



Great Bardfield Primary School

School Clubs Policy

(Clubs run at the school at the start and end of the school day)

Approved by:	Elizabeth Crow Headteacher
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Ratified by Governors:	September 2022
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Last reviewed:	September 2022
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Next review due by:	September 2024
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Great Bardfield Primary School Before and After School Clubs Policy

This policy pertains to clubs run by Great Bardfield Primary School and not the privately run Before and After School Club which is on site in another building

Policy Statement

Before and After school clubs promote further development of a child's education. Staff, who choose to run a club in their own 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)

Aims

By encouraging extra-curricular activities, we intend to:

- i. enable children to experience different activities (e.g. gardening, art and craft, sport, languages, cookery, etc.)
- ii. provide opportunities for fun and enjoyment
- iii. extend learning through particular areas both within and outside our curriculum
- iv. 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 4.15pm

Parental permission must be given prior to any child attending a club. For clubs run by the school this must be done by returning a permission slip (paper or online). If the club is being provided by an external provider e.g.: Premier Sport, parents should register their child online for the club and provide any relevant medical information. Parents must also provide an emergency contact number. This will be in addition to the key pupil information which is on file in the school office.

The school will work in partnership with the external provider/coach to ensure that they are clear about the dropping off, collection and changing arrangements for the club they are providing.

The Designated Safeguarding Lead will work in partnership with the external provider to ensure that all safeguarding procedures are being adhered to. If a child makes a disclosure to a member of staff from an external provider, they must report this to the Designated Safeguarding Lead immediately.

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.

A register will be kept by the club deliverer and will be taken at the beginning of 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/carers or that alternative arrangements e.g. walking home if in Year 6, have been agreed in writing. If the arrangement 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.

The adult responsible for the club will only hand over children who are going to the on-site, privately run, After School Provision, if they are on the list that this provider has given the school.

If a child is not collected the adult responsible for the club **MUST** take the child to the school office where a member of the school staff will contact the pupil's parents.

PARENTS ARE NOT PERMITTED ON SITE WHEN A CLUB IS TAKING PLACE TO SPECTATE OR TO WAIT FOR A CLUB TO FINISH.

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 via text or a phone call. If a club is cancelled **on the day**, a message must be sent as soon as possible. The school will supervise the children until they can be collected.

Off school site activity

Parents/Carers will 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 will be consulted. In this situation 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.

Payment

Outside agencies providing after school activities should make clear the cost incurred before parents/carers agree to children attending the club. They will be responsible for collecting payment from parents/carers.

When there is a charge for a school club this should be collected via the school online payment system before the club commences.

The school and outside agencies should retain permission slips and any payments received.

Clubs for certain groups of children (e.g. disadvantaged children) may be funded by the school and at the discretion of the headteacher.

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 has responsibility to assess the competence of the third party provider/volunteer to establish a suitable level of supervision.

Insurance

All third 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 outside agencies should have an up to date first aid certificate. School staff should ensure there is another member of staff onsite if they themselves do not hold 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 or a direct verbal message to Parents/Carers on collection of child as appropriate.

Monitoring and Evaluation

This policy will be monitored regularly to ensure that it reflects legislation at all times and will be evaluated in the light of any parental concerns.

Reviewing

This policy will be reviewed every two years.