



Curriculum, Staffing & Pupils

Chair of Committee _____

Review Date _____

Signed by _____

Date _____



ORCHARD PRIMARY SCHOOL

Extra- Curricular Activities Policy

Extra-Curricular Activities Policy

Policy Statement

Children have a core entitlement in terms of the curriculum. Wherever possible we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs — all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

The Aims of the Policy

By encouraging extra-curricular activities, we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life
- Enable children to have fun and enjoy a broad range of activities
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encourage children to develop friendships between age groups, and work together co-operatively
- Make an active contribution to the school through their participation.

Procedures

Our extra-curricular activities fall into the following categories:

Lunchtime Activities by School Staff

These run between 12:45 to 1:30pm and are intended to attract children who would be unable to attend after school clubs due to other commitments.

Lunchtime Activities by External Providers

Additional activities are occasionally offered by outside providers. These run between 12.30 and 1.30pm and provide activities which existing members of staff would be unable to offer.

Extra-Curricular Activities by School Staff

After school activities run by school staff will be at the discretion of the member of staff involved and parents will be informed of timings and options at the start of each term.

Extra-Curricular Activities by External Providers

Activities run by outside providers will be at the discretion of the provider and parents will be informed of timings and options at the start of each term, including any charges for this provision. Safeguarding arrangements are laid out in Appendix 1.

Extra-Curricular Activity Procedures

- After-school activities usually run from 3.15 to 4.15pm. Permission slips must be completed and signed by the parent/carer prior to any child attending an extra-curricular club.
- Clubs will normally run for a maximum of thirty weeks per academic year and a register will be kept of children attending.
- Extra-curricular activities are re-offered on an annual basis to allow each child the opportunity to attend a variety of clubs. There will be a maximum number of places on offer for each activity, depending on staff and provider availability. The school reserves the right to withdraw the privilege of attending a club if the child does not attend regularly, or their behaviour is not acceptable, or the parent does not pay the required fee (as applicable).
- An up-to-date list of current clubs is also available in the school office and list of the clubs that children can attend is sent home at the start of each term.
- Members of the school's staff are available for the duration of the club in case of emergency.

Equal Opportunities

All clubs are advertised to all children. Where barriers to children participating exist, we aim to overcome these by:

- Running lunchtime clubs for those children who have difficulties staying after school
- Ensuring a member of school staff is always on site to support children with special needs should an issue arise
- Addressing any other special needs that might require adaptation of the school environment
- Subsidising the cost of extra-curricular activities where possible, to ensure prices are kept to an affordable level.

Any parent/carer who feels that cost is a barrier to participation should speak to the School Business Manager.

All club leaders are required to keep a list of children with special needs and health issues. Special arrangements may need to be made for these children in discussion with the school leadership team.

Health and Safety Considerations

All club providers should ensure that every half-term there is a reminder to pupils regarding:

- Procedures in case of a fire
- Rules for moving around the school building
- Arrangements for going to the toilet
- Expectations of behaviour

All clubs leaders should ensure that:

- They are familiar with the school's health and safety policy
- They have completed an appropriate risk assessment for their club and submitted it to the School Business Manager.

The School Business Manager/SLT will ensure that the responsibilities of the school, as laid down in the safeguarding agreement (Appendix 1) are met.

Charges for Extra-Curricular Activities

- Any parent whose child wishes to attend a club but is unable to for financial reasons can approach the school, who will consider their application sympathetically and may be able to offer support.
- The cost of clubs is kept to a minimum and the school uses a range of funding to reduce costs to parents.
- Outside providers of clubs may operate their own charging policies in agreement with the school. In such cases, the school will consider the cost to pupils and its financial accessibility and may offer assistance in some cases.
- Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to their child/ren attending the club.

Complaints Procedures

If there are concerns regarding the running of extra-curricular clubs they shall, in the first instance, be raised with the Headteacher. If the matter remains unresolved, it will then be referred to the FGP&P Committee of the Governing Body.

Linked Policies:

- Behaviour Policy
- Safeguarding Policy
- Health and Safety Lettings Policy
- Equal Opportunities Policy
- Pupil Premium Policy

Reviewed Spring Term 2016
To be reviewed annually Spring Term

Appendix 1

Safeguarding arrangements for the management of Orchard Primary School extra-curricular clubs and activities: September 2015.

Orchard Primary School aims to protect children from abuse and its team members from false allegations by adopting the following guidelines:

The Responsibilities of the School

- Written consent from a parent/guardian/carer will be obtained by the school for every child attending extra-curricular clubs and activities.
- The school will keep a register of all children who are attending after-school clubs and activities.
- The school will keep a register of all staff/external provider' names and addresses (both paid staff and volunteers), including details of emergency contacts.
- The School Business Manager will remind club providers annually of the need to check and sign this agreement, and return it to the school along with a copy of their current liability insurance policy, first aid certificate and DBS details for any helpers.
- The school is not under any obligation to provide helpers for after-school activities.
- The school will deal with any major first aid incidents on behalf of external providers.

The Responsibilities of Clubs and Activities Providers

- Staff/external providers will keep a register of all children attending their clubs/activities, and leave a copy in the school office.
- When a club is cancelled by an external provider, a minimum of one week's notice must be given and it is the provider's responsibility to make sure that all parents/carers are informed. If a club is cancelled due to an emergency, the provider may ask the school to contact parents.
- External providers will keep a register of all team members (paid staff and volunteers), ensuring they are DBS checked and complying with new regulations as of September 2012. A copy of this information will be provided to the school at the start of each academic year, or as required.
- External providers will produce written details of their liability insurance at the start of each academic year, and at the start of a new policy.

- Staff/external providers will be first aid trained, producing their certificate at each renewal date. They are expected to carry basic first aid supplies and deal with all minor first aid issues that occur during clubs/activities.
- Staff/external providers are required to provide details of any unusual events on the school's incident form (available from any member of staff).
- Whenever possible staff/external providers should not be alone with a child, although we recognise that there may be times when this is necessary.
- Staff/external providers should not be alone in a closed room with a child.
- Staff/external providers may escort children to the toilet but they should not go into the toilets. They are not expected to be involved with toileting, unless the child has a special need that has been brought to the school's attention, and a procedure for this has been documented and agreed.
- Physical contact should be avoided unless for the child's safety and wellbeing, or the safety and wellbeing of others. However, staff/external providers are discouraged from this in circumstances where an adult is alone with a child.
- Staff/external providers should treat all children with dignity and respect in attitude, language and actions.

Signed
(Club provider)

Date

Signed
(School Business Manager)

Date