

# **Provision of Clubs by Out of School Providers Policy**



**Governors Review Body: Operations & Faith  
Committee**

**Responsibility: S. Morahan**

**Reviewed: October 2021**

**Next Review Date: October 2023**

*Let it be known to all who enter here that  
Christ is the reason for this school,  
the unseen but ever present teacher in its classes, the  
model for its children, the inspiration for its staff.*

## **RATIONALE**

At the heart of our ambition for Sacred Heart Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular 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. Activities are designed to be fun and cater for a wide variety of interests. We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs.

## **AIMS AND OBJECTIVES**

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

## **BEHAVIOUR**

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to a member of the Senior Leadership Team.

## **Health and Safety Considerations Prior to starting a club**

All external Club Leaders are given an Induction Pack which includes policies relating to after-school clubs - health and safety, first aid procedures in school, child protection and safeguarding. This is explained and talked through by a member of the Senior Management Team. All club leaders are asked to ensure that every half-term there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour

All clubs leaders should ensure that:

- They have all medical details and contact numbers for children attending the club

- They are familiar with the school's policies for Safeguarding, and Health and Safety.
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the office after each session.).
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time.

The Club Leader has the same duty of care as at the end of the school day; s/he should inform the Headteacher or Deputy of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

School leadership should ensure that:

- Enhanced DBS Checks are completed on 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.
- The club provider is a first aider.

### **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.

### **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to the provider of the club in the first instance and then, if concerns remain, to refer to the Headteacher or Deputy.