



### Morley Memorial Primary School

<b>POLICY NAME:</b>	<b>Extra Curricular Activities Policy</b>
Frequency of review:	2 years
Reviewed On:	October 2015
Reviewed By:	Nikki Brown / Tim Fox
Next review (date):	October 2017

#### Policy Statement

This policy statement should not be read in isolation but in conjunction with all other school policies and in particular the Health and Safety and Lettings policies.

Children at Morley have a core entitlement in terms of the curriculum. Wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra 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 and to help them develop their self esteem, social skills, interests and talents.

#### The Aims of the Policy

By encouraging extra-curricular activities, we intend to:

- encourage children to develop and extend their interests and skills
- enable children to have fun and enjoy a broad range of activities
- enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity
- encourage children to develop friendships between age groups and work together cooperatively

#### Type of activity

Our extra-curricular activities fall into the following categories.

- lunchtime and after school activities run by staff and/or volunteers
- lunchtime and after school activities run by outside providers

In addition, the school runs its own After School Club and Breakfast Club ("Spectrum") which provides parents / carers with the option of having their children looked after from 7.30am – 8.45am and 3.15pm – 6.00pm every day before and after school. Spectrum has its own separate policies and procedures.

Children are updated during assemblies on the clubs that are available.

An up-to-date list of current clubs is also available from the school office and on the noticeboard outside main reception.

The Headteacher or a member of school staff will be available on the school site for the duration of the club in case of emergency.

The cost of clubs run by school staff is kept to a minimum eg. only charging for the cost of consumable items, such as the cost of ingredients for cookery club. Outside providers operate their own charging policies.

## **Procedural and Safety Guidelines**

All extra curricular clubs and activities must adhere to the following procedural and safety guidelines:

1. Anyone intending to begin a new club must consult the Headteacher or Business and Community Development Manager for approval. Most activities will start straight after the end of the school day at 3.15pm unless age specific groups are running at different times. If this is the case, parents / carers should be informed so that they can make appropriate plans for having their children looked after until the activity begins, either at home or at Spectrum. Children should not be left on the school site unsupervised at any time.
2. Once approval is granted, all external providers will be asked to complete and sign the "Application to Hire Premises" form, available from the Business and Community Development Manager, and this will confirm that they have read the terms of the Lettings Policy.
3. External providers/volunteers must provide the school office with a clear, recent (ideally less than 12 months old) DBS check before they are allowed to operate on the premises. The form will be checked by the office staff and the DBS number entered in the single central register. The school will carry out its own DBS check if the last check is not deemed to be recent enough. The Application to Hire Premises form, which all tenants of the school must sign, also contains an undertaking that the tenant will ensure that all other people who may work with children during the letting must also hold an up to date clear DBS check.
4. External providers will also provide the Business and Community Manager with a copy of an up to date Public Liability Insurance certificate and a copy of their child protection policy (if applicable).
5. External providers must sign in at main reception and pick up the club fob lanyard. The lanyard should be returned to the school office when the provider signs out after the club has finished.
6. All clubs must keep a register of children attending each session (including any relevant medical information) and a copy should be left at the school office when signing out at the end of each session; copies of the standard form school club register are available from the Business and Community Development Manager. Parents/carers must be asked to sign a form giving permission for each child to attend a club and must indicate whether their child will be picked up at the end of the club, can walk home alone or needs to be accompanied to Spectrum.
7. First Aid: all outside providers are expected to be First Aid trained and to have available their own First Aid kit to deal with minor injuries. As all external providers have contact lists for parents of children attending their clubs, they are responsible for contacting parents in an emergency and informing the office of the details of the details of that parental contact.
8. Any pupil who persistently misbehaves or disrupts a club will be removed from the register

and parents/carers will be informed.

9. If a child, for any reason, cannot attend a club, it is expected that they, or their parents, out of courtesy, will inform the club leader.
10. Where possible, parents/carers will be given 24 hours notice of cancellation of any club / activity. If 24 hours notice of cancellation of a club is not possible, parents/carers will be contacted by telephone. If they cannot be contacted by telephone, children will be properly supervised at school until the usual end time for the club.
11. No child should be taken off-site unless the usual off-site procedures have been followed.
12. If a member of staff intends to use adult volunteers to help run a club, they should ensure that they have been DBS checked by the school office and are provided with a copy of "Keeping Children Safe in Education" (a guide provided by the Local Authority, copies of which are kept in the school office).
13. Unless otherwise arranged with the provider, except for children in Reception, pupils are responsible for getting themselves to lunchtime and after school clubs and remembering when they are held.

### **Equal Opportunities**

All clubs are advertised to all children. Where barriers to children participating exist, we try to overcome these by:

- running lunchtime clubs for those children who have difficulties staying after school,
- addressing any other special needs that might require adaptation of the school environment,
- requiring all club leaders to keep a list of children with health issues,
- making special arrangements for these children, if required, in discussion with the Headteacher.

### **Complaints Procedures**

- If the school has a concern about a club, the Headteacher or Business and Community Development Manager will raise this with the club leader.
- If the matter remains unresolved, the club organiser may not be allowed to continue running the club.
- If the club leader has a concern, they should talk to the Headteacher or Business and Community Development Manager.
- If a third party complains, the Headteacher or Business and Community Development Manager will deal with the complaint and attempt to resolve the situation.
- If this is not successful, the concern will be taken to the Resources Committee of the Governing Body.