

Blakedown C E Primary School

Clubs & External Providers

Policy Number 1.12

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# Clubs & External Providers



## **Clubs & External Providers Policy**

(see also Health, Safety & Welfare, Safeguarding, Inclusion Policies)

### **1 STRATEGY**

- 1.1 Clubs and external provider activities are arranged by or on behalf of the school, and which take place on the school grounds. The governors and teaching staff believe that extra-curricular clubs can supplement and enrich the extended curriculum of the school by providing experiences which would otherwise be impossible. All activities should be fully explored before inviting external providers into school.
- 1.2 Our policy guides staff to identify the best additional experiences for the children ensuring that they feel a sense of **joy** during their activity and **achieve** the best outcomes they possibly can and **serve** fully as positive members of society. They will start to identify how they and others are '**fearfully and wonderfully made.**' Psalm 139
- 1.3 In this policy we seek to establish a coherent structure for the planning and evaluation of extra-curricular clubs and external providers, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make these events available to all pupils, and wherever possible to make them accessible to those with disabilities.

### **2 POLICY**

- 2.1 The aims of extra-curricular provision is to:
  - 2.1.1 enhance curricular and recreational opportunities for our pupils;
  - 2.1.2 provide a wider range of experiences for our pupils than could be provided on the school site alone;
  - 2.1.3 promote the independence of our children
  - 2.1.4 give children a range of opportunities to widen their experiences.
  - 2.1.5 ensure they are safe within the given experiences.

### **3 PROCEDURE**

- 3.1 The Head teacher will appoint a member of staff to organise and be responsible for extra-curricular provision. This will normally be a teacher employed at the school.
- 3.2 The extra-curricular provision may be supplied by internal staff or external providers. On each occasion, the Headteacher and/or member of staff responsible will:
  - 3.3.1 meet the provider to discuss the needs of the children and to check on all Safeguarding procedures - verify and check that all safeguarding procedures

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are in place: DBS's; risk assessments and safeguarding policies; level of care provided; school expectations and behaviour management.

3.3.2 ensure that risk assessments are completed; discuss with the provider any costs to each party.

3.3.3 Inform parents/find out interest.

3.3.4 Once a timetable has been set up, ensure there will be a space for the provider in or out depending on activity.

3.3.5 make sure that all necessary permissions and medical forms are obtained;

3.3.6 keep records of visits, and ensure there are regular generic assessments of the risks

3.3 It is our policy that all children should be able to participate in extra-curricular clubs. A range of paid and unpaid clubs should be available for all children. Where a child with a disability is eligible, we will make every effort to ensure that s/he is included. We may seek guidance from parents so that adaptations can be made. Any such adjustments will be included in the risk assessment. (see Disability Discrimination and Inclusion Policy for details). Pupil premium and Sports premium may also be used to ensure certain groups are accessing and are able to attend the clubs on offer and that finances are not a hindrance to this.

3.4 Risk assessment

3.4.1 A risk assessment is carried out by the school and the provider before the proposed visit. It will assess the risks which might be encountered and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

3.6.1.1 What are the hazards?

3.6.1.2 Who might be affected by them?

3.6.1.3 What safety measures are needed to reduce risks to an acceptable level?

3.6.1.4 Can the provider put the safety measures in place?

3.6.1.5 What steps will be taken in an emergency?

3.4.2 An activity should normally have sufficient adults taking part to provide the following minimum ratios:

3.4.4.1 1 adult to between 15 pupils in Years 3 to 6;

3.4.4.2 1 adult to 10 pupils in Years R to 3;

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**3.5 Communication with parents**

3.5.1 The parents of children taking part in an extra-curricular club should be provided with all appropriate information. Parents must give their permission in writing before a child can be involved in the activity.

3.5.2 Funding for extra-curricular clubs provided by an external provider is by parental contributions, there may be a subsidy provided by the Sports Premium for some sporting clubs, especially if the club is being run for the purpose of attracting pupils who do not usually involve themselves in sport. Any subsidy must be made clear to parents in all correspondence about club at the planning stage.

3.5.4 The timetable for the payment of contributions should allow for the Head teacher/external provider to make a decision about the financial viability of the activity in reasonable time.

**3.6 Further health and safety considerations**

3.6.1 All providers must be made aware of any school emergency procedures which will apply and fire exits.

3.6.3 The safety of the children, is of paramount importance. During the activity the provider must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

3.6.4 Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the head teacher/class teacher will discuss the possibility of excluding that child from the activity.

**4. MONITOR AND REVIEW**

4.1 This policy is monitored by the governing body and will be reviewed every two years or before if necessary.

After School Club Expectations



All activity leaders must ensure they...

- ✓ Have completed a risk assessment for the activity and shared this with Headteacher/Assistant Headteacher
- ✓ Have a DBS-seen by office staff
- ✓ Have an up to date First Aid certificate - seen by office staff
- ✓ Have received permission slips for each child
- ✓ Have sent a register of children to the school office before the first session
- ✓ Have emergency contact details for each child
- ✓ Know of any relevant medical issues/medication for each child
- ✓ Register children at the start of each session. Ask the office staff about any child absences
- ✓ Understand dismissal procedures? **The club leader is to stay with the children until all children have been collected by parent/carer/after school club**
- ✓ Have been made aware of a point of contact in school for issues such as behaviour/accidents
- ✓ Debrief any concerns to a member of school staff at the end of each session
- ✓ Have received, read and understood safeguarding information
- ✓ Understand procedures in case of a fire

**I agree and understand that all the above points have been met.**

Sign and date

Club Leader.....

Headteacher/Deputy Headteacher.....

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Appendix B



**New Club Provider Form**

<b><u>Name of Club/Business:</u></b>	<b><u>Contact Details/Business Address:</u></b>
<b><u>Bank Details:</u></b>	<b><u>Start/End Dates:</u></b>
A/c No.:	Price (per session billed to school):
Sort Code:	Sports Fund Contribution:
	Price to charge parents (per session):

Documentation	Requested	Received
Safeguarding Policy		
Health & Safety Policy		
Insurance		
Bank Details		
Invoicing Dates		
Personnel Documents e.g. DBS. Photo ID		

Personnel Name	Dates