



After School Club Policy

Mr Brooke

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<i>Admin use only</i>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Governor Hub	
Policies Log updated	





OUR AFTER SCHOOL CLUB VISION

Our vision for Loxdale Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Golden Rules, it is driven by our desire to offer the best possible education for our pupils in partnership with parents and the local community.

Loxdale Primary School will be a centre for learning where adults and children:

- Nurture and prioritise wellbeing and development.
- Believe in themselves and in each other.
- Discover their own strengths and become successful lifelong learners.
- Achieve more than they ever thought possible.

OUR ETHOS

Loxdale Primary School strives to be an inclusive community where children grow, learn and achieve together. Within a nurturing, supportive and safe environment, mental health and wellbeing is at the heart of everything we do and recognised as the responsibility of all.

Children's natural curiosity is fostered through a creative curriculum that excites and challenges, and enables them to be successful learners. Supported by a culture of equality and aspiration, we aim to remove disadvantage so that every child can thrive.

RATIONALE

At the heart of our ambition for Loxdale Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular 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. Activities are designed to be fun and cater for a wide variety of interests.

We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs, from dancing and drama, to hockey and multisport, computing and story time.



AIMS AND OBJECTIVES

We believe that participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and to work together co-operatively.

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 giving their time, after school or during their lunch hour.

Other clubs are provided by expert and specialist third parties.

CLUBS OFFERED

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including Arts and Crafts, Drama, Choir, Computing, Storytime and Draw, Football, Multisport, Bollywood Dance, Dough Gym, Homework club etc...

Occasionally, new clubs may be announced midway through a term. Parents will be notified using the school's text/email system.

Not all clubs run each term. A termly schedule of clubs currently operating can be found on the school website and this is updated termly.

Towards the end of each term, the forthcoming term's club schedule will be published on the school website and parents will be invited to put their child's name down for each club. Children will be allocated spaces on a random basis and parents whose children have been allocated a club place will be notified in due course. All children whose names have been put down but not offered a place will be added to a waiting list. If and when a space should become available, the club leader will select a name from the waiting list at random and contact the parent of the child to discuss the place.

GENERAL PROCEDURES

Our School Business Manager is responsible for managing the After-school Club service and works closely with our Office Team, Headteacher, Senior Leadership team; 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 provision.

- After-school activities usually run from 3.30pm to 4.30pm
- Each club runs for one term.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year, and places are allocated on a termly basis. Children are not guaranteed a place based on the fact that they previously attended the club.

Booking Club Places

In the last few weeks of each term, the booking of clubs for the next term will be available via a survey which parents must complete to request a place. We will advertise when the online booking form is open through the school text and email system. Parents will need to complete a separate booking form for each child that they wish to attend a club.

Places for externally run clubs may be booked separately to the school run clubs and guidance on how to pay will be detailed in any literature that is sent out.

Registration

A register is taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been reliably informed, the club support adult will ask the school office to attempt to contact a parent by phone.

Absences

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by email or telephone.

Attendance

It is expected that a child will commit to a term's membership of a chosen club (eg Autumn, Spring, Summer).

Parents are requested to inform the school office if their child wishes to leave the club before the end of term.



Cancellation

A club should only be cancelled after discussion with the Headteacher. 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, in advance, 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 and the children will follow the arrangements agreed with parents on their permission slips. 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.

In the event of an externally run club being cancelled at short notice, parents will be informed by a member of the school office team.

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 club sessions.
- 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

Activities are planned for the full duration of a club; sessions will often end with some 'tidy-up' time, therefore

- parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of an after-school club from the playground.
- The clubs programme is available on the After-school Clubs page of our school website.
- Children who are not collected on time will be taken to after school club, for which parents will be charged.



- 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.

Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.
- Clubs run by school staff are free of charge.
- 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. In some cases, a subsidy might be made available at the discretion of the Headteacher.
- Where outside providers are charging parents, the costs to be incurred will be made clear before parents agree to children attending the club.
- If a club has a charge, parents will receive instructions on how they can pay. Where possible, the school will use the School Cashless payment system. However, some external clubs may require payment direct to them. In each case, payment must be made prior to the start of the first club session. Once paid, the place is confirmed.

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 Business Manager.

Health and Safety Considerations

Prior to starting a club all external club Leaders are given a '*Guidelines for Staff and Visitors relating to a Fire, Health and Safety, and Safeguarding*' booklet.

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 External Providers of clubs will ensure that:

- They have access to 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 up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the School Business Manager, 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 Business Manager after each session or a designated person in school).
- 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.
- The school and parents are informed of any change in arrangements.
- Leaders of school-run clubs will ensure that 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 Headteacher of any child who is regularly collected late.

This could result in a child being prevented from remaining in or joining a club. The School Business Manager is responsible for ensuring:

- All club leaders are given a full induction, including a walkthrough of the Clubs Policy and Risk Assessments.
- Risk Assessments are signed by club leaders ahead of the club taking place.
- Enhanced DBS Checks are completed on all club leaders and details are recorded on the school's Single Central Record.
- 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.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

For Externally Run Clubs:

- Enhanced DBS Checks are completed on all club providers and details are recorded on the school's Single Central Record.

After School Club Policy



- All club leaders are given a full induction, to include the After School Clubs Policy and Risk Assessments.
- Risk Assessments are provided by club provider ahead of the club taking place.
- All club leaders should sign a Declaration for Running a Safe club at Loxdale Primary School (Appendix 1)
- External club providers should ensure that insurance documents are available to be checked and copied for school records.
- 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.
- The club provider is First Aid trained, and/or there is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

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.

Feedback

To ensure we continue to offer a high quality and relevant range of after-school clubs, we may occasionally ask parents to complete a short online questionnaire with their child following their attendance at a club. All feedback is carefully considered and taken into account when decisions are taken about club provision for the next term.

Complaints

If parents are concerned about any aspect of an after-school club, they should talk to the School Business Manager in the first instance.

Monitoring and review

This policy is monitored by the Governing Board and will be reviewed annually.

Signed:

Date:



Appendix 1

Running a Safe club at Loxdale Primary School

Completing the following steps will help you to keep the children in your care safe, but they are just the beginning. To make sure you are following best practice, read the government's current '**Keeping Children Safe During After School Clubs, Community Activities and Tuition**'.

Name of Club/Organisation	
Responsible Person or Club Leader	
Date signed	

Safeguarding

Action Point	Signed
Our organisation has a Safeguarding and child protection policy in place	
We know that the school will follow their own Safeguarding Policies including informing the LADO, should they receive an allegation relating to an incident(s) that have happened during an after school club.	
All staff have completed Safeguarding Training and understand the specific safeguarding issues that can put children at risk of harm.	
Our organisation has a Designated Safeguarding Lead (DSL) who has undertaken safeguarding and child protection training (inc. online).	
We know referral routes for reporting allegations of harm or when I have a concern about a staff member, volunteer or another adult who may pose a risk to a child, or I know who in school I can speak to about my concerns.	
We will adhere to any guidance in the school's ' After School Club Policy '	
We will adhere to the latest Government guidance titled; ' Keeping Children Safe during community activities, after school clubs and tuition - Non statutory guidance for providers running out-of-school settings '.	



<p>We can confirm if the legal duty to refer to the Disclosure and Barring Service applies to us and we ensure that we make referrals when appropriate.</p> <p>(Please circle) Yes it applies or No it doesn't apply</p>	
<p>We report any allegations of harm to a child to both your local authority designated officer (LADO) and the police as soon as reasonably practicable</p>	

Health and Safety (inc. First Aid)

Action Point	Signed
<p>We have considered the suitability and Health and Safety Risks of the school and taken steps to reduce the risk, including following the School's Health and Safety Policy</p>	
<p>We have received and read the 'Guidelines for Visitors relating to a Fire, Health and Safety, and Safeguarding' booklet.</p>	
<p>We have an Fire Safety and Evacuation plan and/or I will follow the School's Fire Safety and Evacuation plan</p>	
<p>We are able to access more than one emergency contact number for each child.</p>	
<p>Staff/volunteers have undertaken appropriate First Aid Training and certificates are up to date (including Paediatric First aid, for children under 5 years of age).</p>	
<p>We are aware of any relevant medical concerns or allergies</p>	

Suitability of Staff

Action Point	Signed
<p>We have completed appropriate pre- and post-employment checks on staff and volunteers which includes an Enhanced DBS certificate, verification of identity, references and right to work.</p>	
<p>We undertake regular performance reviews to check the suitability and training requirements of staff and volunteers after their appointment.</p>	



Governance

Action Point	Signed
Our organisation has a Complaints policy/procedure in place	
Our organisation has an effective Whistleblowing Policy in place.	
Our organisation has a clear Staff Behaviour (or Code of conduct) in place	
A clear record of Safeguarding Training is maintained including a schedule of refresher training.	
A clear line of accountability for safeguarding which runs throughout our organisation, including at the most senior level	

Signed by Club Leader/Representative Date

Position/role within organisation

Signed by School Representative (HT or SLT)..... Date

Position/role within School