

Whitwick St John the Baptist CE Primary School

Afterschool Clubs Policy

Agreed by Staff: **December 2024**

Agreed by Governors: **December 2024**

Signed (Chair): _____ Date: _____

Statement

After school clubs promote further development of a child's education. Staff who choose to run a club do so in their own spare time. Staff will follow the set procedure in this policy to offer the best learning experience outside of school hours.

There are many sports, physical and extra curricula 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. After school clubs will follow the normal safeguarding procedures used in school hours that are in place at Whitwick St John the Baptist CE Primary School.

Procedures

After school clubs usually run from 3.05pm - 4.15pm.

Permission slips must be completed prior to any child attending a club. This usually includes information about collection of the child. The adult responsible for the club must check that children have any medication as required e.g. inhaler. If a child feels unwell, then the parent/carer must be contacted.

Letters will be sent out to advertise after school clubs and will inform parents/carers of the clubs duration.

A register will be kept by the adult responsible and should be taken at every session. Where a child is absent without explanation then a phone call home is required so that the whereabouts of the child and their safety is established. Copies of the registers should be kept in the school office.

Please refer to the Non Collection of a Child Policy for information regarding the correct procedure to be followed if a child is not collected. This policy also includes information with regards to lost children.

Cancelled Sessions

In the event of an after school club being cancelled, the school will inform parents/carers as soon as possible. This will usually be done by sending a text message to the number one priority contact.

Expectations

All responsible adults should ensure they are fully aware of:

- Fire procedures
- First aid arrangements
- Safeguarding procedures

Insurance

If the school invites 3rd parties to run an after school club then a copy of their public liability insurance will be requested.



Procedures for After-School Sporting Clubs and Events

Clubs

- Ensure you keep a register of the children who attend your club.
- Ensure a copy of your after-school club register is given to the School Office and Rockhopper Club.
- Make sure any 'club' and 'sporting team' letters have been checked for accuracy by a colleague.
- If a child/children does not come to your club, then send a runner to the School Office so that they can telephone the child's contact and ascertain the child's whereabouts.
- If a child, who is on your after-school club's register, comes to you during the school day and informs you that they will not be attending the club, then send them to the School Office so the office staff can telephone the child's contact and confirm their non-attendance.
- After-School Clubs will finish at 4:15.
- Children are to be collected from the School Office after the club has finished. If a child is not collected, then telephone their contacts.
- If your after-school club is on the field, then take a first aid kit with you.
- Inhalers must be brought to the club. Class teachers to inform if special medical arrangements are required.

Events

- Ensure you have 'business use' car insurance before transporting children in your own vehicle.
- There must be two adults in a vehicle when transporting children. The children are to sit in the rear seats.
- Children under 4 feet 4 inches (135cm) should have a booster seat (in PPA Room). Seat belts should be worn at all times.
- If parents provide transport for other children, then this must be their decision and the school does not involve itself in this decision-making.
- Ensure your letter's reply slips have an emergency contact telephone number for the children.
- Provide the School Office with a list of the children who will be off school premises when attending events during the school day.
- Ensure the School Kitchen has been informed of the number of pack lunches you require for any children who are FSM (if necessary) in advance of the sporting event.