

# Chapelford Village Primary School



## After School Clubs Policy

### DOCUMENT STATUS

Version	Date	Action
1	January 2015	New Document adopted by Full Governing Body
2	March 2016	Updated document
3	Spring 2020	Reviewed and updated
4	Spring 2021	Updated re Covid-19
5	Spring 2022	Policy reviewed – SBM contact information updated

## **Policy Statement**

After school clubs promote further development of a child's education. Staff, who chose to run a club, in their own spare time and outside agencies, must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours. 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, external providers and independent clubs. After school clubs must follow the normal safeguarding policies used in school hours that are in place at Chapelford Village Primary School. (Please see Child Protection & 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
- extended learning through particular activity area
- encourage children to work together cooperatively and across age groups

## **Who Delivers our Clubs?**

Some clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects. They are very generously offering their time, after school or during their lunch hour.

Other clubs are provided by expert and specialist third parties.

## **General Procedures**

Our school administrator is responsible for managing the after-school club service and works closely with Assistant Head Teachers; Year Group Leads; dedicated teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high quality after-school club service.

An after-school clubs booklet which includes a full listing of clubs available is sent to parents by email and published on the school website at the beginning of each school term. Any new clubs are detailed in the school newsletter. Not all clubs run each term, the operating dates are included within the after-school club Booklet that is sent out on Parentmail.

## **Organisation of Clubs**

- After-school activities usually run from 3.15 to 4.15pm or 4.30 pm
- Clubs are usually run each term, any exceptions are run each half term
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.

## **Start Dates**

- All clubs usually start during the second full week of the Autumn Term and the first full week of the Spring and Summer Terms; and during the first week back after half term breaks.
- Clubs do not run during the final week of Autumn and Summer Terms and any teacher run sessions do not run during Parent Evening weeks.

## **Requesting a Club Place**

Club places are made by logging into ParentMail PMX and purchasing a place online. Parents will receive an email with available clubs to purchase which will also state a date and time in which they will go live on the system to buy. This also gives your permission for your child to attend the club.

If a club becomes full the online system will show that it is full and will not allow you to purchase a place, bookings are on a first come first served basis.

## **Allocation of Clubs**

All places are offered on a term by term basis. If a chosen club runs “year-round”, children will need to request a place each term.

A register will be kept by the club provider/staff member in charge of a club at the start of each session. This will include medical information and contact numbers. 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 adult responsible for the club must ensure that all pupils are collected by the designated adult/carer or that alternative arrangements e.g. walking home, have been agreed in writing. If it has not been confirmed in writing, then the child must wait until the member of staff has spoken to the named contact on the parental consent form for the club.

At the end of the club session and all children have been collected, this register should be returned to the school office.

## **Cancellation**

Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader. On very rare occasions where it is necessary to cancel a club:

- Parents will be notified, as soon as is practicable, of any session that needs to be cancelled.
- If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents as soon as is practicable for children to be collected at the end of the school day.
- Parents must ensure the school is provided with an up-to-date telephone number.
- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different.

## **Payment**

Outside agencies providing after school activities should make clear the cost incurred before parents/carers agree to children attending the club.

The school and outside agencies should retain permission slips and any payments received.

The provider and school should agree a date to pass on any fees due or when an invoice should be raised by the provider.

A hire of premises fee will be charged by the school to the outside agency. This will be a charge of £50 per term.

### **Supervision and Safety**

- The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents.
- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club leader is responsible for the supervision of siblings during the club session.
- A 'first-aider' will always be on school premises for the duration of the club session. During after school clubs, a first aid box should be present or within easy access. An accident form should be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers.
- In case of fire, the children will be led on to the school field where the club leader will check the club register

### **Collection of Children from Clubs**

- Parents should ensure they collect their children promptly at the end of an after-school club from the designated exit.
- Children who are not collected on time will wait with the club provider. The club provider will contact parents/carers if the child has not been collected 15 minutes after the club has ended. The club provider will also inform a member of the SLT.
- If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.
- Only children with written permission will be allowed to walk home alone. If the child has permission this will be clearly stated on the register.

### **Charges for Clubs**

- The cost of clubs is kept to a minimum to ensure access for all children.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school who will consider their request sympathetically and may be able to offer support.
- Outside providers of clubs operate their own charging policies. On allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility.
- Where outside providers are charging parents, the costs to be incurred will be made clear before parents agree to children attending the club.
- A fee may be charged by the school to the outside agency. This will be discussed at the time of booking with the School Business Manager.

### **Behaviour**

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the Assistant Headteacher.

### **Missing Pupil Procedure**

The school has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps are taken:

- The Club provider/member of staff alerts a member of the SLT that a pupil is missing, who in turn will inform the Headteacher
- The Missing Child Policy is followed in which the staff on site conduct a search of the premises and surrounding areas
- The club provider/member of staff stays with the other pupils involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the pupil is not located within 10 minutes, the police and the pupil's parents are informed.
- The search for the pupil continues until the police arrive
- The club provider/member of staff liaises with the police and the pupil's parents

### **Health and Safety Considerations**

Prior to starting a club all external Club Leaders are provided with the following policies relating to afterschool clubs, health and safety, first aid procedures in school, and child protection. This is explained and talked through by the Business Manager.

#### **All club leaders are asked to ensure that every half-term there is a reminder about:**

- Procedures in case of a fire
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour

#### **All club leaders should ensure that:**

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have completed, and submitted to the School Office, the appropriate risk assessment for their club.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the School Office after each session.).
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the School Office of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

#### **School leadership should ensure that:**

- Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central Register.
- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.

- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- Risk assessments are in place for each club.
- All third party providers offering activities must provide a copy of their public liability insurance and their employer liability insurance.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.
- We will only share child information with external providers on a need-to-know basis and with consent from parents.
- We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

### **Inclusion**

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

### **Data Retention and Storing Pupil Data**

Data will not be kept for longer than is necessary. Omega Multi-Academy Trust follows the Information Commissioner's guidance on retention of documents, including the Information and records Management Society's Retention Guidelines for School.

### **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to the Deputy Head Teacher or Assistant Head Teacher in the first instance.

## Appendix 1: After School Club request form

Before filling out a request form, if you have any questions, please contact the School Business Manager.

The school will process the data collected in this form in accordance with the GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

Name of applicant/organisation	
Applicant contact details	Address:  Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be used for the activity	
Date and time of first session	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	

Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	

By signing below, I agree to the terms and conditions set out in the school's After School Policy.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature

\_\_\_\_\_

By signing this form, you:

- Agree to abide by the conditions and regulations of Hire.
- Agree that the appropriate insurance has been arranged

\* Hire cannot be until the School has witnessed:

- Current and Clear DBS
- Valid Liability Insurance
- Proof of Qualifications (if applicable)

Please return this form via email to [sbm@chapelofordvillageprimary.co.uk](mailto:sbm@chapelofordvillageprimary.co.uk) or to the school office at Chapel Ford Village Primary School, Santa Rosa Boulevard, Great Sankey, Warrington, WA5 3AL.



## External Provider Checklist

Received from External Provider	Date Evidenced	Additional comments
Current DBS Certificate		
Safeguarding Certificate		
Up to date First Aid Certificate		
Evidence of Qualification/Training		
Public Liability Insurance & Employer Liability Insurance		
Risk Assessment		
Reference/Testimonials		

Provided by School	Date undertaken	Provided by
Covid-19 Risk Assessment		Business Manager
School Behaviour Policy		Business Manager
Child Protection & Safeguarding Policy leaflet		Business Manager
Fire Evacuation Procedures		Business Manager
Tour of Facilities and Equipment		Business Manager
First Aid Box		School Site Team
Observation of club (min 30 mins)		PE Co-ordinator
After School Club Policy		Business Manager