



Barnabas Oley School

Extra-Curricular Clubs Policy

Version: 2.2

Reviewed: January 2019

Approved: Curriculum Committee

Date: 24/1/2019

Revision History

Version	Author	Summary	Review Date	Next Review
0.1 draft	Jon Beech	Created	20/05/04	
1.0	Jon Beech	Following review at curriculum committee meeting 28 June	05/07/04	
2.0	Rachel Fogg	Approved at Curriculum Committee	Feb 2013	Feb 2016
2.1	J Hodges	Approved with minor changes at Curriculum Committee	Feb 2016	Feb 2019
2.2	Curriculum Committee	Minor Amends	Jan 2019	Jan 2022

Contents

1	Introduction	1
2	Organisation	1
3	Attendance.....	1
4	Charges and equipment	2

Blank Page

1 Introduction

- 1.1 We believe that clubs held after school can be of great benefit to the children and enrich the curriculum.
- 1.2 All after school clubs must have a designated leader and it is their responsibility to ensure that the organisation of the club and the staff comply with this policy.

Note: Barney's After-School Club is not subject to this policy and is covered separately by the relevant legislation.

2 Organisation

- 2.1 All after school clubs must be properly organised with the same level of discipline and following the same health and safety requirements as for normal school activities.
- 2.2 For all clubs the ratio of adults to children must comply with LEA guidelines for school activities.
- 2.3 Members of staff, parents or approved instructors can lead a club, but will be under the authority of the school procedures, and will have undergone a DBS recommended check before taking the role of club leader.
- 2.4 Any other regular adult helpers must have at least have undergone a DBS recommended check before participating in the club.
- 2.5 The school office will hold records of checks carried out.
- 2.6 The availability of clubs is communicated to parents at the appropriate time via Parentmail.
- 2.7 The club leader will maintain a list of members of the club, and will provide the school office with a copy of this list at the start of each term.
- 2.8 Children attending clubs must have their parent's permission and should return a signed permission letter before beginning the activity.
- 2.9 The club leader will maintain a record of club member contact details, or know where to locate this information from the school office, in the event of an accident or a last minute cancellation.

3 Attendance

- 3.1 The hours of the club should normally start from immediately after school ends, and the start and finish times should be agreed beforehand with the Headteacher.
- 3.2 The club leader will ensure that every child is met by their parent or nominated adult when the club finishes, or has signed permission that a child may walk home independently.
- 3.3 Where the club is not held on school premises, for example the sports field, then it is the responsibility of the parent or nominated adult to ensure their child is transported to the location of the club and collected afterwards.
- 3.4 If a particular club meeting is cancelled then the club leader must inform the school office as soon as possible, giving the names of the children expected to attend the cancelled meeting.

4 Charges and equipment

- 4.1 With some activities a charge may be asked for from club members, and this should be made clear at the outset. However it is the policy of the school that no child will be excluded from a club or activity because of inability to meet the costs. In these cases expenses may be met from school funds at the discretion of the Headteacher.
- 4.2 Any charges will be kept to a minimum and will be used to pay for materials and instructors agreed fees.
- 4.3 School equipment may be used for club activities, with prior arrangement, but should be treated carefully and put away afterwards.

See also **Health and Safety Policy** and **Lettings Policy**