



# EXTRA CURRICULAR LUNCH & AFTERSCHOOL ACTIVITIES POLICY



## Document Status -

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## **Extra-Curricular Lunch & Afterschool Activities Policy**

### **Definitions**

➤ **Lunchtime or After School Activity**

An activity run at lunchtime or at the end of the school day to offer enrichment opportunities.

➤ **Out of School Activity**

An activity to provide childcare for working parents that runs in the morning from 7.45am – 8.50am (Breakfast Activity) and in the evening from 3.15pm – 5.30pm/6.00pm (ABC Day Nursery/Portalkids).

➤ **School Led Lunchtime or After School Activity**

An activity run during lunchtime or at the end of the school day to offer enrichment opportunities led by staff employed by the school. There is usually no charge except maybe for resources eg. cooking ingredients.

➤ **External Provider Lunchtime or After School Activity**

An After School Activity led by external providers for pupils at the end of the school day to offer enrichment opportunities. Some external providers may charge parents.

➤ **Lettings/Hirers**

Activities/events run by external providers in the evening or weekends/holidays for the wider community. They are not associated with the school and the organisers rent space to hold the activity e.g. Portalkids/Crossbar/Next Gen Athletics.

**This policy is about After School Activity that are either School led or led by External Providers.**

## **Policy Statement**

The school will encourage after school activities, either run by staff or approved volunteers/organisations as a way of providing enrichment for the children. The activities will however only be allowed to operate following approval by the Headteacher.

This policy should be read in conjunction with all other school policies. Particular attention should be paid to the school's aims, the behaviour policy, the single equality policy the child protection, keeping children safe in education policy and the health and safety policy. A full list of policies are shown at the end of this document.

At Hollinswood Primary School & Nursery we aim to give pupils opportunities to:

- Participate in a variety of activities;
- Safely enjoy well organised activities;
- Be involved in activities some of which are competitive and take place in a friendly and sporting atmosphere;
- Make an active contribution to the school through their participation;
- Develop and extend their interests and skill.

## **Equal Opportunities**

Activities are advertised to all children. Where barriers to children participating exist, we try to overcome these by providing alternative solutions:

- Running lunchtime activities for those children who have difficulties staying after school;
- Ensuring a member of school staff is always on site to support children with special needs should an issue arise;
- Addressing any other special needs that might require adaptation of the school environment;
- Each child will be offered the opportunity to attend an activity.

All activity leaders will be advised of children with special needs and health issues who are participating in their activity. Special arrangements may need to be made for these children in discussion with the school leadership team.

## **Charges for Activities**

Any parent/carers who would like their child to attend a activity but is unable to for financial reasons can approach the Headteacher, who will consider their application sympathetically and may be able to offer support.

The cost of activities is kept to a minimum. Activities run by school staff may charge for the cost of consumable items eg. a charge for each cookery session to cover the cost of ingredients.

Outside providers of activities operate their own charging policies. On allowing the activity to use the premises, the school will consider the cost to pupils and its financial accessibility. In some cases a subsidy might be made available at the discretion of the governing body.

Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to children attending the activity.

### **Guidelines for Implementation**

Prior to an activity being approved, the School Business Manager, in consultation with the Headteacher will:

- Ensure that an outline of the proposed activity is obtained which identifies what is to be covered, who is to run the activity, when it is to run and any specific health and safety issues.
- Obtain information on the experience/qualifications of the activity leader and assess the competency of the individual to run the activity.
- Advise the activity leader of their responsibilities to the school.
- Ensure all requirements for external providers as set out in the schools letting policy Child Protection policy and Keeping Children Safe in Education document are adhered to before the activity commences.

### **External Providers – Hire Charges**

- External Providers must read the Lettings policy, ensuring that they have completed the paperwork and pay any necessary charges.
- External providers that have been asked to run after school activities at the request of the school are exempt from paying hire charges providing the activity does not operate past 4.15pm.

### **Activity Leaders**

Where the school activity leader(s) are school employees they have the general responsibility as indicated in the school Health and Safety Policy. They will need to ensure that:

- They produce an outline of the proposed activity which identifies what is to be covered, who is to run the activity and any health and safety issues.
- When the activity is in operation they know who is present and that those attending have been briefed on health and safety issues.
- Any equipment used by the activity is in good repair and used in accordance with the health and safety guidelines.
- Produce any necessary risk assessments for the activities they are providing.

## **Activity Leaders (Volunteers/External Providers)**

Activity leaders, who are not employees, are treated in a similar way to employees, as stated within the school Health and Safety Policy.

Outside organisations will need to enter into a lettings agreement with the school and should hold public liability insurance of at least £5m (see lettings policy) as the council's insurance does not extend to the hirer's liabilities.

External provider activity leaders will additionally need to:

- Complete the lettings application form and the Statement of Compliance of Safeguarding Arrangements document.
- Produce an outline of the proposed activity which identifies what is to be covered, who is to run the activity, when it is to run and any specific Health and Safety issues. In accordance with the lettings policy outside organisations must ensure that DBS (Disclosure and Barring Service) checks are in place for all volunteers and employees. The school must see evidence of these before the activity commences and check against photographic ID when initially meeting the activity leaders.
- Provide details, in the form of a competency statement, to the School Business Manager of the knowledge and training or information and other qualities that make them competent to be a activity leader. Where possible copies of relevant qualification certificates must also be obtained by the school and references from other establishments worked with.
- Ensure, that when the activity is in operation, that they know who is present and that those attending have been briefed on health and safety issues.
- Use any equipment in line with safe practice identified and report defects in accommodation or with equipment to the School Business Manager or other designated person.

## **Arrangements/Risk Assessments**

The generic school risk assessment on after school activities is that they are generally low risk, but the following are to be followed:

- A minimum level of adequate supervision must be identified for each activity.
- After school activities will only operate when school staff are on site.
- Cancellation arrangements must be established for each activity but where children are still present arrangements must be in place to ensure they are supervised until collected. If the child attends ABC Nursery Afterschool Club/Portalkids then they must be delivered to the Manager/staff member on duty. This is the responsibility of the activity leader.
- Each activity will take a register to ensure that they know who is in attendance. It is the activity leader's responsibility to inform the school office if a child who was due to attend the activity is absent.

- In case of a fire alarm the activity leader will take charge of the group. The assembly point for persons on site at this time will be the middle playground for Bushell site activities and the lower playground for Farah site activities. The activity leader will make certain that all pupils are accounted for and report to the designated person in charge (senior school staff member on site).
- In case of an accident the priority will be to obtain first aid.
- For any children attending an activity that have special education needs, they must have a separate risk assessment carried out by the class teacher.
- Staff will have the appropriate training and or qualifications to carry out the activity.

### **Arrangements for the Delivery/Collection of Pupils**

- All activities will have a register to ensure that all children are accounted for.
- All children attending such activities will be kept in school at the end of the day by the class teacher until the activity leader collects the children from the classroom. The children will then remain the responsibility of the activity leader until the assigned parent/carer collects them when the activity finishes. It is the parent's responsibility to inform the school or activity organisers if their child is sick, not attending the activity or if there is a change to the normal adult collecting the child.
- Parents/carers must be asked to sign a form giving permission for each child to attend the activity and must indicate whether their child will be picked up or will walk home alone (Only for Yr 4 onwards only where school have been notified). Parents/carers must be informed of the finishing time for the activity. When advised by the activity leader, the school will contact parents if a child does not attend the activity.
- If a child is regularly not collected on time at the end of a activity, this child could be prevented from remaining in or joining a activity. The Designated Safeguarding Leads must be informed of persistent late collections of children.
- **There will be a maximum number of places on offer and the school reserves the right to withdraw the privilege of attending an activity should there be a breach of the procedural or safety guidelines.**

### **All after school activities must adhere to the following procedural and safety guidelines:**

- Any member of staff/volunteer/external coach intending to begin a new activity must consult the Headteacher for approval.
- External coaches and staff/volunteers will be asked to have an induction to extra-curricular guidelines and policies relating to health and safety, first aid procedure in school and child protection with the Designated Safeguarding Lead.
- External providers/volunteers must be DBS checked with the school and copies of these are to be checked against photographic ID. Relevant insurance policies, qualification certificates and references must be kept in the School Business Manager's office.
- Parents/carers must be asked to sign a form giving permission for each child to attend a activity and must indicate whether their child will be picked up or will walk home alone (Only for Yr 4 onwards where school have been notified). Parents/carers must be informed of the finishing time for the activity. When advised by the activity leader, the school will contact parents if a child does not attend the activity.

- All applicants/parents/carers must receive notification if they have gained a place in activity.
- A list of children who are taking part in any activity will be kept in the school office with pupils contact details.
- All activities must finish promptly at the specified time. The activity leader in charge has the same duty of care as at the end of the school day. If a child is regularly not collected on time at the end of an activity, this child could be prevented from remaining in or joining an activity. The Designated Safeguarding Leads must be informed of persistent late collections of children.
- The activity leader may have a walkie talkie with them for the duration of the activity (Will depend on location of activity being run, i.e. outside) They must use the walkie talkie to request for help in an emergency, i.e. accidents/bad behaviour.
- KS2 Pupils are responsible for getting themselves to lunchtime activities and remembering when they are held.
- A register will be taken at the beginning of each activity. If a child does not attend an activity for three weeks running (without reason), they will be removed from the register and parents/carers will be informed.
- The register must be sent to the office by 3.20pm so that any unexplained absences from the activity can be followed up.
- Any pupil who persistently misbehaves or disrupts an activity will be removed from the register and parents/carers will be informed.
- If a child wishes to withdraw from an activity, they must ask their parents/carers to contact the school so that we are aware that they are withdrawing with parental permission.
- If a child for any reason cannot attend an activity it is expected that they, or their parents/carers out of courtesy inform the activity leader or the school office.
- An activity should only be cancelled after discussion with the Headteacher. Where possible parents/carers will be given 24 hours' notice of cancellation.
- If 24 hours written notice of cancellation of an activity is not possible, parents/carers will be contacted by text/telephone. Unless circumstances are exceptional, no activity will be cancelled on the day. If they cannot be contacted by telephone, children will be properly supervised at school until the usual ending time for the activity.
- No child should be taken off-site unless the usual off-site procedures have been followed.
- All activities will not run for the first week of each new full term. They will run the week following mid-term breaks. Activities will not run on the Friday at the end of the Autumn and Summer terms only.
- If a member of staff intends to use adult volunteers to help run a activity, they should consult the Headteacher and adhere to the school's Volunteers, Parents and Helpers in School Policy, as well as ensuring that they have been DBS checked with the school and are made aware of the child protection policy.

### **First Aid**

- Outside providers are made aware of the location of a school first aid kit. However, we would expect activity leaders to be first aid trained. The school will have a qualified first aider on site until 4.30pm each evening. First Aiders are also available in an emergency in ABC Nursery/Portalkids/Cleaning Team.

- All accidents/bumped heads must be recorded on a first aid slip with a copy given to parents at the end of the activity. Serious bumps to the head must be communicated to the parent by telephone (for KS2 pupils in the event that they are not collected, or by person for those children collected by parents).
- Any accidents where an ambulance is called or the injured person is taken straight to hospital must be recorded on the Telford & Wrekin Council Accident Form and given to the Headteacher or School Business Manager. In serious cases witness statements may be needed.
- Activity leaders are responsible for calling parents of children in their activity in an emergency. (Parent/carers contact details can be obtained from the registration forms held by the activity leader).

### **External Activities – The following guidelines must be adhered to:**

- All applicants must receive notification if they have gained a place in activity.
- All activity leaders must call the register to ensure all pupils are there and if not, check the child's attendance with the class teacher or the office. The register must be sent to the office by 3.20pm so that any unexplained absences from the activity can be followed up.
- The activity leader must have a walkie talkie with them for the duration of the activity. They must use the walkie talkie to request for help in an emergency, i.e. accidents/bad behaviour.
- There must be a cut off period for external activities (as there is for school activities) as there needs to be a turnaround for reply slips to be returned and the pupils informed whether they have gained a place.
- KS2 Pupils are responsible for getting themselves to lunchtime activities and remembering when they are held.

### **Complaints Procedure**

- If the school has a concern about an activity, the Headteacher will raise this with the activity leader.
- If the matter remains unresolved, the activity organiser will not be allowed to run the activity the following term.
- If the activity leader has a concern, they should speak to the Headteacher.
- If a third party complains, the Headteacher will deal with the complaint and attempt to resolve the situation.
- If this is not successful, the concern will be dealt with in accordance with the school's complaints policy.

### **Has It Been Successful?**

- The quality of the extra-curricular activities will be monitored by the relevant coordinator/leader within the school.
- There will be a feedback sheet available at the end of each activity where parents/carers and children will be able to express their view about the activity, put forward ideas for new activities, and suggest providers for activities.
- A copy of this policy is available on request and can be found on the school website.



## **Linked Policies**

Other policies which should be referred to include:

- Child Protection Policy and Keeping Children Safe in Education Policy
- Health and Safety Policy
- Lettings Policy
- Single Equality Policy
- Behaviour Policy
- Complaints Policy
- EAL Policy
- Volunteers, Parents and Helpers in School Policy
- SEN Policy
- Staff Code of Conduct Policy