

## **Great Bardfield Primary School Before and After School Clubs Policy**

### **Policy Statement**

Before and After school clubs promote further development of a child's education. Staff, who chose to run a club, in their own spare time and outside agencies, must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours.

Children have a core entitlement in terms of the PE curriculum. There are sports and physical activities that are not within the scope of the normal school day yet are beneficial to the children. We aim to offer these extra opportunities through provision delivered by school staff, external providers and independent clubs. After school clubs must follow the normal safeguarding policies used in school hours that are in place at Great Bardfield Primary School. (Please see safeguarding policy)

### **Policy Aims**

By encouraging extra-curricular activities, we intend to:

- ☑ enable children to experience different physical activities
- ☑ provide opportunities for fun and enjoyment through a range of activities
- ☑ extended learning through particular activity area
- ☑ encourage children to work together cooperatively and across age groups

### **Before and After school club procedures**

Before school clubs run from 8.00am-8.45am

After school clubs usually run from 3.15pm to 4.00pm

Permission slips must be completed prior to any child attending a club. This should also include an emergency contact number and any relevant medical issues/ medication. Parents/Carers should be made aware, as they would normally, to update any medical information throughout the duration of the club over however many weeks/ terms. The adult responsible for the club must check each session that the child has the necessary medication before beginning the club e.g. an inhaler. If a child is feeling unwell, then a phone call to their Parent/Carer will be made for the child to be collected ASAP.

Clubs will normally run for the duration of a term at a time. A new letter will be sent out each term so that contact details and medical details are kept up to date and Parents/Carers are kept up to date with information.

A register will be kept by the club deliverer and should be taken at each session. Where a child is absent without an explanation, a phone call home is required so that the whereabouts of the child and their safety is established.

A copy of the register should also be kept by the school office.

The adult responsible for the club must ensure that all pupils are collected by the designated adult/carer or that alternative arrangements e.g. walking home, have been agreed in writing. If it has not been confirmed in writing then the child must wait until the member of staff has spoken to the named contact on the parental consent form for the club.

Cancelled session

In the event of a session being cancelled the provider should inform the school as soon as possible. Where practical the school should contact Parents/Carers by phone.

Children attending a club, which is cancelled on the day, should be registered as a group as normal. They should be kept on school site by the school appointed adult until collected by a Parent/Carer.

Off school site activity

Parents/Carers will have to arrange transport to the particular venue unless the club are walking in a group and then the school's policy and risk assessment for walks within the local area would need to be consulted. If this was to take place the correct ratio for children to adults is required. This can be discussed with the schools EVC co-ordinator.

Off school site activity: Emergencies

There may be occasions where a child requires transport in an emergency situation. Such circumstances must always be recorded and reported to the head teacher and the Parent/Carer.

Club numbers

Suitable ratios of adults to children should be maintained by the adult responsible for the club. From a learning perspective, the University of the First Age has reported that 15 to 20 pupils is the largest group in extended learning activities. Further guidelines regarding specific sports can be obtained from the appropriate governing body of sport. Any Parent/Carers supporting the delivery of this club must have an up to date CRB/DBS check.

Payment

Outside agencies providing after school activities should make clear the cost incurred before parents/carers agree to children attending the club.

The school and outside agencies should retain permission slips and any payments received. The provider and school should agree a date to pass on any fees due or when an invoice should be raised by the provider.

### **Safeguarding**

It is the school's responsibility to ensure third party providers have a child protection policy or are prepared to adopt the school's policy. Providers should contact the head teacher in the event of a disclosure. All activity leaders should have a current CRB/DBS certificate.

The school should make clear to 3<sup>rd</sup> party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this.

The school has responsibility to assess the competence of the 3<sup>rd</sup> party provider/volunteer to establish a suitable level of supervision.

### **Insurance**

All 3<sup>rd</sup> party providers offering activities must provide a copy of their public liability insurance and their employer liability insurance.

#### **Club Expectations**

All activity leaders should ensure that every term there is a reminder about:

- ✓ The procedures in case of a fire
- ✓ Rules for moving around the school building
- ✓ Arrangements for going to the toilet
- ✓ Expectations of behaviour
- ✓ Changing arrangements

### **First Aid**

All members of staff and outside agencies should have an up to date first aid certificate. During after school clubs, a first aid box should be present or within easy access. An accident form should be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers

Policy Date: September 2015

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Policy to be reviewed: September 2017