



Policy status

title:	Before and after school activities policy		
status:	Approved		
owner:	Head Teacher		
nominated governor:	Paul Matthews		
release date:	June 2020	Valid until:	September 2021
Head teacher (signature if required):		Date:	
Chair of governing body (signature if required):		Date:	

Preshute Primary School is committed to offering a comprehensive range and varied range of quality out of school activities before and after school.

Supervised Activities and Clubs

This policy covers supervised activities and clubs which the school provides.

The list of activities, fees and times is made available to all parents each term by email (ParentMail) and on the school website. Hard copies listing the activities offered are made available outside the school office.

All activities take place on the school premises, although there may be occasions when they occur outside the school. Parents will be informed and permission sought when this is necessary.

The school is committed to safeguarding and promoting the welfare of children and young people. All our staff, working with children and young people – including our club providers and volunteers - are expected to share a commitment to this. All club providers and volunteers are appropriately vetted for safeguarding purposes.

Clubs and activities may be run by school staff or specialist external coaches. In the latter case, visiting external club providers will be subject to appropriate clearance procedures (including DBS checks) in accordance with our child safeguarding

responsibilities; have appropriate qualifications and public liability insurance before being given authority by the school to provide the activity.

Most activities take place directly after school. Occasionally there may be activities during the lunch hour – eg sewing club.

Staff running clubs (including external club providers) remain responsible for the children attending the activity until they are collected by a parent or a named adult. Unless specific arrangements are made in writing by the parent with the school, their child will not be allowed to wait outside the school unsupervised before collection by their parent or a named adult, or allowed to leave the school premises.

If a parent delegates responsibility for collecting their child to another adult or wants their child to walk home unsupervised then they must put this in writing. Otherwise, under no circumstances will children be sent home with an unauthorised adult, or allowed to leave the school premises.

Children may go on to Fun Club from other after school clubs, if agreed by the parent with the school (see below for Fun Club arrangements). The school will arrange for relevant children to be escorted from the school clubs to Fun Club by a member of staff or club provider.

Health and Safety

The school will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised. The Health and Safety Policy outlines the steps that will be taken and the procedures that operate. Staff are trained to have an understanding of health and safety requirements. All staff, including external club providers, are expected to be familiar with the school's Health and Safety Policy and other key school policies, including those relating to safeguarding and child protection and to behaviour. A list of policies is provided to all staff to read and then sign to confirm that they have read and understood them.

Risk assessments are conducted as detailed in the Health and Safety Policy. Fire safety procedures are detailed in the Health and Safety Policy and related policies. Staff working in the kitchen area are required to have attended a Food Hygiene course and are expected to comply with current Food Hygiene regulations.

It is also essential that all staff are familiar with the Security Policy, Emergency Plan and Lockdown Policy.

First Aid

All accidents will be recorded in the school accident book, accurately reported to the parent/carer upon collection.

All incidents will be dealt with by a qualified first aider.

First Aid boxes complying with the Health and Safety (First Aid) Regulations are located in each classroom and also in the kitchen and the staff room. First aid 'bum bags' are also kept in the office. The contents of all first aid kits are checked frequently, and replaced as necessary, by a designated member of staff in accordance with the Health and Safety Policy. They are all available to clubs at all times.

First aid training has been undertaken by at least one member of staff at Early Bird Club and at Fun Club (who is therefore on site during any before or after school activity). Some of our external club providers may also be first aid trained.

Children who are unwell or who have infectious diseases – and who would not be expected to attend school because of their medical condition (for example, children suffering gastroenteritis are not expected to attend school until 48 hours after the last episode of vomiting or diarrhoea (whichever is later) – should not attend any before or after-school activity. This does not limit the commitment of the school to ensure that children with medical conditions are supported to enable the fullest participation reasonably possible in all aspects of school life (see Supporting Pupils at School with Medical Conditions and Medicines Policy).

If a child becomes unwell during before or after school activity, parents will be notified.

If a child is sent home during school hours for any reason, any relevant after school club will be informed of their absence.

Food and Drink

Fresh drinking water is available to children at all times.

Note: Preshute Primary School is a nut-free school. Parents should not provide snacks to children which contain nuts.

Equal Opportunities

The school has adopted a number of policies to ensure that its procedures are consistent with current equal opportunities legislation. These include the Supporting Pupils at School with Medical Conditions and Medicines Policy, the Accessibility Plan and Equality Information Statement.

Special Needs

The school's SEND (Special Educational Needs and Disability) Policy outlines the special needs provision relating to all activities.

Behaviour

While attending clubs and activities at school, pupils are expected to use socially acceptable behaviour, based on the school's "Golden Rules", to respect one another and be accepting of difference. Behaviour management procedures are detailed in the school's Behaviour Policy.

If after consultation with parents and the implementation of behaviour management strategies (as detailed in the Behaviour Policy) a child continues to display inappropriate behaviour, a club may decide to exclude a child after consultation with the Head Teacher. The reasons and processes involved will be clearly explained to the child and their parent/carer.

There is a separate Anti-Bullying Policy (“Management of Bullying Policy”) (including a “child-friendly” version).

Child Protection

A separate Safeguarding and Child Protection Policy details the school’s policy and procedures. There is also guidance on physical contact with children in the Behaviour Policy (Pupils), Intimate Care Policy and Staff Behaviour Policy.

Confidentiality

Preshute Primary School has a Data Protection Policy and has adopted the Freedom of Information Model Publication Scheme. Together, these policies ensure that information – including personal information – is only collected, stored and/or shared with third parties in accordance with current legislation.

Admissions and Registration for the Clubs

Only pupils attending Preshute Primary School are eligible to attend before and after school activities (including Early Bird and Fun Club).

Parents are required to register for use of before and after school activities, including the Early Bird Club/Fun Club. The registration process must be completed before the child begins attending any club.

A register will be maintained of both staff and children in attendance at all clubs.

All places are subject to availability.

Out of Hours Childcare

Early Bird and Fun Club

The school provides out-of-hours childcare for our pupils in the form of:

- Early Bird Club (before school); and
- Fun Club (after school).

Current costs for each session can be obtained from the school office, the school website and from Early Bird/Fun Club staff.

Parents wishing to use Early Bird/Fun Club for their child should first complete a booking request (either by completing a hard copy form or by emailing Bookings@preshute.wilts.sch.uk) for each pupil attending, and sign the Fun Club/Early Bird contract.

All relevant forms are available from the school office, the school website and from Early Bird/Fun Club staff.

It is recognised that, occasionally, circumstances arise when a parent or carer may need to make a booking request for Early Bird or Fun Club for their child at short notice by telephone or in person to the school office. Any such request will be accepted at the discretion of the Club Coordinator, and in any event, will be dependent on availability.

Early Bird Club

Early Bird Club currently operates from 8.00am to 8.45am.

Parents/carers are required to bring their child directly to Early Bird Club. You should enter the school via the main entrance by ringing the doorbell which will alert staff to your arrival.

Fun Club

Fun Club currently operates from:

- 3.00pm to 6.00pm Monday to Thursday; and
- 3.00pm to 5.15pm on Fridays.

On Monday-Thursday sessions either a 3.00pm-6.00pm session can be booked or a (shorter) 3.00pm to 5.15pm session. Please contact the school office or consult the school website or Fun Club staff for current rates for the respective sessions.

When a child is collected at the end of, or during, a session, they must be signed out by a parent/carers or other named collector, and the time recorded. The parent/carers/named collector must inform a member of staff that they are collecting and signing out a child.

Early Bird/Fun Club Staff

Early Bird/Fun Club is run by employees of the school, at least one of whom will have the necessary qualifications and experience (min NVQ level 2, Food Hygiene Certificate and First Aid qualifications). They are covered by the school policies that include child behaviour management, child protection, administering medicines, equal opportunities, safe use of the internet, health and safety and are subject to the school's complaints procedures. All Early Bird and Fun Club staff are subject to appropriate clearance procedures (including DBS checks) in accordance with our child safeguarding responsibilities. In many instances, Early Bird and Fun Club staff will already be employed by the school as teaching assistants and midday supervisory assistants. Staffing may include volunteers, provided there are two members of the school staff in attendance. Any such volunteers to Preshute Primary School who may be working with or around children are subject to the same vetting procedures as for paid members of staff. Work experience students will be subject to separate individual risk assessments, and will never be left unattended by a member of staff.

All staff employed to assist the Early Bird/Fun Club leader are directly supervised by the Club Co-ordinator. The Club Co-ordinator ensures that all staff are deployed effectively within the premises to ensure the safety, welfare and development of children.

Staffing Ratios at the Early Bird/Fun Club

Early Bird and Fun Club maintain a minimum staffing ratio of 1:10 for children. A minimum of two members of staff are required for the club to run.

Ratios for outings should comply with the school's usual procedures (see Education Visits Policy).

Early Bird/Fun Club Activities

Activities undertaken by the Early Bird/Fun Club will present children with a range of play opportunities as well as providing children with resources which are appropriate to the interests and ages of the children attending.

Booking Procedure

Parents must book places at Early Bird/Fun Club in advance so that we can ensure the correct level of supervision is available. Bookings will only be accepted with payment. Places may be cancelled 48 hours in advance with no penalty. No refund will be made for places cancelled with less than 48 hours' notice.

A snack and drink are served during Fun Club. Where food is provided, parents are asked to inform the school of any special dietary requirements, preferences or food allergies the child may have.