

## **Policy for Extra Curricular Activities**



### **Introduction**

The aim of extra-curricular activities is to provide learning experiences and activities that are outside of normal lesson times. They may be either an extension of the curriculum or introduce the children to new activities and skills.

At Hayeswood we are committed to arranging a range of clubs and activities to provide opportunities that will appeal to as many of the children as possible. These may be run by members of our school staff or by outside providers.

### **Aims of this Policy**

- To ensure the safety, well-being and enjoyment of all children while participating in extra-curricular activities.
- To give guidance to staff running extra-curricular activities and ensure that they adhere to safe working practises.

This policy should be read in conjunction with the Code of Conduct.

### **Insurance**

All staff employed by the school are covered by the school's insurance policy but should adhere to the protocol set out in this policy.

Outside providers must have public liability insurance giving cover to £1 million. This must be shown to a member of the school office staff so that a copy can be taken for our records.

### **DBS**

All staff leading or participating in the running of clubs/extra activities must have the appropriate DBS checks in place. The certificates must be shown to the office staff so that the relevant information can be recorded.

### **Payment**

Clubs run by school staff are usually free of charge although a small charge may be made for resources e.g. cookery ingredients. Clubs run by outside providers will normally incur a charge. Money will often be delivered to the school office and will be collected to hand to the club organiser. The office staff are not responsible for chasing parents for money relating to these clubs.

## **Timings**

TERM	START	FINISH
AUTUMN	2ND FULL WEEK OF TERM	LAST WEEK OF NOVEMBER
SPRING	1 <sup>ST</sup> WEEK OF TERM	LAST WEEK OF TERM
SUMMER	1 <sup>ST</sup> WEEK OF TERM	LAST FULL WEEK OF TERM

The table shows when most clubs will start and finish to enable parents to arrange pick up. This also allows letters to be sent out and a member numbers confirmed. Most activities will finish by 4.30 pm.

## **Protocol**

At the end of each term letters are sent to families notifying them of the clubs on offer to their children. A date is given by which all requests for joining have to be returned. There are limits to the number of children able to join each club depending on the nature of the activity. Some activities are age specific. For activities run by outsiders, the reply slips are given to the club organiser so that they can make contact with families to let them know if their child is able to participate. This needs to be done as soon as possible.

It is important that the school Admin Assistant is given a list of children participating in extra-curricular activities taking place after school or lunchtime clubs run by outside providers at the start of term. This is to ensure that the teachers are aware of which children are staying on which night; and also to enable a check to be done in case of a fire.

Staff responsible for activities are expected to:

- Arrive in school by 3.15pm so that when the children are sent out of classrooms at the end of the school day, teachers know that the club staff are in place to supervise
- Be responsible for managing behaviour of children in their care. This is to ensure the safety and enjoyment of all children. If there are any problems with a child's behaviour the club leader should speak to the parent and to the head teacher.
- Ensure that all children are supervised at all times. No children should be left in the area set aside for changing of clothes while others are taken to the activity area and vice versa.
- Ensure that children walk sensibly between areas of the school.
- Ensure that when children need to go to the toilet, they used the Disabled Toilet and do not go into classrooms. Where activities take place outside, children should be encouraged to use the toilet before going outside and not allowed to enter the building alone during the activity.
- Check that all children have all their items of clothing before going home.

- Keep a register of children attending the activity each week and list of people who have permission to collect them and ensure that each child is united with their named parent/carer at the end of the activity. No child should be allowed to go with anyone other than their designated carer unless a note or phone call has been received from their parents to say who they will be going home with. Check with the school office when you sign in.
- Stay with the children until they have been collected and take responsibility for phoning parents if children are not collected.
- If the fire alarm goes off exit to the fire assembly point in the playground by the road fence until told to return.
- If First Aid is needed, send the child with a partner to the school office to be tended to. If the injury is more severe 2 children should be sent with the red HELP card to the nearest member of the school staff to alert them to the need for assistance.
- If a child needs an inhaler send another responsible child with them to the school office.
- Mobile phones should be left at the school office or kept in a bag at all times during the session.
- Intimate care – if a child has soiled their clothes and needs cleaning and or changing, please ask a member of the school staff to attend to them.
- Please ensure that you read our health and Safety and Child Protection policies which are on our school website – [www.hayeswood.dorset.sch.uk](http://www.hayeswood.dorset.sch.uk)

If you have any questions in regard to any of the above or any other matters, please ask a member of the office staff.

**Signed:** ..... (Academy Committee Chair)

**Date of Review:** 5<sup>th</sup> March 2019

**Next Review Due:** Spring 2022