



Moorlands Primary School
High Expectations, High Achievements, Challenge and Enjoyment for All

After School Club policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
B Freeman	June 2019	June 2021	
B Freeman	June 2021	June 2023	July 2021
B Freeman	June 2023	June 2025	July 23

After school clubs promote further development of a child's education. Staff, who chose to run a club, in their own spare time 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, external providers and independent clubs. After school clubs must follow the normal safeguarding policies used in school hours that are in place at Moorlands Primary School. (Please see safeguarding policy)

Policy Aims

By encouraging extra-curricular activities, we intend to:

- ☐ enable children to experience different activities
- ☐ provide opportunities for fun and enjoyment through a range of activities
- ☐ extended learning through particular activity area
- ☐ encourage children to work together cooperatively and across age groups

After school club procedures

A letter will be emailed home to all parents, clearly stating the clubs on offer. The date of this letter being sent home will be advertised on the newsletter. Once parents/Carers have received the letter they will have several days before ParentPay is open, where parents can book onto the clubs. ParentPay will open at 5pm. If a Parent/Carer pays for a club, they have reserved a place on the club. When the club becomes full, Parents will no longer be able to pay for the club. Once the club is full, a child's name can be added to the waiting list. This can be done by filling in the letter originally sent home. If places come available, places will be offered to children on the waiting list on a first come first served basis.

After school clubs usually run from 3.20/25pm to 4.30pm but times may vary. Any messages related to planned absences from the after-school club must be left at the school office.

The adult responsible for the club must check each session that the child has the necessary medication before beginning the club e.g. an inhaler. If a child is feeling unwell, then a phone call to their Parent/Carer will be made for the child to be collected ASAP.

Clubs will normally run for the duration of a term at a time, although this may vary depending on the provider.

A register will be kept by the club deliverer and should be taken at each session. This register is sent back to the school office. Where a child is absent without an explanation, a phone call home is required so that the whereabouts of the child and their safety is established. The coach will keep the lanyard with a copy of the register on. This list also includes exit collection information.

Procedures for coaches

Collect a club register on entering the building.

Once the register is taken, keep the register on the lanyard, which has the going home arrangements on, keep it during the session and return to the office when leaving

Take a walkie talkie from the reprographics room. Please make sure it is on from the start of the session.

After the club, only allow children to walk home if permission has been given.

Kits must be placed in the boxes located in the shared area.

A copy of the register should also be kept by the school office.

The adult responsible for the club must ensure that all pupils are collected by the designated adult/carer or that alternative arrangements e.g. Y5 and Y6 pupils walking home, have been agreed in writing.

Parents/Carers will be required to sign the signing out register at the end of the session.

Cancelled session

In the event of a session being cancelled the provider should inform the school as soon as possible.

Where practical the school should contact Parents/Carers by phone.

Children attending a club, which is cancelled on the day, should be registered as a group as normal. They should be kept on school site by the school appointed adult until collected by a Parent/Carer.

Off school site activity

Parents/Carers will have to arrange transport to the venue unless the club are walking in a group and then the school's policy and risk assessment for walks within the local area would need to be consulted. If this was to take place the correct ratio for children to adults is required. This can be discussed with the schools EVC co-ordinator- Becky Freeman.

Off school site activity: Emergencies

There may be occasions where a child requires transport in an emergency situation. Such circumstances must always be recorded and reported to the head teacher and the Parent/Carer.

Club numbers

Suitable ratios of adults to children should be maintained by the adult responsible for the club. From a learning perspective, the University of the First Age has reported that 15 to 20 pupils per adult is the largest optimum group size in extended learning activities. Further guidelines regarding specific sports can be obtained from the appropriate governing body of sport. Any Parent/Carers supporting the delivery of this club must have an up to date DBS check.

Payment

The Governing body has agreed that most clubs should be charged at £3 per week. Some clubs charge more as the coaches for these activities charge more per hours. Examples of these clubs are Lego and Drama.

Child protection

It is the school's responsibility to ensure third party providers have a child protection policy or are prepared to adopt the school's policy. Providers should contact the headteacher in the event of a disclosure. All activity leaders should have a current DBS certificate.

The school should make clear to 3rd party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. The school has responsibility to assess the competence of the 3rd party provider/volunteer to establish a suitable level of supervision. All coaches to undertake an induction with the SMT.

Insurance

All 3rd party providers offering activities must provide a copy of their public liability insurance and their employer liability insurance.

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

First Aid

Should a child injure themselves or become unwell, the coaches will assess the situation to determine if first aid is needed. Coaches should radio if first aid is needed. Children may be asked to come to the office, if appropriate, to have first aid administered. The child must not be allowed to go into the school to look for a first aider unless that has been arranged over the radio. An accident form should be completed by a first aider, for all accidents and any bumps to heads, a slip will be filled in and given to Parents/Carers on collection. The coach will tell Parents/Carers on collection if the child has required first aid during the club session.

Behaviour

The school's behaviour policy still applies during after school club time.

Whilst attending clubs children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club
- Be respectful of other club members and staff

Positive behaviour is encouraged by:

• Staff acting as positive role models. • Praising appropriate behaviour. • Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If unacceptable behaviour continues the child will be removed from the club until the end of the session. Three chances will be given before the child is permanently removed from the club. If this occurs, no refund will be given.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

In most cases a warning letter will be sent to parents if there is unacceptable behaviour. (see appendix)



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Dear

As you are aware ***** behaviour at our one of our after-school club has not been acceptable. He has been ***** and has caused disruption during the activities and whilst getting changed for the club. This has meant other children have not been able to enjoy the club and safety, in some cases, has been compromised.

***** has been spoken to by several members of staff on numerous occasions, however his behaviour has not improved. The school's high standards of behaviour are expected by all children, both in school time and during after school clubs.

It has been decided that if *****behaviour continues to be unacceptable in future clubs, the coach will call for a member of the Senior Management Team, and *****will be asked to sit out of the remained of the club session.

***** will be given 3 chances to improve his behaviour at after school clubs, after which he will not be allowed to attend further club sessions and no refund will be given.

We just wanted to make you aware of this disruptive nature of *****behaviour and would be most grateful if you could discuss this behaviour with him to make sure, it does not happen again.

Best wishes

Mrs Freeman

Deputy Headteacher