

St John of Beverley Roman Catholic Primary School

POLICY FOR EXTRA CURRICULAR ACTIVITIES

Mission Statement

Everyone at St John of Beverley RC Primary School knows we are part of God's family. We share, play and learn together and try to be the best we can be.

Definitions

School Led After School Club

An After School Club led by staff employed by the school. There may be a small charge for resources eg. cooking ingredients.

External Provider After School Club

An After School Club led by external providers for pupils at the end of the school day. External providers usually charge parents.

This policy is about After School Clubs that are either

School led or led by external providers.

Policy Statement: Extra-Curricular Activities

The school will encourage after school clubs, either run by staff or approved volunteers/organisations as a way of providing enrichment for the children. The clubs will however only be allowed to operate following approval by the Head Teacher.

This policy should be read in conjunction with all other school policies. Particular attention should be paid to the school's aims, the behaviour policy, the equal opportunities policy and the health and safety policy.

At St John of Beverley RC Primary School we aim to give pupils opportunities to:

- Participate in a variety of clubs
- Safely enjoy well organised clubs
- Be involved in activities some of which are competitive and take place in a friendly and sporting atmosphere
- Make an active contribution to the school through their participation
- Develop and extend their interests and skill

Club Code

In school we regularly remind children about our expectations regarding their behaviour and we are delighted that so many children meet (and often exceed) these expectations. We remind parents about our Club Code

'Everyone at St John of Beverley RC Primary School knows we are part of God's family. We share, play and learn together and try to be the best that we can be.'

Every child who shares well, plays well and allows others to do the same is welcome at clubs at St John of Beverley Primary School.'

If it is felt that it is necessary that a child should miss a club, parents will be informed by letter from the Head Teacher or another member of staff with delegated responsibility.

Equal Opportunities

Clubs are advertised to all children, where barriers to children participating exist, we try to overcome these by providing alternative solutions:

Offering each child the opportunity to attend a club

- Running lunchtime clubs for those children who have difficulties staying after school
- Attempting to ensure that a member of school staff is always on site to support children with special needs should an issue arise
- Addressing any other special needs that might require adaptation of the school environment

All club leaders will be advised of children with special needs and health issues who are participating in their club. Special arrangements may need to be made for these children in discussion with the school leadership team.

Charges for Clubs

It is the ethos of the school to be inclusive and so any parent/carer who would like their child to attend a club but is unable to for financial reasons can approach the Head Teacher, who will consider their application sympathetically and may be able to offer support.

The cost of clubs is kept to a minimum. Clubs run by school staff only charge for the cost of consumable items eg. a charge for each cookery session to cover the cost of ingredients.

Outside providers of clubs operate their own charging policies. On allowing the club to use the premises, the school will consider the cost to pupils and its

financial accessibility. In some cases a subsidy might be made available at the discretion of the governing body.

Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear to parents before they agree to children attending the club.

Guidelines for implementation

Prior to a club being approved, the Admin and Finance Manager, in consultation with the Head Teacher will:

- a. Ensure that an outline of the proposed club is obtained which identifies what is to be covered, who is to run the club, when it is to run and any specific health and safety issues.
- b. Obtain information on the experience/qualifications of the club leader and assess the competency of the individual to run the club.
- c. Advise the club leader of their responsibilities to the school.

External Providers – Hire charges

External Providers must read the Lettings policy, ensuring that they have completed the paperwork and pay any necessary charges.

External providers that have been asked to run after school clubs at the request of the school are exempt from paying hire charges providing the club does not operate past 4.30pm.

Club Leaders

Where the school club leader(s) are school employees they have the general responsibility as indicated in the school Health and Safety Policy. They will need to ensure that:

- a. They produce an outline of the proposed club which identifies what is to be covered, who is to run the club and any health and safety issues.
- b. When the club is in operation they know who is present and that those attending have been briefed on health and safety issues.
- c. Any equipment used by the clubs is in good repair and used in accordance with the health and safety guidelines.

Club Leaders (Volunteers/External Providers)

Club leaders, who are not employees, are treated in a similar way to employees, as stated within the school Health and Safety Policy.

Outside organisations will need to enter into a lettings agreement with the school and should hold public liability insurance of at least £5m (see lettings policy) as the council's insurance does not extend to the hirer's liabilities.

External provider club leaders will additionally need to:

- a. Produce an outline of the proposed club which identifies what is to be covered, who is to run the club, when it is to run and any specific Health and Safety issues. In accordance with the lettings policy outside organisations must ensure that DBS (Disclosure and Barring Service) checks are in place for all volunteers and employees.
- b. Provide details, in the form of a competency statement, to the School Business Manager of the knowledge and training or information and other qualities that make them competent to be a club leader.
- c. Ensure, that when the club is in operation, that they know who is present and that those attending have been briefed on health and safety issues.
- d. Use any equipment in line with safe practice identified and report defects in accommodation or with equipment to the School Business Manager or other designated person.

Arrangements/risk assessments

A risk assessment will be conducted routinely on all after school clubs. The generic school risk assessment on after school clubs is that they are generally low risk, but the following are to be followed:

- A minimum level of adequate supervision must be identified for each activity.
- After school clubs will only operate when school staff are on site.
- Cancellation arrangements must be established for each club but where children are still present arrangements must be in place to ensure they are supervised until collected.
- Each club will take a register to ensure that they know who is in attendance. It is the club leader's responsibility to inform the school office if a child who was due to attend the club is absent.
- In case of a fire alarm the club leader will take charge of the group, the assembly point for persons on site at this time will be the playground, and the club leader will make certain that all pupils are accounted for and report to the designated person in charge (senior school staff member on site).
- In case of an accident the priority will be to obtain first aid/and or take appropriate action to ensure appropriate medical care is sought.
- Staff will have the appropriate training and or qualifications to carry out the activity.

Arrangements for the delivery/collection of pupils

All clubs will have a register to ensure that all children are accounted for.

All children attending such clubs will be kept in school and will remain the responsibility of the club leader until the assigned parent/carer collects them when the club finishes. It is the parent's responsibility to inform the school or club organisers if their child is sick, not attending the club or if there is a change to the normal adult collecting the child.

There will be a maximum number of places on offer and the school reserves the right to withdraw the privilege of attending a club should there be a breach of the procedural or safety guidelines.

All after school clubs and activities must adhere to the following procedural and safety guidelines:

1. Any member of staff/volunteer/external coach intending to begin a new club must consult the Head Teacher for approval.
2. External coaches and staff/volunteers will be asked to have an induction to extra-curricular guidelines and policies relating to health and safety, first aid procedure in school and child protection with the designated school child protection officer. This would be in the form of an induction pack which would be explained and talked through by either the Sports Coordinator, Head Teacher, School Business Manager or Child Protection Officer
3. External providers/volunteers must be DBS checked and their details entered on to the school Single Central Record kept in the School Business Manager's office.
4. External providers for coaching sports activities to provide copies of their qualifications which will be kept in the School Business Manager's office.
5. A list of children who are taking part in any club will be kept in the school office with pupils contact details.
6. Parents/carers must be asked to sign a form giving permission for each child to attend a club and must indicate whether their child will be picked up or will walk home alone. Parents/carers must be informed of the finishing time for the club. When advised by the club leader, the school will contact parents if a child does not attend the club.
7. All clubs must finish promptly at the specified time. The teacher in charge has the same duty of care as at the end of the school day. If a child is regularly not collected on time at the end of a club, this child could be prevented from remaining in or joining a club.
8. A register will be taken at the beginning of each club. If a child does not attend an activity or a club for three weeks running (without reason), they will be removed from the register and parents/carers will be informed.

9. Any pupil who persistently misbehaves or disrupts a club will be removed from the register and parents/carers will be informed.

10. If a child wishes to withdraw from a club or activity they must ask their parents/carers to contact the school so that we are aware that they are withdrawing with parental permission.

11. If a child for any reason cannot attend a club it is expected that they, or their parents/carers out of courtesy inform the club leader or the school office.

12. A club should only be cancelled after discussion with the Head Teacher. Where possible parents/carers will be given 24 hours' notice of cancellation.

13. If 24 hours notice of cancellation of a club is not possible, parents/carers will be contacted by text/telephone. Unless circumstances are exceptional, no club will be cancelled on the day. If they cannot be contacted by telephone, children will be properly supervised at school until the usual ending time for the club.

14. No child should be taken off-site unless the usual off-site procedures have been followed.

16. If a member of staff intends to use adult volunteers to help run a club, they should consult the Head Teacher and adhere to the school's Volunteer Policy, as well as ensuring that they have been DBS checked with the school and are made aware of the child protection policy.

17. First Aid

- Outside providers are made aware of the location of a school first aid kit. However, we would expect club leaders to be first aid trained. The school will have a qualified first aider on site until 4.30pm each evening.
- All accidents/bumped heads must be reported in the school accident book.
- Club leaders are responsible for calling parents of children in their club in an emergency. (Parent/carers contact details to be obtained from registration forms held by the club leader).

18. External Clubs – the following guidelines must be adhered to:

- All applicants must receive notification if they have gained a place in club
- All clubs must send a clubs register to the Sports Coordinator and a copy to the school office.
- All club leaders must call the register to ensure all pupils are there and if not, check the child's attendance with the class teacher or the office

- There must be a cut off period for external clubs (as there is for school clubs)
as there needs to be a turn around for reply slips to be returned and the pupils informed whether they have gained a place
- Pupils are responsible for getting themselves to lunchtime and after school clubs and remembering when they are held.

Complaints Procedure

- If the school has a concern about a club, the Head Teacher or Admin and Finance Manager will raise this with the club leader.
- If the matter remains unresolved, the club organiser will not be allowed to run the club the following term.
- If the club leader has a concern, they should speak to the Head Teacher.
- If a third party complains, the Head Teacher will deal with the complaint and attempt to resolve the situation.
- If this is not successful, the concern will be dealt with in accordance with the school's complaints policy.

A copy of this policy is available on request and can be found on the school website.

Linked Policies

Other policies which should be referred to include:

- Health and Safety Policy
- Lettings Policy
- Equal Opportunities Policy
- Behaviour Policy

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