



# Cherry Tree School

## Extra-Curricular Clubs Policy

| Policy Schedule |   |
|-----------------|---|
| Summer 2018     | Policy written and approved by governors. |
| Spring 2020     | Amended and approved by governors.        |
| September 2022  | Amended and reviewed                      |

## Statement of Intent

At Cherry Tree, we value the time and effort that goes into running our extra-curricular clubs. The children gain an awful lot from the clubs we have on offer and thoroughly enjoy taking part.

Our clubs are of a high quality and offer the chance for children to socialise and develop new skills that are beyond the school curriculum

We aim to ensure that there are a range of activities on offer each term and that the clubs available are for all year groups. Clubs are introduced for reception aged children once they have settled into school routines.

The clubs list is published each term and includes the following information on the cover page:

- PLEASE ONLY SIGN CHILDREN UP TO CLUBS THEY WANT TO PARTICIPATE IN. The clubs are offered to provide educational opportunities, not as a childcare option.
- High standards of behaviour are expected during the clubs. If these are not adhered to, children will not be allowed to attend and any payments will be refunded.
- Sports clubs may result in a team being selected for a competition. The club leader, in liaison with our PE Subject Leader, will select a team based on skill, stamina and dedication.
- Please ensure children wear the appropriate kit for school clubs. Sports kit can be brought into school for the children to change into.
- If your child is unable to attend a club for any reason the school office needs to be notified before 2.45pm.
- (UPDATED) Early collection is not available (except in emergencies).
- Each club will run from the end of the school day until 4:30pm. Please refer to the clubs list for where to collect the children from.
- For any communication regarding club bookings / waiting list, please contact the school office, not the club leaders as our office team manage these matters.

## Procedures

In order to ensure that we have consistency in the way that each club is organised, and to clarify procedures, please could each club leader adhere to the following procedures:

Cherry Tree School leadership team/SBM shall ensure that:

- Enhanced DBS Checks are completed for all Club Leaders and details are recorded on the school's Single Central Register.
- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- Risk assessments are in place for each club.
- There is always a member of school staff and a trained First Aider on the premises whilst before and after school clubs are taking place. This will also apply to holiday camps from September 2018.
- **Inclusion:** Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

## Registration

- A register is taken by the staff member in charge of a club at the start of each session.
- If a child is absent but the club organiser has not been reliably informed, the club organiser will send a child to the school office with the register and office staff/extra-curricular club co-ordinator will attempt to contact a parent by phone.
- Absences: Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the school office or by phoning the school office who will then pass on the message.
- All club administration is carried out by the school office team. If you receive any requests from parents they should be referred to the school office who will advise accordingly.

## Supervision and Safety

The adults running the clubs are responsible for the children for the duration of the club. Children will be supervised at all times, including when changing for sports clubs.

Club leaders must:-

- Submit the appropriate Risk Assessment for their club to the Business Manager prior to the commencement of their club.
- It is the responsibility of the club leader to check any equipment used for safety and suitability.
- Ensure porch doors remain closed and locked for security reasons.
- Playground gates are locked between 3:40-4:30pm.
- Ensure the register of all children attending the club is maintained for each session (Club Leaders to pass their Register back to the /extra-curricular club co-ordinator or Business Manager after each session).
- Ensure appropriate clothing is worn for all clubs plus any other kit required
- Be familiar with the school's Policies for Safeguarding, and Health and Safety (published on the school's website).
- Be aware, access to the school, at the end of outdoor clubs, to be via the Y6 porch doors only, children and staff only.
- Be aware of any medical or other special needs, and agreed arrangements for travelling home.
- Should there be any incidences of poor, unacceptable behaviour at any clubs, club leaders are asked to allow three chances for the child to rectify this. Should an improvement not happen, they will no-longer be allowed to attend the club. Please inform the Business Manager should behaviour deteriorate.

**Parents are not allowed into school, unaccompanied.** If they do need to come into school, a member of staff or the club leader is required to accompany them.

Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club leader is responsible for the supervision of siblings during the club session.

### **Collection of Children from Clubs**

The Club Leader has the same duty of care as staff at the end of the school day therefore shall ensure:

- Activities are planned for the full duration of a club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- All children leave the building safely as per the arrangements agreed with parents.
- Parents/Carers collect their children promptly at the end of an after-school club from the assigned entrance.

Please note: Children who are not collected on time will be taken to the school office to wait with the club leader, if children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.

### **First Aid**

All external club leaders should be a qualified first aider. School will also endeavour to have a 'first-aider' on school premises for the duration of the club session.

### **Fire Safety/Emergency Evacuation/Lockdown procedures/Privacy & GDPR**

The alarm bell will ring constantly in the event of an evacuation. Children are to be led on to the school playground via the nearest exit, where they should line up near the traversing wall, the club leader will check the club register. Do not re-enter the building until told to by the Maintenance Officer/Head Teacher/Business Manager/extra-curricular clubs co-ordinator that it is safe to do so. Please read our lockdown procedures to be fully informed of what to do should this situation arise. Please read our Privacy Statement which is on our website.

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| Name of Club Leader:   |  |
| Name of Club:  |  |
| I confirm that I have read the Extra-Curricular clubs policy and those referred to within it, and will adhere to all procedures. |  |
| I confirm that I have passed a Risk Assessment for my club to the Business Manager to be checked as suitable for purpose.        |  |
| Signed:  |  |