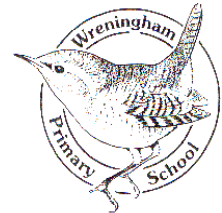


Wreningham VC Primary



1 Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."

Extended Schools Clubs and Activities Policy



All policies at Wreningham VC Primary School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School

Headteacher: Mr. RP Jones

Chair Full Governing Body: Mr. Steve Kittle

This policy sets out the responsibilities of all those concerned with organising and taking part in after-school clubs at Wreningham School.

- A letter must be sent home with details of the after-school club. Parents must sign the permission slip and return it to school.
- The permission letter must include emergency contact details and list any health needs of the children attending the after-school clubs e.g. asthma, anaphylaxis. If there are no health needs, parents must record this on the permission slip (e.g. Medical details we should be aware of.....)
- Parents must give consent before the child attends the extended school club.
- A risk assessment should be completed before the club starts if appropriate to the activities.
- A register must be completed of the children attending the after-school club at the beginning of each session.
- Children must be appropriately supervised throughout the period of their attendance.
- At the end of the session the children must be handed over to their parents/carers in an orderly and safe way. The teacher/club leader must ensure all pupils have been safely collected from the school site (unless permission has been received otherwise - see below).
- If the parent provides permission for their child to go home alone, this may only be given for children in Years 5 and 6. In this case, the permission is provided with the full understanding that the once the child has left the school premises the responsibility for the safety of the child passes to the parent. It is advisable that, prior to providing permission for the child to go home alone, parents consider the finish time of the club and whether it will still be daylight. It is the school's preference that all children are collected by a parent/carer from all after-school clubs.
- Parents will advise the teacher/club leader if their child is being collected by someone other than themselves.
- The health and safety of children attending an after-school club should be ensured.
- The school must ensure all external club leaders have a copy of the school's safeguarding and child protection leaflet, and the code of conduct guide, and are briefed on safeguarding procedures.

Together Everyone Achieves More

Wreningham School is committed to Safeguarding
And Promoting the Welfare of children

- The teacher/club leader must report any concerns about pupils' safety or disclosures by pupils to the Designated Safeguarding Lead (DSL) (the Headteacher) or Deputy and follow school procedures.
- It is expected that extended school clubs finish by 4.30 PM.
- Any uncollected child must return to the school office and their parents contacted.
- All resources and equipment should be set out and packed away before and after the club.
- With any minor incidents, the teacher/club leader will have responsibility for communicating the details of the incident to the parent e.g. any incident that has resulted in the child sitting out part or all of a session (including behaviour issues).
- Any accidents should be dealt with in line with school procedures.
- The school should ensure a copy of this policy is given to staff and any others leading a school club.
- If taking the children across to the field the teacher/ club leader must take a walkie talkie if alone with no other adults.

The Children's responsibilities are to:

- Behave in the same way that would be expected of them during normal school hours.
- Attend the club regularly.
- Wear appropriate sports kit for sporting activities.
- Tell the teacher/club leader if they need to leave the sports field or school hall for any reason.
- Inform the club leader if they are unable to attend.

This policy links to the Behaviour Policy, Safeguarding Policy including Child Protection, Health & Safety/First Aid Policy.