



## Oxford Gardens Primary School

### After school clubs policy

#### Policy Objective

The overall purpose of the policy is to contribute to the smooth and safe running of extended school activities. To ensure the safeguarding and welfare of those children attending.

#### For parents/carers:

- A club newsletter will go out at the start of every term advertising the clubs available and how to sign up.
- The newsletter will detail the clubs available, the costs and leaders as well as the dates they will be running.
- Parents wishing to sign up their child up for clubs run by the school must complete a consent form and submit it to the office.
- The school will confirm spaces in the club via School Gateway/ Text message.
- For clubs run by outside agencies, parents must liaise directly with the provider. The provider will give parents details on consent and how to pay them directly. The provider will confirm your child's space; they will allocate spaces on a first come first served basis.
- All clubs will have a minimum and maximum number of attendees which is set by the club leader. If the minimum number of children is not achieved the club will not proceed.
- Club spaces are assigned on a termly basis and therefore require that children are committed for the length of the club.
- Children must be picked up on time at the end of each session. Consistent lateness in collecting your child could lead to your child's place being cancelled (without refund from outside providers).
- The school does not authorise any children to go home alone after a club; detail of their collection as well as parent details will be collected by club leaders. Any exceptions must be agreed with the school.
- Please ensure that any change in the person picking your child up from the session is communicated to the club coordinator.
- The school's behaviour policy will apply to school clubs. Children that consistently disrupt the session could lose their place.
- Please note any snacks/drinks given to you child must conform to the school's healthy food policy and should only be consumed by your child. N.B: We have a no nut policy in our school.
- Please make sure your child has the appropriate clothing for their club e.g. their P.E. kit/ballet kit etc.
- Due to safeguarding purposes parents/carers will not be permitted to stay and watch the sessions.

## Health and Safety

- All staff running clubs must provide the school with copies of their:
  - Enhanced Disclosure and Barring Service certificates
  - Public liability and indemnity insurance
  - First aid certificate for at least one member of staff running a club
  - Risk assessment
- Adults running clubs must be familiar with and adhere to the school's Behaviour Policy, Fire Procedure and Safeguarding Policy
- All staff running clubs will familiarise themselves with and adhere to Keeping Children Safe in Education September 2018 and any subsequent updates
- All staff running clubs must have photo ID with them at all times
- All clubs must visit the school prior to commencement of initial club sessions to familiarise themselves with the layout of the premises and any evacuation procedures along with carrying out their own risk assessments
- All individuals working at the school must familiarise themselves with and adhere to our school Safeguarding Policy
- Club staff must ensure that they are never left alone with any one child
- Children are to remain in the room the club is taking place in at all times, unless using the toilet with the permission of the club leader
- Club leaders must not leave the children unsupervised at any time. If assistance is required and there is only one adult present, the club co-ordinator can be contacted on her mobile number
- Should an incident/accident occur it must be reported to the office/clubs co-ordinator and an incident/accident form be completed
- Club leaders must remain with any child/children not collected by the end of the session until they are collected. Children must never be left alone or sent home without an adult unless the school has informed the club leader of exceptional circumstances and provides written permission.
- Any children not present at the beginning of the session must be accounted for, e.g. the registers checked that they were in or were collected by their parents.

## Procedural

- Clubs will run for a ten-week term within each school term, dates to be advised by the school
- For outside providers, it is the provider's responsibility to handle all aspects of enrolment and administration
- Club staff must arrive with enough time to set up their club and be ready to start on time. For children in EYFS or KS1, they must be collected from the classroom at the end of the school day.
- On arrival club staff must report to the school office and sign the visitors book, ensuring they receive a visitor's badge.

- Club leaders must contact the school at least 24 hours prior to the start of their club if they are not able to attend. If the usual person responsible for clubs is absent a replacement person should be organised. If this is not possible, club leaders should contact the parent/carer of each child themselves
- It is the club provider's responsibility to obtain parental consent for children attending their club. This must include any medical conditions, allergies the children have as well as parent contact details. These should be kept securely by club leaders.
- Any damage to school property caused during a club will the responsibility of the club leader and the school will expect to be compensated accordingly.
- Club leaders must start each session by registering the children; the club coordinator must be made aware immediately of any children expected that have not attended.

### **Payment**

- All organisations are responsible for collecting payment from the parents directly.
- The club provider must sign a hall hire agreement with the school; this includes a £10 fee per child attending the club for hire of the space.