

Bishop Perrin Church of England Primary School

Extra-Curricular Clubs Policy

Non-Statutory Policy



Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.

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1 AIMS

At Bishop Perrin School, we aim to provide the opportunity for children to participate in a range of activities delivered by school staff and outside providers (who charge a fee for participation). We aim to give the children a wide variety of additional activities outside of formal classroom hours that are enjoyable and contribute positively to their personal and social development. In offering this range of activities the school is aligned with government thinking on extended school provision. The safeguarding, welfare and safety of all children attending extra-curricular clubs is paramount. After school clubs are **not** intended to be a form of child care.

In order to facilitate the safe and efficient running of the school's extra-curricular activities the school employs a dedicated Extra-Curricular Clubs Co-ordinator (ECCC). Our ECCC is: Mr Tom King.

2 ORGANISATION OF EXTRA-CURRICULAR ACTIVITIES

The Extra-Curricular Clubs Co-ordinator (ECCC) will:

- Prior to offering a club provider the opportunity to run their club at Bishop Perrin School, undertake telephone or written references with previous employers/other schools or organisations worked at to ensure suitability. Questions to ask referees will include:
 - 1) Is the external provider reliable and do they offer a club of consistent quality?
 - 2) Does the external provider follow your guidance for safeguarding and do they see safeguarding as a priority?
 - 3) Would you recommend the club provider to other schools?
 - 4) Have you had any issues with the external provider?
- Undertake a thorough induction with club providers to ensure they are fully aware of the school's safeguarding processes and procedures.
- Refresh safeguarding awareness at least annually with regular club providers
- Advertise the clubs in the newsletter.
- Provide a register to be completed in each week by the club provider
- Provide first aid cover for the duration of the club.
- Undertake regular "drop-ins" to observe extra-curricular clubs operating to ensure the school's safeguarding procedures are being adhered to
- Report any concerns regarding the conduct and behaviour of an extra-curricular club provider to the Headteacher and/or the School Business Manager
- Ensure all children are collected by parents/carers at the end of every session in line with the school policy.

- Liaise with organisations regarding school dates and inform them of any dates when the premises will not be available or children will be on a trip.
- Report to the Head/Deputy Headteacher any behaviour issues/concerns of children occurring during clubs and inform the parents of any incidences.
- Arrange for parents to be contacted either by email, phone or text message if a club has to be cancelled at short notice.

Places for extra-curricular clubs are allocated via the online booking system. Children are allocated one place at club in the first instance depending on the choices they have requested. If after the initial deadline for request for places at clubs there are vacancies, then there is scope for children to participate in additional clubs.

3 EXPECTATION OF CLUB LEADERS

We expect that everyone leading a club will:

- Have their own effective safeguarding policy that sets out the steps they take to keep children safe. The safeguarding policy should include what they will do when they work with children at Bishop Perrin School outside normal school hours and how they will liaise with the school and other agencies in the event of a safeguarding concern.
- Provide Bishop Perrin School with a paper copy of their Safeguarding Policy, which will be kept on file by the ECCC. The school should be provided with any revised or updated safeguarding policies as and when this happens
- Be committed to the safeguarding of Bishop Perrin School children and be aware of the school's child protection and GDPR procedures, including the use of mobile phones whilst on the school premises (which should not be accessed/used for the duration of a club), online safety procedures and know who to report any safeguarding concerns to
- To read, understand and adhere to the school's; [Extra-curricular Clubs Child Protection and Safeguarding Policy](#), Online Safety Policy, Staff Online Acceptable Use Policy (AUP), Behaviour Policy, Staff Code of Conduct and Data Protection
- For regular club providers, provide annual written confirmation and evidence that they continue to have up to date and robust safeguarding policies in place.
- Have robust recruitment procedures in place for tutors/coaches they employ, ensuring that they have undertaken the appropriate DBS check for the person working at Bishop Perrin School, as well as having photographic ID to ensure they are the person named on the DBS certificate and proof of address (by way of a bank statement or utility bill)
- Notify the school in advance of any changes to previously agreed staffing arrangements. The ECCC must be made aware of any new staff who will be involved in running a club prior to them starting work at Bishop Perrin School (see Point 1 below).
- Be vigilant about ensuring children's safety whilst under their supervision

- Take responsibility for ensuring high standards of behaviour of children in line with the school's Behaviour Policy and report any concerns about the behaviour of a child/ren to the ECCC
- Be mindful about the security of the school site
- Ensure any invoices associated with the running of their club are paid within the 30 day period of issue

Club leaders are also responsible for adhering to the following:

1. They must all hold a current DBS certificate which must be shown to ECCC, who will check it and provide the School Business Manager with the relevant details (disclosure number and date) which will be added to the school's Single Central Record. Additional information required includes a valid (in-date) form of photographic identification, for example a passport or driving license. This is to be completed before the coach/tutor delivers their first session. In the event of a relief coach running a club, the relief coach must bring with them their current DBS certificate and a valid photographic form of identification.
2. External organisations will hold their own public liability insurance, a copy of which must be supplied to the school.
3. Clubs must always start on time. It is the responsibility of the person leading the club to arrive at Bishop Perrin School before their club starts, be that before or after school, so that he/she can meet the children attending the club on their arrival. Clubs must finish at the correct time when children will either make their way to their classroom for a before-school club or be taken to the front entrance of the school for an after-school club, where the ECCC will wait with them until they are collected.
4. Club leaders are responsible for ensuring that the children attending their club are appropriately supervised throughout the session. They must remain with the pupils throughout the duration of the club. Pupils should only leave the place where the club is taking place to visit the toilet or to receive first aid. Where appropriate and depending on the age of the child, another child might accompany an injured child to the Medical Room for first aid. If first aid needs to be administered on the spot the ECCC must be summoned.
5. In the event of a club session being cancelled, club leaders are responsible for contacting the school at least twenty-four hours in advance so that parents can be informed.
6. Leaders will provide their own equipment unless an agreement has been made prior to the club starting that school equipment is to be used-a levy may be charged for the use of school equipment.
7. Ensure the room/space that has been used for the club is left tidy and clean
8. Keep an accurate register of attendance which will be provided by the school.

Club providers should be aware that the school will not be held responsible for the loss or damage of any equipment that they bring on to the school site. In the event of any deliberate or wilful damage by Bishop Perrin School pupils to equipment belonging to an extra-curricular club provider, the club leader should inform the ECCC as soon as possible.

Any breaches by extra-curricular club providers of the guidance and expectations laid out in the Bishop Perrin School Extra-Curricular Clubs Policy could result in the immediate cancellation of an extra-curricular club, with club providers being responsible for issuing parents of the cancelled club with refunds for any cancelled sessions.

4 FIRST AID

The ECCC (who will hold a current First Aid certificate) will be on the premises while clubs are taking place. Any accidents will be reported in the school accident book and the child's parents will be contacted if necessary or informed when the child is collected.

5 EXPECTATIONS OF PUPILS

- All pupils attending clubs will be expected to follow the school's "5 Bs" behaviour expectations. Behaviour expectations of children at extra-curricular clubs are the same as those operating during the school day.
- Pupils will remain in the room or area where the club is taking place at all times. The only time they will be allowed to leave the room will be to visit the toilet or in the event of requiring medical attention.
- Pupils may only leave the school site when their parent or carer arrives to collect them. Children in Years 5 and 6 may only walk home by themselves if the ECCC has been informed in writing.
- Once allocated a place in a club for which they have applied to join children will be expected to attend each session. If a child is at school but they are unable to stay for their club that afternoon then should inform the ECCC.
- A child's place at a club may be rescinded if they miss more than two consecutive sessions without an explanation, with the place being offered out to another child if there is a waiting list.

Pupils who are unwilling or unable to follow these expectations will no longer be permitted to attend the club.

6 EXPECTATIONS OF PARENTS/CARERS

- Parents should arrive at school promptly to collect their child at the advertised finish time for that club and wait outside the front entrance of the school. If a parent arrives more than ten minutes late to collect their child on more than two occasions their child may no longer be able to continue to attend that particular club.

- Parents of children in Years 5 and 6 must inform the school in writing if their child is to walk home by themselves.
- Parents must inform the school in writing/email or by phone if their child is to be collected by someone other than those who are listed as being authorised to do so.
- Parents must inform the school if they are having financial difficulty with paying for a club on time.
- Parents will make payments on time and as appropriate – details of payment methods will be provided in the school newsletter and/or via email.
- If payment for a club place has not been received in a timely manner, then children will not be able to attend the session and will need to be collected by their parent/carer. If a parent has had to be reminded by the school to make payment for a club, they will have a week's grace period to pay. If, after this time payment has still not been received, their child's place at the club will be cancelled and parents will owe the provider for the sessions that have attended.

7 REFUNDS

There will be no refund offered if a child misses sessions they have paid for except at the discretion of the club provider. If a child, having started and paid for a club, wishes to stop attending, a refund for the amount of remaining club sessions will only be made if there is another child wishing to join who can then fill that place.

8 MONITORING

This policy is reviewed by the School Business Team and ECCC in line with the school's policy review schedule. It is updated sooner if there is a change in guidance or best practice.

See Appendix 1 for the ECCC's Club Providers' Checklist to ensure all requirements detailed in this policy are adhered to.

Appendix 1-ECCC Club Providers' Checklist

Action Required	✓	Additional Comments
<p>For External Providers (EP) who are new to Bishop Perrin School, I have followed the school's guidelines for checking their suitability and have sought written and/or telephone references as appropriate. Questions to ask referees will include:</p> <p>1) Is the external provider reliable and do they offer a club of consistent quality? 2) Does the external provider follow your guidance for safeguarding and do they see safeguarding as a priority? 3) Would you recommend the club provider to other schools? 4) Have you had any issues with the external provider?</p>		
<p>I have undertaken an induction to make the EP aware of the school's expectations and safeguarding procedures</p>		
<p>I have made a note to update EPs annually on any changes to the school's safeguarding processes and procedures.</p>		
<p>Provided a register to be completed weekly by the EP</p>		
<p>Undertaken drop ins during sessions.</p>		
<p>Completed termly club analysis for the Headteacher/Inclusion Leader and PE Leader</p>		
<p>Instructed EPs to sign the extra curricular clubs policy and ensure that they have read, understood and will abide by the following documents:</p> <ul style="list-style-type: none"> • Extra-Curricular Clubs Child Protection and Safeguarding Policy • Staff Acceptable Use Policy (AUP) 		

<ul style="list-style-type: none"> • Behaviour Policy • Staff Code of Conduct • Data Protection Policy 		
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Documents Required	✓	Additional Comments
Signed Extra-Curricular Clubs Child Protection and Safeguarding Policy		
DBS certificate		
Photographic ID		
Proof of Address		
Public Liability Insurance		
Signed Lettings Policy and Agreement		
Signed External Agency Agreement		

Signed:
Date:

Appendix 2

Bishop Perrin School Extra-Curricular Clubs Child Protection and Safeguarding Policy

This policy outlines the key points to ensure the welfare and safeguarding of children attending after school activities at Bishop Perrin School. It has been designed to work alongside [Part 1 of Keeping Children Safe in Education](#) and the school's own Child Protection and Safeguarding Policy, Behaviour Policy, Staff Code of Conduct, Data Protection Policy and the Staff Online Acceptable Use Policy (AUP).

Dealing with a Disclosure

In the event that a child shares information with you (a disclosure) that concerns you with regards their safety or welfare, you have a responsibility to report this. During the course of the disclosure:

- Never promise confidentiality.
- If possible take notes during the disclosure, recording the child's actual words.
- Do not judge or appear to react dramatically to what you are being told.
- Be supportive of the child without making any promises or commitments.
- You may be asked to complete one of the school's official Safeguarding Concern Forms, which should be completed with as much detail as possible.

If you think that the nature of the disclosure is significant and serious and needs to be reported immediately, make arrangements to get another adult, such as the Extra-Curricular Clubs Coordinator (ECCC), to supervise your club so you can escalate the disclosure.

Reporting a Concern

Any concern, however small, regarding the wellbeing of a child should be reported to the school's **DSL (Designated Safeguarding Lead)**. If the DSL is not available please see the **Deputy DSL (DDSL)** and if they are not available, the **ECCC**.

- At Bishop Perrin School:
 - ✓ The **DSL** is the Mary McAvoy
 - ✓ The **DDSL** is the Interim Headteacher, Rachael Macklearn
 - ✓ The **ECCC** is Thomas King
- Safeguarding concerns should be recorded on the school's **blue safeguarding concern form**. Please see the ECCC to obtain a copy of a blue safeguarding form, which should be completed as soon as possible in the event of a concern or a disclosure. Recording the details of a concern/disclosure on a blue safeguarding concern form must be done before leaving Bishop Perrin School. If this is not possible, it is essential that you liaise directly with the ECCC.
- Blue safeguarding concern forms need to be completed as accurately as possible and be factually correct, as they could be used as evidence if the disclosure is escalated.
- If a concern is regarding a member of staff or an adult on site, please speak to the Headteacher. If the concern is about the conduct of the Headteacher, please

contact the school's Chair of Governors. Contact details for the Chair of Governors can be obtained from the School Office.

- Any reported/recorded concerns **MUST** be kept confidential and not shared with anyone other than those who directly involved with reporting the concern.

Types of Abuse

Always be aware of the following types of abuse and be on the lookout for signs of neglect. Any concerns, please report them to the DSL, DDSL or the ECCC.

Abuse can be defined as; a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. Abuse can be online or offline or both. Children may be abused by an adult or adults or by another child or children.

The four main types of abuse are:

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- **Emotional abuse:** persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve bullying, exposure to adult themes or expectations beyond their development and/or causing a sense of worthlessness. It could also include overprotection or preventing normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, such as involving children in looking at imagery or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and offline. Sexual abuse can be perpetrated by men or women, adults or children.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Pupil Behaviour and Physical Contact

Bishop Perrin School has high expectations regarding the behaviour of its pupils at all times of the day when they are on the school site, for both normal school hours and any extra-curricular clubs. We ask that club providers support the school in maintaining these high standards of behaviour, in line with the school's Behaviour Policy. When running an extra-curricular club at Bishop Perrin School, please:

- Set clear and high expectations for good behaviour from the start. Promote positive examples of behaviour and challenge poor or unsafe behaviour.
- Be consistent with your behaviour management approach at all times.
- Be vigilant throughout the duration of your club to ensure positive pupil relationships.
- In the event of significantly poor behaviour by a pupil during the course of your club, please send a pupil to get the ECCC so the behaviour of the child can be dealt with.
- Club providers should avoid physical contact with pupils unless it is required to help and support the pupil as part of the club activities (for example, supporting a child with a gymnastic technique).
- In the rare event that a club provider needs to use physical contact due to the behaviour of a child, it should be proportionate and can be justified if:
 - ✓ The pupil is being a danger to themselves that could lead to injury
 - ✓ The pupil is being a danger to other pupils/adults that could lead to injury
 - ✓ The pupil's behaviour could lead to the damage of property
- Club leaders are not expected to put themselves in danger or harm and should risk assess the situation. If it is safer to remove all the other pupils from the vicinity of a disruptive pupil, then this should be done rather than putting themselves or other pupils at risk of harm.
- Club leaders should report to the ECCC any pupil who has displayed persistent, low-level disruption during a club session, despite being given warnings to improve their behaviour.
- Any incidents of poor behaviour should be reported to the ECCC, along with any concerns regarding the behaviour of pupils at a club.

Adult Behaviour and Conduct

- Bishop Perrin School is a school that values kindness and treating each other the way we would like to be treated ourselves. We ask that club providers support the school's values and ethos whilst on site.
- The ECCC, as part of their role, will make unannounced drop-ins whilst clubs are being run.
- Adults must follow the school's Staff Code of Conduct and the Staff Online AUP. Any concerns regarding the behaviour and conduct of club providers could result in a referral being made by the school to the Local Authority's Designated Officer (LADO)
- Adults must act as positive role models at all times with regards their language, behaviour and conduct in front of children.

- Club providers should avoid compromising themselves by being on their own with a pupil. If this unlikely circumstance occurs, please inform the ECCC or the School Office to help relocate the club to a communal area.
- Club providers should not access their mobile phones during their club for either making phone calls or for texting.
- Under no circumstances should photos or videos be taken of Bishop Perrin School pupils on personal mobile phones.
- Club providers must abide by the data protection protocols. Any clarification regarding the school's data protection protocols should be sought from the ECCC.

First Aid and Safe Dismissal at the End of a Club

- The ECCC is a trained first aider and is on duty during extra-curricular clubs to deal with first aid issues.
- The ECCC will help to safely dismiss children at the end of a club to their designated adult who is collecting them.
- In the unlikely event that the ECCC is not available, please seek the assistance of another member of Bishop Perrin School staff to assist with the dismissal of children at the end of a club. If there are any concerns regarding the collection arrangements for a child, please do not release the child and follow the instructions of the member of staff helping with the dismissal.

Further Key Points

It is essential that **everybody** working in a school understands their safeguarding responsibilities. The guidance below is taken from [Keeping Children Safe in Education](#) and for the purpose of a definition, a child is anyone who is under the age of 18 years.

- Working at Bishop Perrin School, we acknowledge and understand that safeguarding and promoting the welfare of children is **everyone's** responsibility. We all play a role and should consider, at all times, what is in the **best interests of the child**.
- Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:
 - protecting children from maltreatment
 - preventing the impairment of children's mental and physical health or development
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
 - taking action to enable all children to have the best outcomes.
- All staff have responsibility to **provide a safe environment** in which children can learn.
- Any staff member who has **any concerns** about a child's welfare should take appropriate action by informing the **DSL (Designated Safeguarding lead)** or in their absence, the **ECCC (Extra-Curricular Clubs Coordinator)**.

- All staff should be prepared to listen to a child and know what to do if a child tells them they are being abused, exploited, or neglected, involving only those who need to be involved, such as the DSL, DDSL or the ECCC and, if required, the Local Authority's Social Services.
- **Staff should never promise a child that they will not tell anyone about a report of any form of abuse**, as this may ultimately not be in the best interests of the child. All staff should be prepared to reassure victims.
- All staff should be aware of indicators of abuse and neglect, understanding that children can be at risk of harm inside and outside of the school, inside and outside of home and online.

Thank you for your support for keeping children safe at Bishop Perrin School. If you are in any doubt about the content of this document or any of the school's policies and procedures regarding safeguarding and adult conduct, please do not hesitate to speak to the ECCC.

Declaration

I have read the Bishop Perrin School Extra-Curricular Clubs Child Protection and Safeguarding Policy and agree to follow its guidance to help protect the wellbeing and safety of the pupils of Bishop Perrin School.

I understand that it is my duty to provide a safe environment for the children attending my club. I acknowledge that safeguarding is everybody's responsibility and will pass on any concerns I have to the Designated Safeguarding Lead or the Extra-Curricular Clubs Coordinator.

X

Signature
Print Name

Date: _____