

Bredenbury Primary School

AFTER SCHOOL CLUB POLICY

February 2018

Signed and dated:
Chair of Governors
Headteacher

Rationale

The school will encourage After School Clubs, either run by staff or approved volunteers/organisations as a way of providing enrichment for pupils. The Clubs will however only be allowed to operate following approval by the Headteacher. The school has a tradition of providing a variety of After School 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 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. After School Clubs provide opportunities for the children to develop their interests and talents through enjoyment and self- esteem.

Please note: the school cannot guarantee that there will always be a qualified First Aider on the premises during After School Club times.

In the event of an accident that requires first aid (when a First Aider is not on the premises) the child's parents will be called. It is therefore imperative that the school has a contact telephone number and that parents are able to respond immediately to the call.

This policy statement should not be read in isolation but in conjunction with all other school policies.

Consultation with parents and Governors in :	January/February 2018
Ratified by Governors on:	12.2.2018
To be reviewed by Staff and Governors:	Every 3 years January 2021

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Aims

After school clubs promote further development of a child's education. Staff, who chose to run a club, in their own spare time, volunteers 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, volunteers and external providers.

After school clubs must follow the normal Safeguarding Policy used in school hours that is in place at Bredenbury Primary School. (Please see Safeguarding Policy).

At Bredenbury Primary School we aim to give pupils opportunities to:

- Participate in a variety of clubs
- Safely enjoy well organised clubs
- Have fun and enjoyment through a range of activities
- Extend learning through particular activity areas
- Be involved in activities some of which are competitive and take place in a friendly and sporting atmosphere.
- Develop and extend their interests and skills
- To experience different physical activities
- Work together cooperatively and across age groups
- Make an active contribution to the school through their participation

Guidelines for implementation

All After School Clubs must adhere to the following procedural and safety guidelines:

1. Any member of staff/volunteer/ external provider intending to begin a new club must consult the Headteacher for approval.
2. External providers/volunteers must be DBS checked with the school with confirmation kept in the school office.
3. A register of children who are taking part in any club will be kept in the school office with pupils contact details.

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4. Parents/carers must be asked to sign a form giving permission for each child to attend a club.
5. Parents/carers must be informed of the finishing time for the club.
6. All clubs must finish promptly at the specified time.
7. The teacher in charge has the same duty of care as at the end of the school day.
8. 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.
9. A register will be taken at the beginning of each club. 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.
10. Any pupil who persistently misbehaves or disrupts a club will be removed from the register and parents/carers will be informed.
11. If a child wishes to withdraw from a club or activity they must ask their parents/carers to contact the school so that we are aware that they are withdrawing with parental permission.
12. If a child for any reason cannot attend a club it is expected that the parents inform the school office.
13. A club should only be cancelled after discussion with the Headteacher.
14. 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 text/ telephone.
16. Unless circumstances are exceptional, no club will be cancelled on the day. If parents cannot be contacted by telephone, children will be properly supervised at school until the usual ending time for the club.
17. 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 a week in advance of the trip date. This applies to football, netball, rugby and cricket matches etc.
18. All clubs will not run for the first week and the last week of term (see dates in school calendar on the school website).
19. If a member of staff intends to use adult volunteers to help run a club, they should consult the Headteacher and ensure that they have been DBS checked with the school and are made aware of the Child Protection Policy.

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20. Club leaders will not leave the premises before the last child has been safely collected, without informing a member of the school staff who is able to agree to take responsibility for that child.

Responsibilities

Prior to a club being approved the Headteacher will:

- Ensure that an outline of the proposed club is obtained which identifies what is to be covered, who is to run the club, when it is to run and any specific health and safety issues.
- Obtain information on the experience/qualifications of the club leader and assess the competency of the individual to run the club.
- Advise the club leader of their responsibilities to the school and the pupils.

Club Expectations

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

- The procedures in case of a fire
- Rules for moving around the school building
- Arrangements for going to the toilet
- Expectations of behaviour
- Changing arrangements

Club Leaders – school employees

Where the school club leader(s) are school employees they have the general responsibility as indicated in the school Health and Safety Policy.

They will need to ensure that:

- They produce an outline of the proposed club which identifies what is to be covered, who is to run the club and any health and safety issues.
- Record the names of all pupils attending their club and take a register at the beginning of each session
- When the club is in operation they know who is present and that those attending have been briefed on health and safety issues.
- Any equipment used by the clubs is in good repair and used in accordance with the health and safety guidelines.

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- Club leaders will not leave the premises before the last child has been safely collected, without informing a member of the school staff who is able to agree to take responsibility for that child.

External provider club leaders will need to:

- Produce an outline of the proposed club which identifies what is to be covered, who is to run the club, when it is to run and any specific Health and Safety issues.
- Record the names of all pupils attending their club and take a register at the beginning of each session.
- Ensure, that when the club is in operation, that they know who is present and that those attending have been briefed on health and safety issues.
- Use any equipment in line with the safe practice identified and report defects in accommodation or with equipment to the Headteacher
- Club leaders, who are not employees, are treated in a similar way to employees, as stated within the school Health and Safety Policy.
- Club leaders will not leave the premises before the last child has been safely collected, without informing a member of the school staff who is able to agree to take responsibility for that child.

The school Administrator will:

- Inform parents of the clubs that their child will be attending.
- Collect money from parents if there is a charge for a club and pass to the club provider.
- Keep a copy of the register for all groups.
- Inform club leaders of any pupil who will be absent from the session
- Inform parents if there is a problem and the child needs to be collected before the end of the club.
- Notify the club leader about any medical issues related to the children attending their club.

Parents need to:

- Make sure that the contact details they have provided to the school are correct.
- Be able to respond to a request to pick up their child immediately in the event of an accident, if a First Aider is not on the premises.

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- Letting the school know if they have any concerns about their child/ren relating to the club.

Arrangements/risk assessments

The generic school risk assessment on After School Clubs is that they are generally **Low Risk**, but the following are to be followed:

- A minimum level of adequate supervision must be identified and maintained for each activity.
- After School Clubs will only operate when school staff are on site.
- Cancellation arrangements must be established for each club but where children are still present arrangements must be in place to ensure they are supervised until collected.
- Each club will take a register to ensure that they know who is in attendance.
- In case of a fire alarm the club leader will take charge of the group, the assembly point for persons on site at this time will be the school playground, and the club leader will make certain that all pupils are accounted for and report to the designated person in charge (senior school staff member onsite).
- In case of an accident the priority will be to obtain first aid.
 - Outside providers are made aware of which member of staff is first aid trained.
 - In the event of an accident that requires first aid (when a First Aider is not on the premises) the child's parents will be called. It is therefore imperative that the school has a contact telephone number and that parents are able to respond immediately to the call.

Arrangements for the collection of pupils

- All clubs will have a register to ensure that all children are accounted for.
- All children attending such clubs will be kept in school and will remain the responsibility of the club leader until the assigned parent/carer collects them when the club finishes.
- It is the parent's responsibility to inform the school if their child is not attending the club or if there is a change to the normal adult collecting the child.

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Information to parents about clubs

At the beginning of each term a club timetable is produced by the office and sent out to parents. The timetable includes dates, times and responsible person.

- Each club will send out a separate letter at the beginning of the start of a new club. The letters need to be signed and returned to the club leader.
- Clubs are often oversubscribed. A lottery system will be used if the club is over subscribed. Parents will be informed by letter if they have/have not got a place at the club. A waiting list will be held for each club.
- Children with SEN, who would like to attend a club, will be offered a place in at least one inclusive club period where ever possible.
- Children must attend every session and if they cannot attend a session the school needs to be informed of the reason.
- If a child fails to attend three sessions, they will be asked to leave the club and a child on the waiting list will be offered the place.
- It is the parent's responsibility to inform the school if their child is not attending the club.

Safeguarding

Bredenbury Primary School has a duty of care and responsibility towards pupils, parents/carers and staff. The care and safety of the individual is the key issue behind this document.

Bredenbury 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 behavior 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.

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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, and/or school staff and club providers 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 reported to the senior designated member of staff with responsibility for child protection (Mrs Wilson) or the deputy designated member of staff (Mrs Cottam).

Club Leaders 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 club leaders will handle disclosures with sensitivity.

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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. Outside providers/volunteers will not investigate but will, wherever possible, elicit enough information to pass on to the designated member of staff in order that s/he can make an informed decision of what to do next.

Outside providers/volunteers 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 to 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 teacher with responsibility for child protection and will be dealt with according to child protection procedures.

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.

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SAFE PRACTICE

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

- 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 (Mrs Wilson) 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.