

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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CONTENTS

1. [Aims](#)
2. [Organisation of extra-curricular activities](#)
3. [Expectation of club leaders](#)
4. [First-aid](#)
5. [Expectation of pupils](#)
6. [Expectation of parents/carers](#)
7. [Refunds](#)
8. [Monitoring](#)

1 AIMS

At Bishop Perrin, 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, both during the lunch break and after school, 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 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.

2 ORGANISATION OF EXTRA-CURRICULAR ACTIVITIES

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

- Advertise the club in the newsletter.
- Provide a register to be filled in each week.
- Provide first aid cover for the duration of the club.
- Ensure all children are collected at the end of every session in line with the school policy.
- Liaise with organisations re 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 serious behaviour issues 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:

- Be committed to the safeguarding of children and aware of child protection procedures.
- be vigilant about ensuring children's safety.
- be mindful about the security of the school site.
- take responsibility for ensuring high standards of behaviour in line with our School Behaviour Charter.

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) to be added to the school's Single Central Record. Additional information required includes a valid (in-date) form of photographic identification (details to be taken e.g. DL Number/Passport Number) This is to be completed before the coach/tutor deliver's their first session. In the event of a relief coach taking the club they 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 school before 3.15pm so that he/she can meet the children attending the club as soon as school ends. Clubs must also finish at the correct time when children will be taken to the front entrance of the school where the ECCC will wait with them until they are collected.
4. Club leaders are responsible for ensuring that the children 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. They will leave the area they have used as it was when they arrived.
8. They will keep an accurate register of attendance provided by the school.
9. They will report any incidences of unacceptable behaviour to the ECCC.

4 FIRST AID

The ECCC (who will hold a current First Aid certificate) will be on the premises while the activity is 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 Behaviour Charter. Behaviour expectations 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 when they will behave sensibly and return to their club as quickly as possible.
- Pupils may only leave the school site when their parent or carer arrives to collect them. Children 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 for some reason a child is at school but they are unable to stay to the club that afternoon they must find the club leader and explain why they will not be there. If two sessions are missed without an explanation then that child's place will be allocated to another child.

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 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 will make payments on time and as appropriate – details of payment methods will be provided in the school newsletter.

7 REFUNDS

There will be no refund offered if a child misses sessions they have paid for except at the discretion of the organiser of that activity. If a child, having started and paid for a club, wishes to stop they will only receive money back 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 in line with the school's policy review schedule. It is updated sooner if there is a change in guidance or best practice.