



St Edward's Church of England
Primary School

After School Clubs Policy

January 2014



St. Edward's Church of England Primary School

AFTER SCHOOL CLUBS POLICY

1.0 AIMS OF ST EDWARD'S SCHOOL

The school aims to achieve a happy fulfilled community within which:

- lively faith and Christian values permeate all that is done;
- the unique qualities of each individual are appreciated and nourished so that potential is fully realised;
- excellence is energetically pursued in all aspects of school life;
- and from which young people are able to live rich, satisfying lives with the desire to witness and contribute to society.

2.0 INTRODUCTION

The school will encourage after school clubs, either run by staff or approved volunteers/organisations, as a way of providing enrichment activities for pupils. The clubs will however only be allowed to operate following approval by the Deputy or Head Teacher, in consultation with the School Business Manager.

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher, Deputy Headteacher or School Business Manager (SBM).

3.0 ORGANISATION

3.1 Head Teacher, Deputy Headteacher and School Business Manager

Prior to a club being approved, the Head Teacher, Deputy Headteacher and SBM will:

- ensure that an outline of the proposed club is obtained which identifies what is to be covered, who is to run the club, when it is to run and any specific health and safety issues;
- obtain information on the experience/qualifications of the club leader and assess the competency of the individual to run the club;
- advise the club leader of their responsibilities and the responsibilities of the school (see Section 3.2 and 3.3 below, as appropriate).

3.2 Club Leaders (School Employees)

Where the club leader(s) are school employees, they have the responsibilities generally as indicated in the school Health and Safety Policy. For after school clubs however they will also need to ensure that:

- they produce an outline of the proposed club which identifies what is to be covered, who is to run the club, when it is to run and any specific health and safety issues (see Appendix 1);
- when the club is in operation, that they know who is present and that those attending have been briefed on health and safety issues.
- the use any equipment is in line with the safe practice identified.

3.3 Club Leaders (Volunteers/Outside Organisations)

Club leaders, who are not employees, are treated in a similar way to employees, as stated within the school Health and Safety Policy. Specifically, once the Head Teacher/Deputy Headteacher has agreed that the individual can lead the group, the volunteer will be covered by the council's insurances provided he/she is following the agreed practice.

Volunteers who are club leaders will additionally need to:

- produce an outline of the proposed club which identifies what is to be covered, who is to run the club, when it is to run and any specific Health and Safety issues;
- provide details, in the form of a competency statement, to the Head Teacher/Deputy Headteacher of the knowledge and training or information and other qualities that make them competent to be a club leader;
- ensure, that when the club 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 the safe practice identified and report defects in accommodation or with equipment to the Head Teacher, Deputy Headteacher or School Business Manager.

4.0 ARRANGEMENTS/RISK ASSESSMENTS

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

- a minimum level of supervision must be identified for each activity;

- ideally, all sport related clubs operating on the school field or playground should have a minimum of two adults present. If only one adult is with the children, the school office should be alerted and the member of staff running the club should have a mobile phone to communicate with school personnel in an emergency;
- after school clubs will only operate when school staff are on site;
- cancellation arrangements must be established for each club but, where children are still present, arrangements must be in place to ensure they are supervised until collected;
- each club will take a register to ensure that they know who is in attendance, but access to emergency contact information will be via the office;
- in case of a fire alarm, the club leader will take charge of the group, the assembly point for persons on site at this time will be the upper school playground and the club 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. An appointed person will be available on site, but for any accident the club leader must also complete the Accident/Incident Report (AIR) form [see Appendix 2].

5.0 ARRANGEMENTS FOR DELIVERY/COLLECTION OF THE PUPIL TO A SCHOOL RUN CLUB

A school run club is defined as a club run by a school teacher or support staff member, either during the school day or directly after school finishes. All school run clubs will have a register to ensure that all children are accounted for.

All children attending such clubs will be kept in school and will remain the responsibility of the school until the assigned parent/carer collects them when the club finishes. Children in KS1 will have assistance getting ready for the club as and when appropriate.

It is the parent's responsibility to inform the club organisers if their child is sick or not attending the club.

6.0 ARRANGEMENTS FOR DELIVERY/COLLECTION OF A PUPIL TO AN OUTSIDE AGENCY/ COMPANY RUN CLUB

All outside agency/company run clubs are responsible for creating a register of all pupils attending their club.

6.1 Key Stage 1 (KS1)

6.1.1 Before School

All children attending clubs before school will come to school, in appropriate clothing, accompanied by their parents. A member of school staff will be responsible for meeting the children at the main school entrance and ensuring they reach the club venue safely. They will then hand over responsibility to the club leader. At the end of a club involving a sports activity, children will change into their school uniform, supervised by the club leader.

6.1.2 After School

Members of school staff will accompany pupils to the club venue or agreed meeting point and hand over responsibility to the company representative of the club they are attending, who will supervise pupils changing into their PE kit if appropriate. Parents will collect their child from the club at the agreed finish time.

It is the parent's responsibility to inform the club organisers and the school office if their child is sick or not attending the club.

6.2 Key Stage 2 (KS2)

6.2.1 Before School

As for KS1 (see 6.1.1 above).

6.2.2 After School

All children attending clubs within KS2 are allowed to go with the company representative of the club they are attending on their own and change into their PE kit if appropriate, supervised by the club organiser. Parents will collect their child from the club at the agreed finish time.

It is the parent's responsibility to inform the club organisers if their child is sick or not attending the club.

7.0 ARRANGEMENTS FOR DELIVERY/COLLECTION OF THE PUPIL TO THE OFFSITE AFTER SCHOOL CLUBS, (e.g. YMCA, LITTLE MARKET ETC.)

Staff from offsite after school care providers are responsible for creating a register of all pupils attending their club.

7.1 Nursery, Reception Year, Year 1 and Year 2

All children attending offsite after school clubs in Foundation Stage or KS1 are escorted from class to the lower school playground at the end of school. Class teachers/support staff will then hand over responsibility of the child to the club leader. Parents will collect their child from the club at the agreed finish time.

It is the parent's responsibility to inform the appropriate after school care provider if their child is sick or not attending the club.

7.2 Years 3 – Year 6

All children attending offsite after school clubs within KS2 will go out to the upper school playground with their class at the end of the school day. From their class line, they will go straight to the club leader at the lake end of the playground by the gazebo. The staff from the after school care providers take responsibility for the child at this point. Parents will collect their child at the agreed finish time of the club.

It is the parent's responsibility to inform the club organisers if their child is sick or not attending the club.

**St Edward's Church of England Primary School
Lunchtime and After School Clubs**

This is not an expectation of any member of staff but if you would like to run a club, during the next academic year, please complete and return to School Club Co-ordinator.

Your Name

Other adults involved

Subject

Preferred day

Preferred year group Number of pupils

Arrangements if oversubscribed

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Timescale: Autumn Term Spring Term Summer Term (please circle)

Proposed Times:

Detailed description of activities that will happen during the club

Other information e.g. awards, competitions, affiliation to other organisations, specific Health and Safety issues.



Accident / Incident Report Form

(Please complete for any of the following: accident, assault, abuse, work related ill health, dangerous incident, hazardous situation).
Work related racial incidents: please attach first page of Racial Incident form.

Corp H&S Section
use only - Ref No:

All serious accidents / incidents must be reported to Corporate Health & Safety immediately

Part A Person Completing the Form

Name:	Date Completed:	Section/ School	Contact No.
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Part B Type of Incident

If Near Miss, complete Parts A to D & F only

Near Miss	Major Injury	Over 3 day injury	Minor Injury	Dangerous Occurrence	Other Incident	Undesired Circumstance	Assault/ Abuse*
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(Circle One)

*If assault or abuse, please specify:

Racial

Sexual

Physical

Verbal

Part C About the Person affected / involved

Name			Job Title			Contact number	
Address			Date of Birth			Male / Female	
Employee	Public	Pupil	Contractor	Service User	Agency	Other	

(Circle one)

Part D Group

Social Care and Learning	Culture and Community	Finance and Commerce	Legal & Democratic
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(Circle one)

Part E Incident Details

When did it happen? Date				Time				
Date reported				Time				
Where did it happen?								
Activity authorised?	YES	NO	LBH vehicles involved?	YES	NO	Lighting	Natural	Artificial
Weather Conditions								

Part F Description of events

<p>What happened after incident? (Circle)</p> <p>Returned to work Sent Home Sent to hospital In hospital over 24hrs</p> <p>If absent more than 3 days, date work stopped</p> <p>Injured Party signature (If possible)</p> <p>Date:</p>							
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Part G Witnesses

Were there any witnesses to the incident?	YES	NO
Names of witnesses	Contact details	

Part H The Injury		
Describe the Injury		
What part of the body was affected?		
What do you believe caused the accident?		
Signature of person completing the form (if not injured party)		Date
Part I Investigation		
<i>(An investigation must be carried out by the manager detailing the findings, corrective actions taken and recommendations for further action. Where necessary attach additional sheets)</i>		
	YES	NO
Have PPE or other safety devices been specified for this task?		
If so, was it being used correctly?		
Was the injured party correctly trained and/or supervised in the task/activity?		
Is there a risk assessment in place for this task?		
Were identified control measures in place?		
Were there any other factors contributing to the incident? (detail below)		
Was an accident analysis completed (via intranet)		
If yes, please enter 17 digit result code		
Give details of any measures you have taken or intend to take to prevent a recurrence of the incident		
To be completed by		Completion Date
Name of Manager		Designation
Signature		Date
Part J Health and Safety Advisor Use Only		
Date AIR Form received		
Accident / Incident investigated by		
F2508 required?	Y / N	Date Sent:
Health and Safety Advisor name:		Group:
Signature		Date
<p><i>It is essential that all required sections are completed accurately and as soon after an incident as possible and submitted to Corporate Health & Safety within 5 days.</i></p> <p>Serious accidents should be reported to Corporate Health & Safety within 24 hours.</p> <p><i>If there is anything that you are unsure of, please contact the Corporate Health and Safety Section for guidance.</i></p> <p><i>Attach any witness statements that are relevant to the incident, as well as any further details arising from the manager's investigation.</i></p> <p><i>Give full details of any vehicles involved, including vehicle registration and driver's name where appropriate.</i></p>		

AFTER SCHOOL CLUBS POLICY

Approved by Teaching and Learning Committee:

Chair of Teaching and Learning Committee

Date

Head Teacher

Date

Approved by Full Governing Body:

Chair of Governors

Date

Head Teacher

Date