

POWELL CORDEROY SCHOOL

AFTER SCHOOL CLUBS POLICY

Last reviewed: March 2017

Due for review: Spring 2018

Owner: After School Club Leader

Reviewed by: Resources

Review Status: 1 year

1. **Policy Statement**

Children have a core entitlement in terms of the curriculum. Wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs — all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

2. **The Aims of the Policy**

By encouraging extra-curricular activities, we intend to:

- 2.1. enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life;
- 2.2. enable children to have fun and enjoy a broad range of activities;
- 2.3. enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity;
- 2.4. encourage children to develop friendships between age groups, and work together cooperatively.

3. **Types of After School Club**

Our After School Clubs fall into the following categories:

3.1. **After School Activities by School Staff/Outside Providers**

Extra-curricular activities provided by staff or outside providers, at the discretion of the member of staff involved/provider. These are updated termly and parents will be informed of timings and options in a termly letter.

3.2. **After School Club**

After school activities run by the After School Club Leader and Assistant, Mon-Fri from end of school until 6:00pm, including a light meal, snacks and variety of childcare activity options.

4. **After School Club Procedures**

The following procedures apply to *both* types of After School Club.

- 4.1. After-school activities usually run from 3.15pm.
- 4.2. Permission slips must be completed prior to any child attending a club.
- 4.3. Clubs will normally run in termly blocks and a register will be kept of children attending.

- 4.4. A member of school staff should be available for the duration of the club in case of emergency and also to ensure that all children have safely exited the premises at the end of the club.
- 4.5. All club staff must have completed a DBS check and these must be logged on the school's register.
- 4.6. If an after school club is cancelled, office staff should be informed as soon as possible so that arrangements can be made to contact parents so that they can come and collect their children.
- 4.7. Club organisers should be kept informed of any child who we are aware is unable to attend the club on any given occasion and they should also alert the office if any child does not attend and is not accounted for.
- 4.8. There will be a maximum number of places on offer and school reserves the right to withdraw the privilege of attending a club should there be a breach of the behaviour policy by child.

5. **Late Pick Ups**

- 5.1. In the event of a parent/guardian or designated person failing to collect a child, every effort must be taken by the After School Club Leader to contact that person as soon as possible.
- 5.2. If none of these people can be contacted then the emergency person should be contacted.
- 5.3. If all attempts to contact a parent/guardian, designated person or emergency contact fail, then the registered person in charge of the provision (member of the Senior Leadership Team) should inform the local authority duty social worker of the situation without delay (**telephone number: 0300 200 1006 Monday-Friday 9.00am-5.00pm.** Outside of these hours call 01483 517898 to speak to [emergency duty team](#).). It will be up to the duty social worker to take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the parent/guardian of the child. If the parent/guardian or other designated person cannot be found, the duty social worker can arrange for the child to be placed temporarily with foster parents until the situation is resolved.

6. **Missing Child**

*NB: In the event of a child absconding from any After School Club, the school's **Absconding Policy** applies.*

- 6.1. In the event of a child going missing from the registered provision, or being lost on an outing from the provision, it would be good practice for the registered person in charge of the provision (member of the Senior Leadership Team) to call the police immediately.
- 6.2. It is important to make a note of the circumstances surrounding the disappearance in order to help the police as much as possible with their investigations. The police will then be able to advise the member of the Senior Leadership Team about informing parents/guardians of the child and next steps.

7. **Equal Opportunities**

All clubs are advertised to all children. Where barriers to children participating exist, we try to overcome these by:

- 7.1. Ensuring a member of school staff is always on site to support children with special needs should an issue arise.
- 7.2. Addressing any other special needs that might require adaptation of the school environment

- 7.3. All club leaders are required to keep a list of children with special needs and health issues.
- 7.4. Special arrangements may need to be made for these children in discussion with the school leadership team.

8. Health and Safety Considerations

All club leaders should ensure that every term there is a reminder about:

- 8.1. procedures in case of a fire
- 8.2. rules for moving round the school building — particularly arrangements for going to the toilet
- 8.3. expectations of behaviour
- 8.4. arrangements in case a club has to be cancelled
- 8.5. the expected duration of the club and any other details.

9. All clubs leaders should ensure that:

- 9.1. all children are supervised by adults at all times and always within sight or hearing of an adult
- 9.2. a record is available at each session for reporting any accidents/incidents
- 9.3. all adults are aware of the systems in operation for children's arrivals and departures
- 9.4. children only leave the group with authorised adults
- 9.5. safety checks on premises, both outdoors and indoors, are made before every session
- 9.6. outdoor space is securely fenced
- 9.7. equipment is checked regularly and any dangerous items repaired/discarded
- 9.8. equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children
- 9.9. the layout and space ratios allow children and adults to move freely between activities
- 9.10. fire doors are never obstructed
- 9.11. heaters, electric points, wires and leads are adequately guarded
- 9.12. all dangerous materials, including medicines and cleaning materials, are stored out of the reach of children
- 9.13. children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- 9.14. adults do not walk about with hot drinks or place hot drinks within reach of children
- 9.15. a register of children and adults is completed on arrival so that a complete record of all those present is available in an emergency
- 9.16. a correctly stocked first aid box is available at all times
- 9.17. whenever children are on the premises at least 2 adults are present
- 9.18. they have access to medical details and contact numbers for children attending the club
- 9.19. they are familiar with the school's health and safety policy
- 9.20. they have up-to-date permission slips from parents, including agreed arrangements for travelling home
- 9.21. the premises are checked before locking up at the end of the session/day.

10. School leadership should ensure that:

- 10.1. DBS checks have been completed on all club leaders
- 10.2. club leaders are clear about the expectations of the school regarding their role
- 10.3. procedures are followed
- 10.4. there is always a member of school staff on the premises whilst the club is taking place
- 10.5. safety checks on premises, both outdoors and indoors are made termly by governors
- 10.6. fire drills are carried out once a term

- 10.7. fire extinguishers are checked annually
- 10.8. regular health and safety monitoring will include checking of the accident/incident records

11. **Charges for Clubs**

- 11.1. Any parent who would like their child to attend a club but is unable for financial reasons can approach the school who will consider their application sympathetically and may be able to offer support.
- 11.2. 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.
- 11.3. 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.
- 11.4. Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to children attending the club.

12. **Complaints Procedures**

- 12.1. If the school has a concern about a club, the Head will raise this with the club leader.
- 12.2. If the matter remains unresolved, the club organiser will not be allowed to run the club the following half-term.
- 12.3. If the club leader has a concern, they should talk to the Head.
- 12.4. If a third party complains, the Head will deal with the complaint and attempt to resolve the situation in line with the school's **Complaints Policy**.

13. **Linked Policies**

Other policies which should be referred to include:

- Health and safety Policy
- Equalities Policy
- Lettings and Remissions Policy
- Absconding Policy
- Complaints Policy