 4 Term 4** – Drop-in sessions 1 & 2; **Mandatory inclusions**
- **Week 5 Term 4** – Drop-in sessions 3 & 4; **Weekly school sport**
- **Week 6 Term 4** – Drop-in sessions 5 & 6; **Carnivals, gala days, knockouts and external providers**
- **Week 7 Term 4** – Drop in sessions 7 & 8; **Representative School Sport Pathway events**

The School Sport Unit has developed the 'School sport permission 2025' resource to save time in schools and to streamline permission processes in the provision of school sport. The resource will be released in Week 2 of Term 4, 2024 for implementation in Term 1, 2025.

The main components of this resource include:

- Mandatory permission inclusion statements that must be included in all notes for 2025 concerning:
  - Accident insurance
  - Concussion management
- A library of templates that schools can choose to use when seeking permission for a range of sporting activities across:
  - Weekly school sport
  - Carnivals, gala days, knockouts and external providers
  - Representative School Sport Pathway events

Following the release of the resource, the School Sport Unit team will conduct a series of online drop-in sessions, offer presentations, if required, and will be available to provide any additional support by contacting sportandphysicalactivity@det.nsw.edu.au

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Acknowledgement of Country

We recognise the Ongoing Custodians of the lands and waterways where we work and live. We pay respect to Elders past and present as ongoing teachers of knowledge, songlines and stories.

We strive to ensure every Aboriginal and Torres Strait Islander learner in NSW achieves their potential through education.

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Presentation overview

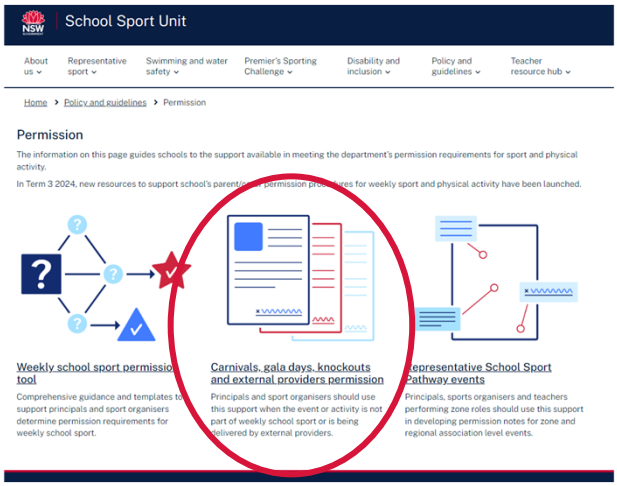


- Carnivals and one-off events
- Gala days and knockouts
- External providers
- Questions, comments and suggestions

Digital platform service providers

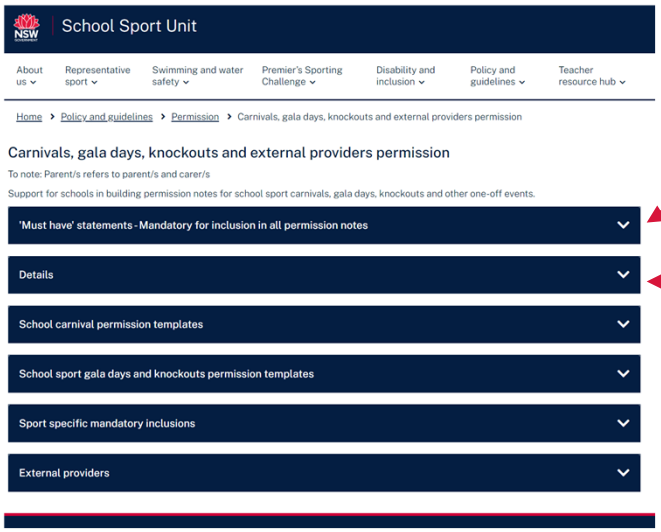
The School Sport Unit is working with the department's Administrative Market Place Panel for Schools (AMPS) (nsw.gov.au) suppliers to deliver these resources and will keep schools updated on the progress.

Carnivals, gala days, knockouts and external providers

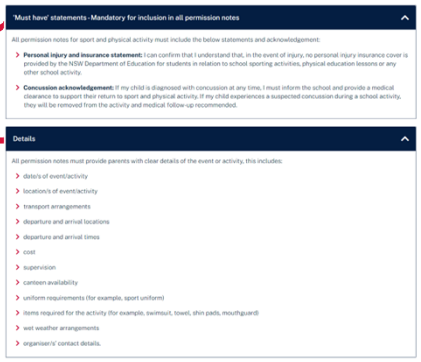


Principals and sport organisers should use this support when the event or activity is not part of weekly school sport or is being delivered by external providers.

Carnivals, gala days, knockouts and external providers



This page provides schools with the information required to create permission notes for carnivals, gala days, knockouts and sport delivered by external providers.



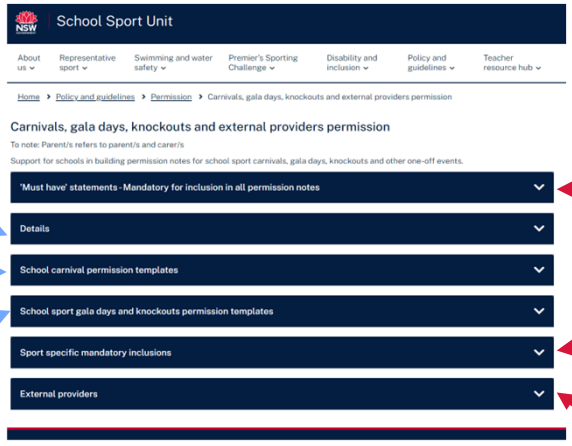
Information within show/hide box.

Optional

The details that schools should include in their own notes are suggested here.

Templates have been created to help schools with school carnivals.

Templates have been created to help schools with gala days and knockouts.



Mandatory

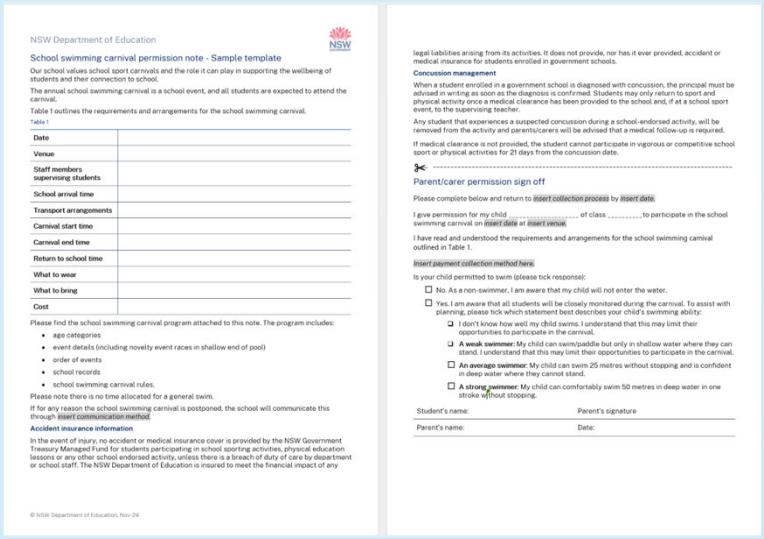
'Must have' statements are required to be added to all notes where schools are creating their own.

Schools organising sports that have a required permission inclusion must add the sport-specific inclusions as part of liability coverage.

Schools using external providers for any school sport or physical activity provision must follow the comprehensive advice in this section. Schools may not use the timesavers or notification steps in weekly school sport when external providers are delivering the activities.

School carnival permission templates

School swimming carnival permission note template



NSW Department of Education

School swimming carnival permission note - Sample template

Our school values school sport carnivals and the role it can play in supporting the wellbeing of students and their connection to school.

The annual school swimming carnival is a school event, and all students are expected to attend the carnival.

Table 1 outlines the requirements and arrangements for the school swimming carnival.

Table 1

Date	
Venue	
Staff members supervising students	
School arrival time	
Transport arrangements	
Carnival start time	
Carnival end time	
Return to school time	
What to wear	
What to bring	
Cost	

Please find the school swimming carnival program attached to this note. The program includes:

- age categories
- event details (including novelty event races in shallow end of pool)
- order of events
- school records
- school swimming carnival rules.

Please note there is no time allocated for a general swim.

If for any reason the school swimming carnival is postponed, the school will communicate this through *insert communication method*.

Accident insurance information

In the event of injury, no accident or medical insurance cover is provided by the NSW Government Treasury Managed Fund for students participating in school sporting activities, physical education lessons or any other school endorsed activity, unless there is a breach of duty of care by department or school staff. The NSW Department of Education is insured to meet the financial impact of any legal liabilities arising from its activities. It does not provide, nor has it ever provided, accident or medical insurance for students enrolled in government schools.

Concussion management

When a student enrolled in a government school is diagnosed with concussion, the principal must be advised in writing as soon as the diagnosis is confirmed. Students may only return to sport and physical activity once a medical clearance has been provided to the school and, if at a school sport event, to the supervising teacher.

Any student that experiences a suspected concussion during a school-endorsed activity, will be removed from the activity and parents/carers will be advised that a medical follow-up is required.

If medical clearance is not provided, the student cannot participate in vigorous or competitive school sport or physical activities for 21 days from the concussion date.

Parent/carer permission sign off

Please complete below and return to *insert collection process* by *insert date*.

I give permission for my child _____ of class _____ to participate in the school swimming carnival on *insert date* at *insert venue*.

I have read and understood the requirements and arrangements for the school swimming carnival outlined in Table 1.

Insert payment collection method here.

Is your child permitted to swim (please tick response):

- ☐ No. As a non-swimmer, I am aware that my child will not enter the water.
- ☐ Yes. I am aware that all students will be closely monitored during the carnival. To assist with planning, please tick which statement best describes your child's swimming ability:
  - ☐ I don't know how well my child swims. I understand that this may limit their opportunities to participate in the carnival.
  - ☐ **A weak swimmer**: My child can swim/paddle but only in shallow water where they can stand. I understand that this may limit their opportunities to participate in the carnival.
  - ☐ **An average swimmer**: My child can swim 25 metres without stopping and is confident in deep water where they cannot stand.
  - ☐ **A strong swimmer**: My child can comfortably swim 50 metres in deep water in one stroke without stopping.

Student's name: Parent's signature

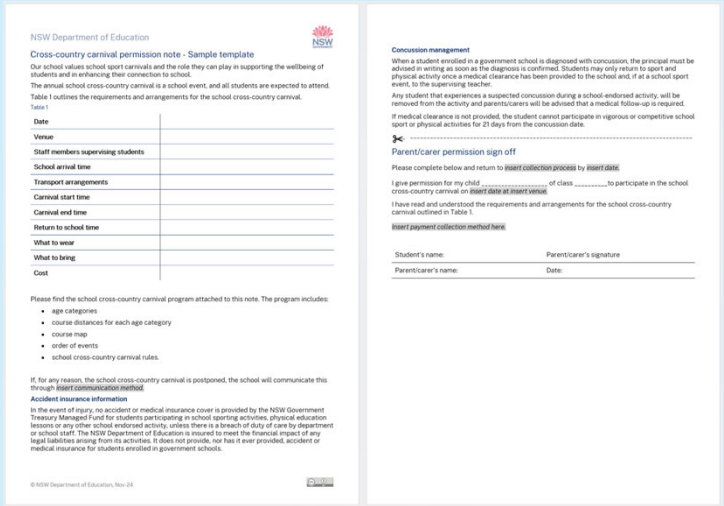
Parent's name: Date:

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School carnival permission templates

Cross country carnival permission note template



NSW Department of Education

Cross-country carnival permission note - Sample template

Our school values school sport carnivals and the role they can play in supporting the wellbeing of students and in enhancing their connection to school.

The annual school cross-country carnival is a school event, and all students are expected to attend.

Table 1 outlines the requirements and arrangements for the school cross-country carnival.

Table 1

Date	
Venue	
Staff members supervising students	
School arrival time	
Transport arrangements	
Carnival start time	
Carnival end time	
Return to school time	
What to wear	
What to bring	
Cost	

Please find the school cross-country carnival program attached to this note. The program includes:

- age categories
- course distances for each age category
- course map
- order of events
- school cross-country carnival rules.

If, for any reason, the school cross-country carnival is postponed, the school will communicate this through *insert communication method*.

Accident insurance information

In the event of injury, no accident or medical insurance cover is provided by the NSW Government Treasury Managed Fund for students participating in school sporting activities, physical education lessons or any other school endorsed activity, unless there is a breach of duty of care by department or school staff. The NSW Department of Education is insured to meet the financial impact of any legal liabilities arising from its activities. It does not provide, nor has it ever provided, accident or medical insurance for students enrolled in government schools.

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Concussion management

When a student enrolled in a government school is diagnosed with concussion, the principal must be advised in writing as soon as the diagnosis is confirmed. Students may only return to sport and physical activity once a medical clearance has been provided to the school and, if at a school sport event, to the supervising teacher.

Any student that experiences a suspected concussion during a school-endorsed activity, will be removed from the activity and parents/carers will be advised that a medical follow-up is required.

If medical clearance is not provided, the student cannot participate in vigorous or competitive school sport or physical activities for 21 days from the concussion date.

Parent/carer permission sign off

Please complete below and return to *insert collection process* by *insert date*.

I give permission for my child _____ of class _____ to participate in the school cross-country carnival on *insert date at insert venue*.

I have read and understood the requirements and arrangements for the school cross-country carnival outlined in Table 1.

Insert payment collection method here.

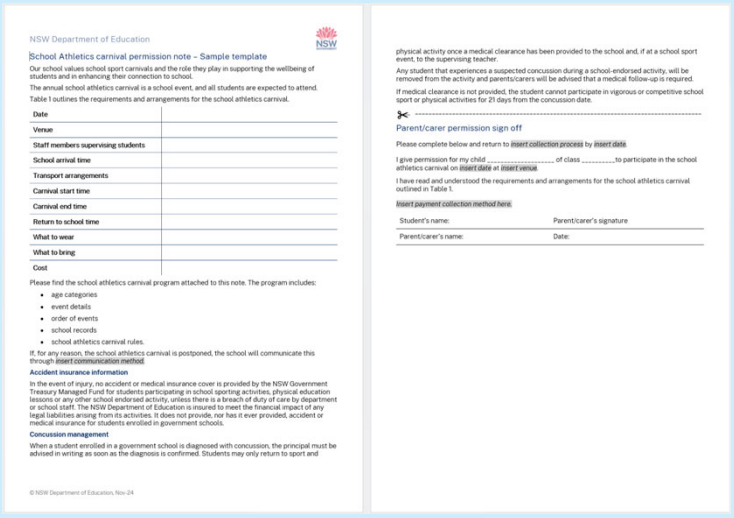
Student's name: Parent/carer's signature

Parent/carer's name: Date:

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School carnival permission templates

Athletics carnival permission note template



NSW Department of Education

School Athletics carnival permission note – Sample template

Our school values school sport carnivals and the role they play in supporting the wellbeing of students and in enhancing their connection to school.

The annual school athletics carnival is a school event, and all students are expected to attend.

Table 1 outlines the requirements and arrangements for the school athletics carnival.

Date	
Venue	
Staff members supervising students	
School arrival time	
Transport arrangements	
Carnival start time	
Carnival end time	
Return to school time	
What to wear	
What to bring	
Cost	

Please find the school athletics carnival program attached to this note. The program includes:

- age categories
- event details
- order of events
- school records
- school athletics carnival rules.

If, for any reason, the school athletics carnival is postponed, the school will communicate this through *insert communication method*.

Accident insurance information

In the event of injury, no accident or medical insurance cover is provided by the NSW Government Treasury Managed Fund for students participating in school sporting activities, physical education lessons or any other school endorsed activity, unless there is a breach of duty of care by department or school staff. The NSW Department of Education is insured to meet the financial impact of any legal liabilities arising from its activities. It does not provide, nor has it ever provided, accident or medical insurance for students enrolled in government schools.

Concussion management

When a student enrolled in a government school is diagnosed with concussion, the principal must be advised in writing as soon as the diagnosis is confirmed. Students may only return to sport and

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physical activity once a medical clearance has been provided to the school and, if at a school sport event, to the supervising teacher.

Any student that experiences a suspected concussion during a school-endorsed activity, will be removed from the activity and parents/carers will be advised that a medical follow-up is required.

If medical clearance is not provided, the student cannot participate in vigorous or competitive school sport or physical activities for 21 days from the concussion date.

✂ ----------

Parent/carer permission sign off

Please complete below and return to *insert collection process* by *insert date*.

I give permission for my child _____ of class _____ to participate in the school athletics carnival on *insert date* at *insert venue*.

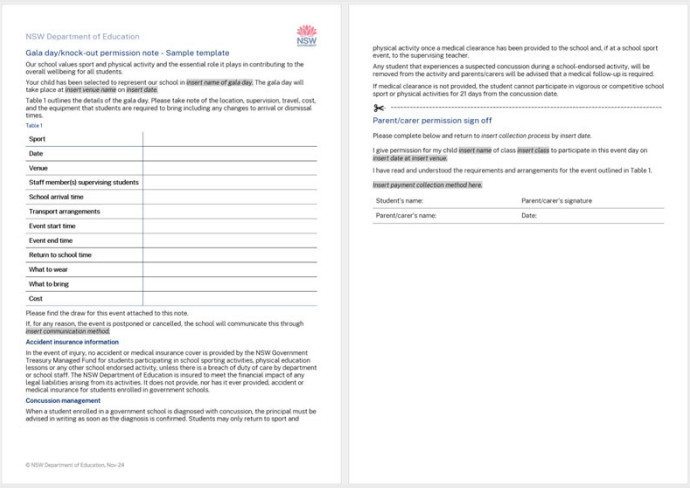
I have read and understood the requirements and arrangements for the school athletics carnival outlined in Table 1.

Insert payment collecton method here.

Student's name:	Parent/carer's signature
Parent/carer's name:	Date:

Gala days and knockouts permission templates

Permission note template



NSW Department of Education

Gala day/knock-out permission note - Sample template

Our school values sport and physical activity and the essential role it plays in contributing to the overall wellbeing for all students.

Your child has been selected to represent our school in *insert name of gala day*. The gala day will take place at *insert venue name* on *insert date*.

Table 1 outlines the details of the gala day. Please take note of the location, supervision, travel, cost, and the equipment that students are required to bring including any changes to arrival or dismissal times.

Table 1

Sport	
Date	
Venue	
Staff member(s) supervising students	
School arrival time	
Transport arrangements	
Event start time	
Event end time	
Return to school time	
What to wear	
What to bring	
Cost	

Please find the draw for this event attached to this note.

If, for any reason, the event is postponed or cancelled, the school will communicate this through *insert communication method*.

Accident insurance information

In the event of injury, no accident or medical insurance cover is provided by the NSW Government Treasury Managed Fund for students participating in school sporting activities, physical education lessons or any other school endorsed activity, unless there is a breach of duty of care by department or school staff. The NSW Department of Education is insured to meet the financial impact of any legal liabilities arising from its activities. It does not provide, nor has it ever provided, accident or medical insurance for students enrolled in government schools.

Concussion management

When a student enrolled in a government school is diagnosed with concussion, the principal must be advised in writing as soon as the diagnosis is confirmed. Students may only return to sport and

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physical activity once a medical clearance has been provided to the school and, if at a school sport event, to the supervising teacher.

Any student that experiences a suspected concussion during a school-endorsed activity, will be removed from the activity and parents/carers will be advised that a medical follow-up is required.

If medical clearance is not provided, the student cannot participate in vigorous or competitive school sport or physical activities for 21 days from the concussion date.

✂ ----------

Parent/carer permission sign off

Please complete below and return to *insert collection process* by *insert date*.

I give permission for my child *insert name* of class *insert class* to participate in this event day on *insert date* at *insert venue*.

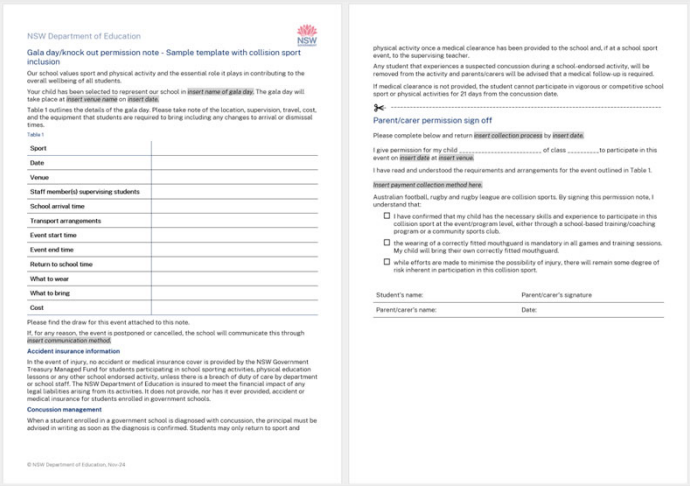
I have read and understood the requirements and arrangements for the event outlined in Table 1.

Insert payment collection method here.

Student's name:	Parent/carer's signature
Parent/carer's name:	Date:

Gala days and knockouts permission templates

Permission note template with collision sport mandatory inclusion



NSW Department of Education

Gala day/knock out permission note - Sample template with collision sport inclusion

Our school values sport and physical activity and the essential role it plays in contributing to the overall wellbeing of all students.

Your child has been selected to represent our school in *insert name of gala day*. The gala day will take place at *insert venue name* on *insert date*.

Table 1 outlines the details of the gala day. Please take note of the location, supervision, travel, cost, and the equipment that students are required to bring including any changes to arrival or dismissal times.

Table 1

Sport	
Date	
Venue	
Staff member(s) supervising students	
School arrival time	
Transport arrangements	
Event start time	
Event end time	
Return to school time	
What to wear	
What to bring	
Cost	

Please find the draw for this event attached to this note.

If, for any reason, the event is postponed or cancelled, the school will communicate this through *insert communication method*.

Accident insurance information

In the event of injury, no accident or medical insurance cover is provided by the NSW Government Treasury Managed Fund for students participating in school sporting activities, physical education lessons or any other school endorsed activity, unless there is a breach of duty of care by department or school staff. The NSW Department of Education is insured to meet the financial impact of any legal liabilities arising from its activities. It does not provide, nor has it ever provided, accident or medical insurance for students enrolled in government schools.

Concussion management

When a student enrolled in a government school is diagnosed with concussion, the principal must be advised in writing as soon as the diagnosis is confirmed. Students may only return to sport and

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physical activity once a medical clearance has been provided to the school and, if at a school sport event, to the supervising teacher.

Any student that experiences a suspected concussion during a school-endorsed activity, will be removed from the activity and parents/carers will be advised that a medical follow-up is required.

If medical clearance is not provided, the student cannot participate in vigorous or competitive school sport or physical activities for 21 days from the concussion date.

Parent/carer permission sign off

Please complete below and return *insert collection process* by *insert date*.

I give permission for my child _____ of class _____ to participate in this event on *insert date* at *insert venue*.

I have read and understood the requirements and arrangements for the event outlined in Table 1.

Insert payment collection method here.

Australian football, rugby and rugby league are collision sports. By signing this permission note, I understand that:

- ☐ I have confirmed that my child has the necessary skills and experience to participate in this collision sport at the event/program level, either through a school-based training/coaching program or a community sports club.
- ☐ the wearing of a correctly fitted mouthguard is mandatory in all games and training sessions. My child will bring their own correctly fitted mouthguard.
- ☐ while efforts are made to minimise the possibility of injury, there will remain some degree of risk inherent in participation in this collision sport.

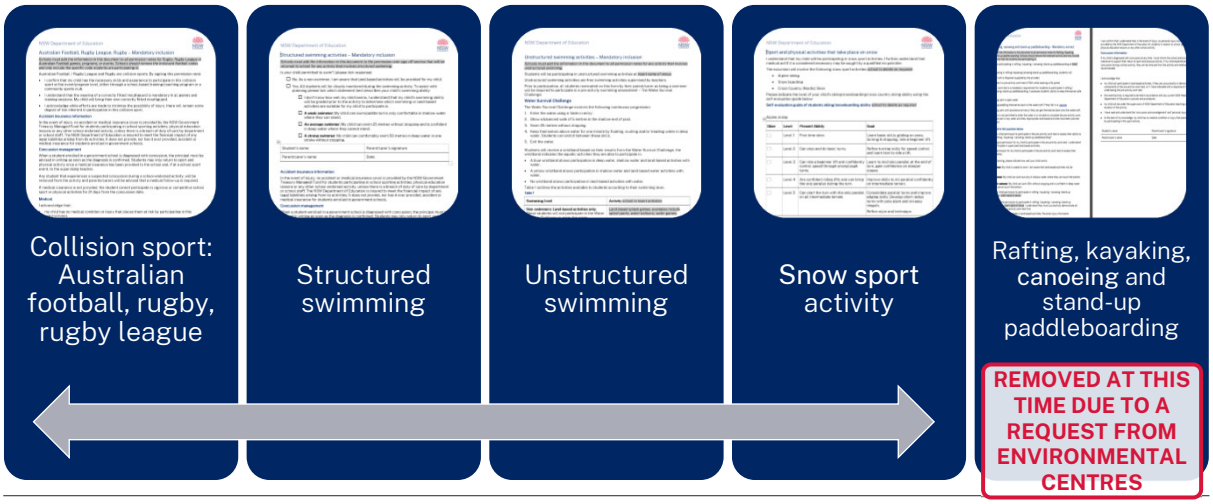
Student's name: Parent/carer's signature

Parent/carer's name: Date:

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3. Sport-specific mandatory inclusions



12

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External providers

When schools use external providers to deliver sport programs as one-off activities or a series of activities, comprehensive information must be provided to parents.

Permission notes must inform parents (or other stakeholders) when an external provider or non-staff member will lead an activity.

When non-staff members are involved in school sports, the school retains responsibility for supervising and caring for students. These conditions apply regardless of whether the activity takes place on school premises or at another location.



External providers

When schools use external providers to deliver sport programs as one-off activities or a series of activities, comprehensive information must be provided to parents.

Permission notes must inform parents (or other stakeholders) when an external provider or non-staff member will lead an activity.

When non-staff members are involved in school sports, the school retains responsibility for supervising and caring for students. These conditions apply regardless of whether the activity takes place on school premises or at another location.

When constructing permission notes, schools must include the following:

1. Comprehensive information for parents
- details of the provider.
- statement of compliance regarding Working with Children Check (WWCC) clearances and sporting qualifications of delivery personnel employed through the provider.
- cost of the program
  - including any school subsidies, or notification that the program is fully funded by the school
  - clarifying the status of refunds or reimbursements for any student absences
  - informing about alternate sport activity being delivered by teachers from the school at no cost to families.
- details of the supervising teacher from the school.
- details of time and location. (for example, Monday at school).
- plans for wet weather.

For schools using external providers to deliver sport and physical activity:
- When non-staff members are involved in school sports or activities, the school retains responsibility for supervising and caring for students. These conditions apply regardless of whether the activity takes place on school premises.
- Permission notes must inform parents (or other stakeholders) when an external provider or non-staff member will lead an activity.

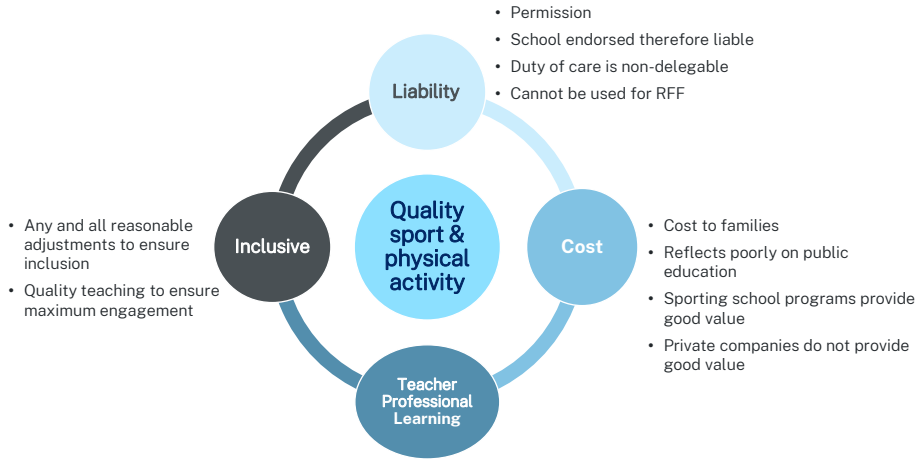
2. The 'permission must haves' and the appropriate mandatory inclusion statements, if required.
- Permission must haves: (DOCX 35KB)
- Mandatory sport-specific inclusion for the relevant sport/s.
  - Collision permission: Australian rules, rugby, rugby league-mandatory inclusion (DOCX, 233KB) (updated May 2024)
  - Structured swimming activity-mandatory inclusion (DOCX 234 KB) (updated May 2024)
  - Unstructured swimming activity-mandatory inclusion (DOCX 248 KB) (updated May 2024)
  - Snowsport-mandatory inclusion (DOCX 207 KB) (updated April 2024)
  - Rafting, kayaking and stand-up paddleboarding-mandatory inclusion (DOCX 235 KB) (updated May 2024)

3. Parental sign off statements.
- I am aware that any student who does not have permission to participate will be offered a school-delivered sport.
- I have read the information provided and I hereby consent to my child participating in this activity/event.
- I acknowledge that this activity/event is required to be held in accordance with any current NSW Health and NSW Department of Education's policies and procedures.
- I understand that my child will be under the supervision of NSW Department of Education teaching staff for the duration of the activity.
- I acknowledge that I have read and understand the 'personal injury statement' and the 'concussion acknowledgement'.
- I affirm that, to the best of my knowledge, my child has no medical condition or injury that places them at risk by participating in this activity/event.

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Do you need external providers?

SH0



- Permission
- School endorsed therefore liable
- Duty of care is non-delegable
- Cannot be used for RFF

- Any and all reasonable adjustments to ensure inclusion
- Quality teaching to ensure maximum engagement

- Cost to families
- Reflects poorly on public education
- Sporting school programs provide good value
- Private companies do not provide good value

- Support in learning and teaching resources
- SSU has teaching and learning resources.

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Slide 14

SH0 [@Lucette King] better?
Simone Harris, 2024-11-18T21:55:58.623

External providers

Page provides detail of what must be included in permission notes to parents when external providers are being used to deliver sport lessons.

1. Comprehensive information for parents:

- details of the provider
- sporting qualifications of provider
- cost of the program
- details of supervising teacher from the school
- time and location of activity
- plans for wet weather

- including any school subsidies, or notification that the program is fully funded by the school
- clarifying the status of refunds or reimbursements for any student absences
- informing about alternate sport activity being delivered by teachers from the school at no cost to families.

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External providers

Page provides detail of what must be included in permission notes to parents when external providers are being used to deliver sport lessons.

2. The 'permission must haves' and the appropriate mandatory inclusion statements, if required.

- Permission must haves: (DOCX 35KB)
- Mandatory sport-specific inclusion for the relevant sport/s.
  - Collision permission: Australian rules, rugby, rugby league-mandatory inclusion (DOCX 233KB) (updated May 2024)
  - Structured swimming activity-mandatory inclusion (DOCX 234 KB) (updated May 2024)
  - Unstructured swimming activity-mandatory inclusion (DOCX 248 KB) (updated May 2024)
  - Snowsport-mandatory inclusion (DOCX 207 KB) (updated April 2024)
  - Rafting, kayaking and stand-up paddleboarding-mandatory inclusion (DOCX 235 KB) (updated May 2024)

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External providers

Page provides detail of what must be included in permission notes to parents when external providers are being used to deliver sport lessons.

3. Parental sign-off statements

- I am aware that any student who does not have permission to participate will be offered a school-delivered sport.
- I have read the information provided and I hereby consent to my child participating in this activity/event.
- I acknowledge that this activity/event is required to be held in accordance with any current NSW Health and NSW Department of Education's policies and procedures.
- I understand that my child will be under the supervision of NSW Department of Education teaching staff for the duration of the activity.
- I acknowledge that I have read and understand the 'accident insurance' and the 'concussion management' statements.
- I affirm that, to the best of my knowledge, my child has no medical condition or injury that places them at risk by participating in this activity/event.