

LEARNING TOGETHER TO BE OUR BEST

**DOVER PARK
PRIMARY SCHOOL**



**After School Club Policy and
Parent Charter**

Date agreed: September 2021
Review date: September 2023

Signed: _____

Chair Board of Governors

Dover Park Primary School

After School Club Policy

Definitions

After School Club An After School Club takes place at the end of the school day to offer sports or other enrichment opportunities. After school clubs are usually led by school staff but may be led by external providers commissioned by the school.

Wrap around care (Breakfast & After School) Child Care provision run in school or by and external provided e.g. 'Cheeky Chimps' that provides childcare for working parents.

Lettings Clubs/events run by external providers in the afternoon or evening for the wider community. They are not run by the school and the organisers rent the school space to hold the club e.g. Maui Thai boxing or Taekwondo

This policy relates to after school clubs run by school staff or external providers commissioned by the school.

The school will encourage after school clubs as a way of providing enrichment for pupils. The clubs will only operate following the approval of the Headteacher.

Aims

At Dover Park Primary School, we provide a wide range of after school clubs to give our pupils the opportunity to pursue their interests and talents, learn new skills, enjoy working as part of a team and develop new friendships. The vast majority of clubs are free of charge and are run by school staff.

Procedure

Prior to a club being approved the Headteacher will:

- a) Ensure that an outline of the proposed club is obtained which identifies what is to be covered, who will run the club, any costs involved, the venue/area to be used and any specific related health and safety issues.
- b) Obtain information on the experience/qualifications of the club leader and assess the competency of the individual to run the club.
- c) Advise the club leader of their responsibilities to the school.
- d) Provide external providers with copies on relevant school policies and procedures, including a copy of the lettings policy.

Club leaders (External Providers/lettings)

Club leaders, who are not school employees are expected to follow school policy, particularly in terms of health and safety and safeguarding.

Outside organisations will need to enter into a lettings agreement with the school and should hold public liability insurance of their own (details in lettings policy) as the council's insurance does not extend to hirer's liabilities.

External provider club leaders will additionally need to:

- a) Produce an outline of the proposed club which identifies what is to be covered, who has overall responsibility for running the club and any specific health and safety issues.
- b) 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.
- c) Provide details, in the form of a competency Statement, to the School Business Manager of the knowledge and training or information of other qualities or qualifications that make them competent to lead a club.
- d) Ensure that when the club is in operation, that they know who is present, have parental contact details and that those attending have been briefed on health and safety.
- e) Use any equipment in line with safe practice identified by the school and report damage or defects in accommodation or equipment to the School Business Manager or Headteacher immediately.

Arrangements/Risk Assessments

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

- a) A minimum level for adequate supervision must be identified and adhered to.
- b) After school clubs will only operate when a member of school staff is on site.
- c) Cancellation arrangements must be established for each club. Where children are still present it is the responsibility of the club leader to ensure children are supervised until collected.
- d) In case of a fire alarm the club leader will take charge of the group, the assembly point a Dover Park Primary School is on the playground. The club leader will make

certain that all pupils are accounted for and report to the designated person in charge (Headteacher, SBM, SLT member).

f) In case of an accident the priority will be to obtain first aid.

g) Staff and volunteers will have the appropriate training and/or qualifications to carry out the activity.

Arrangements for the delivery/collection of pupils

All clubs will take a register to ensure that all children are accounted for. If a child is missing at the beginning of the club it is the responsibility of the club leader to find out immediately why a child is not present.

All children attending such clubs will be kept in school and remain the responsibility of the club leader until the designated parent/carer collects them when the club finishes.

It is the parent's responsibility to inform the club organisers if their child is sick, not attending the club for any reason or if there is a change to the normal adult collecting the child.

Children in Year 5 and 6 can walk home alone if written permission to do so has been provided by the parent/carer. All other children will need to be collected by an adult.

Clubs or events that happen off site must follow the policy and procedure set out in the Educational Visits Policy.

Related Policies:

Health and Safety
Missing/Lost Child Policy
Safeguarding Policy
Lettings Policy
Educational Visits policy

Please read this policy in conjunction with the School's Safeguarding policy and Child Protection Policy and Procedures. All school Policies can be found on our Website at www.doverpark.co.uk.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

After School Club Parents Charter

At the beginning of each term a club timetable is produced by the office detailing clubs on offer, dates, times, venue and club leader.

Each club will send out a separate letter at the beginning of the half term/start of a new club. The letter needs to be signed and returned to the club leader promptly.

Clubs are very often oversubscribed. A lottery system will be used if the club is oversubscribed. Parents of pupils will be informed by letter, text or e-mail if they have got a place in the club prior to the commencement date. A waiting list will be kept for each club. Please do not assume that because you have applied that your child has automatically got a place.

Children are expected to attend every session and if they cannot attend a letter must be written to the club leader with an acceptable reason. If a child fails to attend two sessions, they will be asked to leave the club and a child on the waiting list will be offered the place.

It is the parent's responsibility to inform the club leader if their child is sick or not attending the club and (for pupils in years 5 and 6) to inform the school if they are allowed to walk home alone.

We reserve the right to cancel any afterschool club should the need arise. We do not cancel clubs for no reason! There are times when our sports teams need to play a fixture or when staff are absent or required elsewhere.

Our usual behaviour rules and sanctions apply to after school clubs.

Any child who receives 2 'Time Outs' during any After School Club will be asked to leave the club for the remainder of the term.

By signing the permission slip for each club you are agreeing to abide by this charter.

Signed: _____ Parent/Carer of: _____

A copy of our full After School Clubs Policy can be found on the school website www.doverpark.co.uk