



## **After School Clubs policy**

<b>Formally adopted by the Governing Board of:-</b>	<b>Fairstead Community Primary and Nursery School</b>
<b>On:-</b>	<b>20<sup>th</sup> September 2021</b>
<b>Reviewed</b>	

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 the school day.

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 and external providers. After school clubs must follow the normal safeguarding policies, used in school hours that are in place at Fairstead Community Primary & Nursery school. (Please refer to the 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
- Encourage children to work together cooperatively and across age groups

### **After school club procedures**

After school clubs usually run from 3.15pm until 4.15pm although, times may vary. Clubs will normally run for the duration of a half term.

Permission must be completed via ParentMail for any child attending a club. This should include an emergency contact number and any relevant medical issues/medication. Parents/carers should be made aware they need update records with any new medical information throughout the duration of the club. The adult responsible for the club must check each session that the child has the necessary medication before beginning the club e.g. inhaler.

If a child is feeling unwell then a phone call to the Parent/Carer will be made for the child to be collected ASAP.

A register will be kept 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. The register is to be returned to the school office at the end of the session

Parents must ensure that if a place is offered at an afterschool club that their child attends regularly and is collected promptly at the end of the session.

Children attending after school clubs are expected to follow the same behaviour expectations as during the school day.

The adult responsible for the club or a member of SLT must ensure that all pupils are collected by the designated adult/carers or that alternative arrangements e.g. Y5 and Y6 pupils walking home, have been agreed in writing.

School staff will make every effort to keep children safe. However from time to time accidents will occur. If a child is injured an accident report will be completed and shown to the parent/carer. If a child needs medical attention parent/carers will be contacted immediately. If a child requires hospital treatment and the parent/carer is unable to attend quickly, then any decision about medical care will be taken by medical staff.

### **Cancelled session**

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

Children attending a club, which is cancelled at short notice should be registered as a group as normal and will be kept at school supervised by an appointed adult until collected by a Parent/carer.

### **Club Numbers**

Suitable ratios of adults to children will be maintained. This will be decided for each club and will be based on staff numbers, ages of children participating and risk assessments (See Appendix 1)

If a club is oversubscribed, the following criteria will be used to determine the allocation of places. This will be decided per club and is at the discretion of the Headteacher

Either

- Selected at random

Or

- Priority will be given to children who have not participated previously in a club

### **Payment**

Payment must be made via ParentMail in advance of the club commencing for a place to be guaranteed. Should a child not attend for any reason (apart from the club being cancelled) no payments will be refunded – please refer to the charging policy.

### **Safeguarding**

It is the school's responsibility to ensure third party providers are given a set of our safeguarding procedures, including who they can report any safeguarding concerns to. Regular visitors will be issued with a copy of the school's safeguarding policy and need to be prepared to adopt the school policy. All visitors are issued with a safeguarding leaflet, with key points explained, on signing into the school premises, via the Inventory electronic system. Providers should contact the Headteacher in the event of a disclosure. All activity leaders should have a current DBS certificate.

The school will make it 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. A useful document is the 'Guidance for Safer Working Practice for Adults who work with young People in Education Settings'(May 2019). The school has

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