



Newbridge Primary School

Extra Curricular Activities Policy

Author: Cherry Hill

Date written: September 2018

Date ratified: September 2018

Review date: September 2021

Policy Statement: Extra-Curricular Activities

This policy statement should not be read in isolation but in conjunction with all other school policies. Particular attention should be paid to the Behaviour and Anti-Bullying Policy, the Equal Opportunities, the Health and Safety Policy and the Child Protection Policy.

At Newbridge Primary School we provide a balanced curriculum which has breadth as well as depth. The school has a tradition of providing a broad range of sporting activities and a variety of extra-curricular clubs.

High quality clubs and activities are an essential part of school life; they provide opportunities to enrich children's experiences beyond the curriculum and offer an excellent medium to foster good relationships between teachers and pupils. They can also develop pupils' social skills by providing a forum for interaction between pupils of different ages and schools. The Extra - Curricular activity programme provides opportunities for the children to develop their interests and talents through enjoyment and self-esteem.

Clubs and activities should always promote a positive attitude towards school and help to develop the school's relationship with parents and the local community.

At Newbridge 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 skills

Guidelines for implementation

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 Headteacher 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 procedures in school and child protection (see Appendix 1) with the Designated or Deputy Lead for Safeguarding..
3. External providers/volunteers must be DBS checked and a copy seen by the school office.
4. External providers for coaching sports activities will be asked to provide copies of their qualifications which will be kept in the office.
5. A list of children who are taking part in any club will be kept in the school office.
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. The school will not contact parents if their child does not attend the club.
7. The club leader should obtain emergency contact details and medical needs for the children attending their club if it is an outside agency. This information for internal clubs will be held on the school data base.
8. A register will be taken at the beginning of each club. If a child is not present, the provider must check out the child's attendance by sending a runner to the office. 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. The teacher in charge/club leader should collect pupils from their classes in Years 1 & 2 and take them to the designated area for their club. The pupils in Years 1 & 2 should be taken to their class if the club ends during the school day.
10. All clubs must finish promptly at the specified time. The teacher in charge/club leader has the same duty of care as at the end of the school day. The teacher in charge/club leader should remain with the children until they are all collected. For after school activities, the leader in charge will dismiss all pupils, to the care of a collecting adult, from the gate by the office. If a child is not collected, it is the responsibility of the club leader to make contact with the parent/carer and wait with the child until collection. 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.
11. Any pupil who persistently misbehaves or disrupts a club will be removed from the register and parents/carers will be informed.
12. If a child wishes to withdraw from a club or activity they must ask their parents/carers to contact the club leader who will inform the school so that we are aware that they are withdrawing with parental permission.
13. If a child for any reason cannot attend a club it is expected that they, or their parents out of courtesy inform the club leader.
14. A club should only be cancelled after discussion with the Headteacher/Deputy Headteacher. Where possible parents/carers will be given 24 hours' notice of cancellation.
15. If 24 hours written notice of cancellation of a club is not possible, parents/carers will be contacted by parentmail/telephone. Unless circumstances are exceptional, no club will be cancelled on the day. Clubs will

not be cancelled due to bad weather. The teacher in charge/ club leader will improvise and use an available space within the school to run their club. If a club does need to be cancelled due to illness etc and parents cannot be contacted, the children will be properly supervised at school until the usual ending time for the club.

16. No child should be taken off-site unless the usual off-site procedures have been followed. The forms for taking children off-site should be given to the Headteacher and the educational visits co-ordinator 2 weeks in advance of the trip date. This applies to football, netball, rugby and cricket matches.
17. All clubs will not run for the first two weeks and the last two weeks of term (see dates in school calendar).
18. If a member of staff intends to use adult volunteers to help run a club, they should consult the Headteacher or Deputy Headteacher and adhere to the procedure laid down in the Manual of Personnel Practise & Procedures and the procedure for approval of coaches for extra-curricular sport, as well as ensuring that they have been DBS checked with the school and are made aware of the child protection policy.
19. First Aid:
 - Outside providers/club leaders must provide their own first aid kit
 - Outside providers/club leaders must know where emergency medication is kept on the school site
 - Outside providers/club leaders must be aware of any medical issues a child may have and how to administer medication in an emergency e.g. an epi pen. School will provide epi-pen training to adults who lead a club, via the school nursing team.
 - Outside providers /club leaders must have a copy of bumped head letter (attached)
 - Outside providers /club leaders are responsible for calling parents of children in their club in an emergency. (They will have obtained the contact details from parents). In the event of an extreme emergency, club providers should contact the Headteacher.
20. Child Protection Training:

All leaders/external providers and any staff must have received Level 1 Child Protection training. This certificate can be obtained through a provider outside of school or in Child Protection training led by the Designated safeguarding Lead.
21. External Clubs must adhere to the following guidelines:
 - All applicants must receive notification if they have gained a place in club
 - All clubs must send a clubs register to the extra-curricular co-ordinator via 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 turnaround for reply slips to be returned and the pupils informed whether they have gained a place
 - Children are responsible for getting themselves to lunchtime clubs. Children in KS1 will be collected for after school clubs. Children in KS2 are responsible for getting themselves to after school clubs and remembering when they are held.
22. From April 2018, the Governors will be implementing a letting charge for each club session provided. It has been agreed that this cost will be £10 per session.
23. In the event of severe weather conditions, it is the responsibility of the provider to check the school's website for information regarding school closures.

Name _____ Club _____

Signed: _____ Date _____

Appendix 1

Child Protection Procedures

School Commitment

Newbridge Primary School is committed to safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging, we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

Safer recruitment and selection

The school pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including. Therefore a DBS Enhanced Disclosure is obtained for outside providers following a risk assessment considering the regularity, frequency, duration and nature of contact

Safe practice

The school follows IRSC (The National Network of Investigation and Referral Support Co-ordinators). "Guidance for safer working practice for adults who work with children and young people" to ensure that staff are safe and aware of behaviours which should be avoided.

Please see link for full document.

<http://www.teachernet.gov.uk/docbank/index.cfm?id=8200>

Safe working practice ensures that pupils are safe and that all outside providers:

- attend appropriate induction training
- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way
- inform the Designated Teacher for Child Protection (Gill Kennaugh) of any concerns
- record any incidents
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law could result in criminal action being taken against them.

Identifying and reporting concerns

Adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

It is **not** the responsibility of the outside provider to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff/volunteers, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated lead for safeguarding (Gill Kennaugh) or the deputy designated lead (Mrs Hansard), prior to any discussion with parents.

Outside providers must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all outside providers will handle disclosures with sensitivity. If a child has a special educational need that may impair their ability to express such information, we ensure that the assigned teaching assistant has the necessary communication skills to support in this.

Such information cannot remain confidential and staff/volunteers will immediately communicate what they have been told to the designated teacher and make a contemporaneous record.

Principles

Outside providers will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that she can make an informed decision of what to do next. Wherever possible, information should be recorded on the school's Child Concern Form (attached).

Outside providers will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

This information should be passed immediately to the designated lead/deputy for safeguarding and will be dealt with according to child protection procedures.

Medical

Bumped Head Note



Dear Parent/Carer

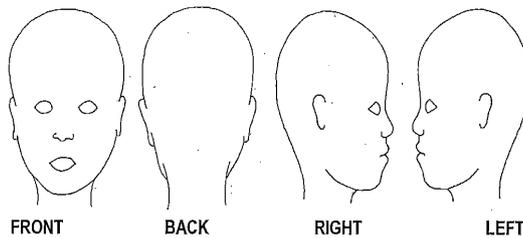
Your child had a bang on the head during school today.

Time:

Date:

What happened:
.....
.....

Position of Injury:



Afterwards, your child was fine / had the following symptoms:

.....
.....

Most children who have minor bangs on the head have no problems afterwards. However, if your child has any of the symptoms below during the next 24 hours, they should be taken to see a DP or to the Accident and Emergency Department at your local hospital.

- Vomiting
- Unusual sleepiness
- Fits or abnormal movements of the arms or legs
- Persistent dizziness or difficulty walking
- Strange behaviour or confused speech
-

(This advice is provided by the School Health Service)

Head Injury Advice

Children frequently sustain minor head injuries. This advice sheet gives details of what symptoms and signs should be looked for in children who have hit their head whilst at school and when medical advice should be sought.

If the child has any of the following problems after the injury, medical advice should be sought. If the child remains unconscious or fits for more than a few minutes an ambulance should be called. In the case of other symptoms the child should be taken to see a GP or to A&E by the parents, or if they are not contactable, by the school staff.

- Loss of consciousness
- Vomiting
- Sleepiness
- Fits or abnormal limb movements
- Persisting dizziness or difficulty walking
- Strange behaviour or confused speech
-

Symptoms may occur straight after the head injury. However, some children may appear well immediately after the injury but become unwell later. The child may show signs of complications up to 4 hours post-injury, so school staff responsible for the child in that period should be aware that the injury has occurred and take the appropriate action if the child develops a problem.

If a child sustains a head injury whilst at school, the following information should be recorded by any witnesses.

- Was the child behaving in an usual way before the injury ?
- What happened to cause the injury ?
- If they fell, how far did they fall ?
- What did they hit their head against ?
- Did the child lose consciousness ? If so, for how long ?
- How did they appear afterwards ?
- Did they vomit afterwards ?
- Was the child observed to have any other problem after the injury?

Regardless of whether the school seek medical advice about the child, this information should be given to parents afterwards, where possible. It may be that the child becomes unwell after school and the information will be helpful to parents if they need to see a doctor.

Newbridge Primary School Child Concern Form

This form must be used by an outside provider when they have a concern about a child or family. This form must be passed to Gill Kennaugh or Jacky Hansard

Child's Name:	Year:	Class:	
Nature of concern:			Date/Initials
Other adults aware:			
Contact with parents/carers (if any)			
Action:			

Agreement

1. All coaches and external providers must sign below having agreed to follow the school's Child Protection and Safeguarding procedures.

2. All coaches and external providers must sign below to acknowledge that they have a current Enhanced DBS and that a copy of this has been seen and received by the school.
3. All coaches and external providers must sign below to acknowledge that they have a current Enhanced DBS and that a copy of this has been seen and received by the school.

1. I(insert full name)

from.....(coaching organisation/club)I have read and agreed to Newbridge Primary School's Child Protection and Safeguarding procedures.

Date:

Signed:

2. I(insert full name)

from.....(coaching organisation/club)I have a current Enhanced DBS and this has been seen by a member of the school staff.

Date:

Signed:

3. I(insert full name)

from.....(coaching organisation/club) I am in receipt of current child protection training and my certificate has been seen by a member of the school staff.

Date:

Signed: