



## Upper Nidderdale Primary Federation

### Extra-Curricular Clubs Policy

Policy:	Extra-Curricular Clubs Policy
This Policy was approved:	April 2024
This Policy was reviewed:	September 2024 January 2026
This policy will be reviewed:	September 2027
Governor committee responsibility:	Headteacher

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## **Statement of intent**

The Upper Nidderdale Primary Federation, believes in creating opportunities for children to experience a variety of extra-curricular clubs.

We take our ethos from The Social Mobility Commission – ‘An Unequal Playing Field: Extra Curriculum Activities and Social Mobility Study.’

“The breadth of extra-curricular activities, spanning the musical, artistic, social and sporting domains; are widely considered valuable life experiences that should be open to all young people, regardless of background or where they happen to live. Activities such as being a member of a sports team, are thought to be enriching life experiences.

Apart from their inherent value, it is often claimed that young people can also develop positive tangible outcomes from these experiences of integrating and working with others through organised extra-curricular activities, which could benefit them later in life.”

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022 'Health and safety: responsibilities and duties for schools')
- **Updated** DfE (2024) 'Keeping children safe in education'
- **Updated** DfE (2023) 'After School Clubs safeguarding guidance'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Fire Safety Policy

## **2. Roles and responsibilities**

**Roles and responsibilities are listed below, these actions will be recoded on a volunteer induction checklist**

### **The headteacher (or in their absence, DHT) will:**

- Be informed of all clubs that are being planned/proposed.
- No letters will be sent out to parents without being agreed with the headteacher.

### **Admin will:**

- Ensure that the headteacher/deputy headteacher has authorised club to go ahead and that they have seen letters to go home and authorised them.
- Ensure that a federation member of staff is able to be in attendance, at least 2 weeks in advance, at the club.
- Ensures a risk assessment for clubs has been undertaken (see appendices).

- Ensure that the person running the club (if it is a non-federation member of staff) has had a tour of the school and an explanation of safeguarding procedures, such as locks on gates, fob door entry etc.
- Create a club register with medical information, SEND information and allergy information and emergency contact details.
- Inform the SENCO of any pupils that will be attending clubs so that the SENCO can liaise with the club leader about individual needs.
- Ensure that the person running the club has been made aware of the following;
  - \*Safeguarding Policy
  - \*First Aid Policy – including arrangements such as how to record an incident and the location of first aid equipment.
  - \*Behaviour Policy
  - \*Who is collecting each child (federation staff will dismiss children to their parents/carers)
  - \*Procedures for taking the register and how to record pupils that have been collected.

**The SENCO will:**

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

**3. Admissions and fees**

The pupil premium funding may be used to enable disadvantaged pupils to access clubs that might cost money.

Before registration, parents are sign posted to the following information on the website:

- Charging and Remissions Policy
- Behaviour Policy
- Complaints Procedures Policy

**4. Arrivals and departures**

- The collection point is the assembly hall. Teaching staff will ensure that pupils are taken to the club by an adult for handover. At no times will pupils be left unsupervised.

- Where there are children booked to attend the club, but they have not arrived, the children's parents will be called and informed (before school only).

## **5. Uncollected children**

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent is warned that repeated late arrival will result in penalty fees

If the parent is over 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child is supervised by two members of staff

If the parent is more than 30 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

## **6. Health and safety**

Admin will ensure that any non-federation members of staff are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for;

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

## **7. Safeguarding**

Child protection and safeguarding policies and procedures extend to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with a named nominated person, e.g. the headteacher, who then informs the DSL as soon as possible.

## **8. Illness and injury**

In the event of illness or injury, the club will act in accordance with the school's Health and Safety Policy and the First Aid Policy.

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents of the child are notified immediately
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

## **9. Behaviour**

Any clubs are subject to the existing Behaviour Policy. Our CHAMPS Values run through all clubs.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

## **10. Anti-bullying Policy**

The school has a strict Anti-bullying Policy which is be implemented at all times and a zero tolerance to bullying. This includes during a club.

Any child who is the victim of bullying is supported in a sympathetic and friendly manner.

If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way
- Victims have the chance to discuss what happened with a member of staff
- Victims of bullying are reassured that the case will be taken seriously
- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident, they are reassured that they did the right thing
- The child who is accused of bullying is made to understand why their behaviour was wrong
- If the bullying persists, more serious action, such as exclusion, is considered
- All incidents are reported to the headteacher, and incidents are recorded and investigated.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and upskirting, are included in a report of bullying, the police will be notified.

## **11. Emergency evacuation/closure**

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted.
- All children are evacuated from the building and taken to the designated emergency assembly point.
- A member of staff collects the register and checks that all the children are at the emergency assembly point.
- If a child is missing from the emergency assembly point, the emergency services are immediately informed.
- Parents are contacted to collect their children.
- All children remain at the emergency assembly point until they are collected by their parent.

If a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

## **12. Monitoring and review**

This policy is reviewed annually by the headteacher and the DSL.

The scheduled review date for this policy is September 2027.