

# 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.*

<b>Author</b>	SLT
<b>Date Ratified</b>	July 2024
<b>Ratification Level</b>	SLT
<b>Frequency of Renewal</b>	Every 3 years
<b>Policy Renewal Date</b>	July 2027

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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 organisation and management is overseen by the school's Marketing and Admissions Officer (MAO), and supervision of clubs is overseen by the Extra-curricular Clubs Supervisor (ECCS).

## 2 ORGANISATION OF EXTRA-CURRICULAR ACTIVITIES

The Marketing and Admissions Officer will:

- Share the Lettings policy and Extra-curricular Club policy with potential providers and ensure the policy is adhered to
- 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 (see appendix 1)
- Advertise the clubs in the newsletter
- Prior to the first club, undertake a thorough induction with club providers to ensure they are fully aware of the school's safeguarding processes and procedures and complete checklist of requirements (see appendix 2). Induction includes safeguarding briefing, fire evacuation procedures and first aid arrangements
- Provide a register to each club provider to be completed each week
- Provide the ECCS with the going home sheets
- 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
- Arrange for parents to be contacted either by email, phone or text message if a club has to be cancelled at short notice
- Respond to parent feedback about clubs
- For returning providers, ensure all documentation has been reviewed and checked for the new year

The Extra-curricular Clubs Supervisor will:

- 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 and children’s behaviour meets expectations
- Report any concerns regarding the conduct and behaviour of an extra-curricular club provider to the Headteacher and/or the Marketing and Admissions Officer
- Report to the Head / Deputy Headteacher any behaviour issues/concerns of children occurring during clubs and inform the parents of any incidences.
- Ensure all children are collected by parents/carers at the end of every session in line with the school policy

Places for extra-curricular clubs are allocated via the online booking system. Children are allocated one place at a 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 PROVIDERS**

We expect that everyone leading a club will follow the terms and conditions set out in the school’s letting policy and in this policy. In addition to this we expect they will:

- Have their own robust safeguarding policy and procedures in place, including up-to-date enhanced DBS and barred-list checks
- Ensure they have robust safer recruitment procedures in place, including staff declarations of disqualification under the childcare act 2006
- Ensure their staff have up-to-date safeguarding training
- Be committed to the safeguarding of Bishop Perrin School children and read, understand and adhere to the school’s; Online Safety Policy, Fire Safety Management policy; Staff Online Acceptable Use Policy (AUP), Behaviour Policy, Staff Code of Conduct and Data Protection
- Notify the school in advance of any changes to previously agreed staffing arrangements. The Marketing and Admissions Officer 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.
- 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 ECCS
- 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
- Ensure clubs 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.
- Ensure clubs 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 ECC supervisor will wait with them until they are collected.

- Be 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 ECC supervisor must be summoned.
- 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.
- 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.
- Keep an accurate register of attendance which will be provided by the school.

We request that providers will consider offering one free place to the school in their club. This would be offered to a child who may otherwise be able to attend. This is in keeping with the school's ethos of inclusion and helps us to ensure no child misses out.

In addition to the Lettings and equipment hire fee/s, external organisations for clubs will pay a termly administration fee of £10 which covers: advertising the club and organising it to fit in with the school club timetable; providing a register for the term; providing first aid cover and taking care of any children who are injured or feel unwell while the club is running; seeing the children out at the end of each session; contacting parents if the club has to be cancelled for any reason and organising another date on which that club can be held.

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 ECC supervisor 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 SAFEGUARDING**

All external club providers must have their own safeguarding policies, including safer recruitment practices, as per the condition of the lettings policy.

In addition, this section 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 during a club**

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

Any disclosure needs to be reported immediately, make arrangements to get another adult, such as the Extra-Curricular Clubs supervisor, to supervise your club so you can escalate the disclosure.

### **Reporting a Concern**

- Any concern, however small, regarding the wellbeing of a child must be reported to the school's **DSL (Designated Safeguarding Lead)** before leaving Bishop Perrin School that day. If the DSL is not available, please see the **Deputy DSL (DDSL)** and if they are not available, the **ECC supervisor or a member of staff** who can assist them in recording the incident on the school's CPOMS system.
- At Bishop Perrin School:
  - ✓ The **DSL** is the Mary McAvoy
  - ✓ The **DDSL** is the Interim Headteacher, Rachael Macklearn
  - ✓ The **ECC supervisor** is Victoria Phelan
- 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.

## **4 FIRST AID**

The ECC Supervisor will be the first aider on site while clubs are taking place. Any accidents will be reported on Medical Tracker 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 ECC supervisor has been informed in writing and they are on the 'walkers' list.
- 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 Marketing and Admissions Officer of the ECC Supervisor.
- 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 Marketing and Admissions Officer and ECC supervisor 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 2 for the Extra-curricular club providers' checklist to ensure all requirements detailed in this policy are adhered to.



## Bishop Perrin C of E School Standard Reference Request Form for Club Providers

Club provider:

**Employment Details:** Please confirm dates the applicant was at your organisation:

From:

To:

### **Attendance and Timekeeping**

Please comment on the applicant's timekeeping and attendance record whilst employed by you.

### **Roles involving work with children, young people and/or vulnerable adults**

This role involves working with children, young people and/or vulnerable adults.

- a) Please give details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children, young people and/or vulnerable adults, including any in which the disciplinary sanction has expired and the outcome of those.
  
- a) Please give details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children, young people and/or vulnerable adults or behaviour towards them, and the outcome of those concerns eg whether the allegations or concern was investigated, the conclusion reached and how the matter was resolved.
  
- b) Are you completely satisfied that the candidate is suitable to work with children, young people and/or vulnerable adults?  
Please ring as appropriate: YES / NO

If "NO", please provide specific details of your concerns and the reasons why you believe the person might be unsuitable.

***Other Detail***

Has the applicant been the subject of any of your organisations and/or a relevant professional association's formal disciplinary, capability, unsatisfactory performance or other such procedures, which have not been expunged from the record?

Please ring as appropriate: YES / NO

If yes, please comment:

Did the applicant leave of his/her own accord or was he/she dismissed?

Please comment:

Would you re-employ the services of the applicant? YES / NO

Would you recommend the club provider to other schools? YES / NO

If not, please comment:

Are you aware of any reason why the applicant might not be suitable for their club to be hosted at our school? YES / NO

Please comment:

Name:

Job Title:

Organisation:

Telephone Number:

Signature:

Date:

## Appendix 2 - Club Provider Recruitment Checklist

<b>Action Required</b>	✓	<b>Additional Comments</b>
<p>I have followed the school's letting's policy and extra-curricular clubs policy:</p> <ul style="list-style-type: none"> <li>• Received a complete Club provider's Hire Request form</li> <li>• Obtained a copy of their safeguarding policy</li> <li>• Seen their DBS and verified it with ID</li> <li>• Sought 2 x written and/or telephone references as appropriate (see appendix 1)</li> <li>• Seen proof of their public liability insurance</li> <li>• Shared this information with the headteacher for authorisation of lettings</li> <li>• Shared the confirmation letter with the provider</li> <li>• Shared the following documents with the provider:               <ul style="list-style-type: none"> <li>• Staff Acceptable Use Policy (AUP)</li> <li>• Behaviour Policy</li> <li>• Staff Code of Conduct</li> <li>• Data Protection Policy</li> <li>• Fire Safety Management policy</li> </ul> </li> <li>• Received signed declaration from the provider that they have read and understood these policies and the Extra-curricular clubs policy (see appendix 3)</li> </ul>		
<p>Before the first club, 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>Completed termly club analysis for the Headteacher/Inclusion Leader and PE Leader</p>		
<p>For returning providers, providers have signed to declare they continue to have robust and up-to-date safeguarding procedures in place</p>		

## Appendix 5

### Declaration

**I have read the Bishop Perrin School Extra-Curricular Clubs Policy; Staff Acceptable Use Policy (AUP); Clubs Behaviour Policy; Staff Code of Conduct; Data Protection Policy; and Fire Safety Management policy.**

**I / We agree to follow its guidance to help protect the wellbeing and safety of the pupils of Bishop Perrin School.**

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

**X**

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Signature  
Print Name

**Date:** \_\_\_\_\_