



Extended School Activities (Before and After School Clubs)

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Statutory policy: No.

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Our School Vision

Our school vision is based on the theme of '*Taking Care*'. We strive to encourage our children, staff and wider community to 'take care' of one another through the core Christian Values of:

Kindness, Hope, Courage and *Respect*.

Our vision is inspired by the words in Corinthians:

"Let love and kindness be the motivation behind all that you do."

(1 Corinthians 16.14)

Ravenshead C of E Primary School is committed to valuing diversity and to equality of opportunity. In biblical tradition, children in particular are seen to hold a special place in the priorities of God. Furthermore, we hold to the foundational belief that all people are created in God's image and are intrinsically valuable. Everyone should be treated as fundamentally precious, irrespective of behaviour, achievements or potential.

Therefore, we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect and feel able to contribute to the best of their abilities. The school's biblical foundation provides a model of Christian community described as the 'body of Christ', in which everyone has a part to play, and everyone without exception has God-given gifts which are to be used for the benefit of others.

1. Introduction

- 1:1 Children have a core entitlement in terms of the curriculum. Whenever 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, enabling them to make informed choices for adult life.
- 1:2 To enable extended school activities to run as safely and enjoyably as possible for all concerned, new guidelines have been introduced and the policy set out below has been drawn up.
- 1:3 Children wishing to join clubs must have permission given by their parents/carers to enable them to take part. Some clubs will have limited spaces. If the number of children wanting to join a club exceeds the limit, a waiting list will be set up and membership will be restricted to half a term. Minimum numbers will apply for clubs to continue to operate.
- 1:4 This document sets out the responsibilities of all those concerned with organising and taking part in clubs outside of normal hours.

2. Our aims

- 2:1 By encouraging extra-curriculum activities we intend to:
 - Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life.
 - 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.
- Encouraging children to develop friendships between age groups and work together cooperatively.

2:2 **Club's Responsibilities are to:**

- Ensure that the children are appropriately supervised throughout the period of their attendance and at the end of club meetings.
- Ensure that a safeguarding policy is in place (which will be viewed by the school).
- Ensure that staff have completed safeguarding training (certificates will be viewed by the school).
- Ensure that any adults assisting with the running of the club are DBS checked to an appropriate level.
- Are familiar with the school's health and safety policy and Safeguarding/Child Protection policy (available from the main office or school website <https://ravenshead-cofe-primary.secure-primariesite.net/policies/>).
- Are familiar with the Prevent Duty obligation (details of which can be found in the school Safeguarding/Child Protection policy or from the Prevent Duty policy on the school website).
- Ensure the health and safety of children attending the club.
- Promote acceptable behaviour by children by their own example.
- Inform the school as soon as possible should a club be cancelled so that parents/carers can be informed as soon as possible to ensure that they are aware that their child/ren will need to be collected.
- Ensure that all children are accounted for by completing a register.

2:3 **Parent's/Carer's Responsibilities are to:**

- Enrol their child/ren by signed slip, to a club of their choice.
- Ensure that their child/red are collected ***promptly*** at the end of the club and inform the club leader when they leave with their child.
- Inform the club if their child is not being collected and is making their own way home.
- Inform the club in any change of arrangements in terms of collecting children (e.g. if an alternative person collects).
- Inform the club/school if their child will not be attending the club so that all children can be accounted for.

2:4 **Children's Responsibilities are to:**

- Tell the club leader if they need to leave the room/field/playground area for any reason.
- Behave in the same way that would be expected of them during normal school hours.

2:5 **School's Responsibilities are to:**

- Ensure that appropriate risk assessments are in place for all activities.
- Ensure that club leaders are clear about expectations of the school regarding their role.
- Ensure that there is a DBS checked adult running the club.
- View the club's safeguarding policy and safeguarding training certificates of staff.
- Provide contact details for the Designated Safeguarding Leads.
- Ensure that all club staff (be they running the club or helping) have undergone the necessary checks for suitability to be involved in a club for children.
- Ensure that Public Liabilities insurance is in place to cover the approved activities that are organised during the After-School Clubs.

- Have a record of which children are attending the club.
- If a club is cancelled, to inform parents as soon as possible so that parents/carers are aware that their child/ren needs to be collected.

3. Enabling Opportunities

- 3:1 Clubs are advertised to all children. Where barriers to children participating exist we try to overcome these by:
- Subsidising clubs led by external providers so that children from families experiencing financial difficulties can attend.
 - Operating a 'name out the hat' system.
 - Ensuring that club leaders are briefed of any special needs that the children may have and strategies to support these children.
 - Addressing any other special needs that may require adaptation of the school environment.

4. Health and safety considerations

- 4:1 All club leaders should ensure that every half-term there is a reminder about:
- Procedures in case of a fire.
 - Rules for moving round the school building – particularly arrangements for going to the toilet.
 - Exceptions of behaviour.
 - Arrangements in case a club has to be cancelled.
 - The expected duration of the club and any other details.

5. Charges for clubs

- 5:1 The cost of clubs is kept to a minimum. On allowing the club 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.
- 5:2 Where outside providers are charging parents/carers, it will be expected that the costs to be incurred will be made clear before parents agree to children attending the club. Once a child has been allocated a place in a club, fees are payable in advance and missed sessions must be paid for.

6. Complaints Procedures

- If the school has a concern about a club, the Headteacher will raise this with the club leader.
- If the matter remains unresolved, the club organiser will not be allowed to run the club the following half-term.
- If the club leader has a concern, they should talk to the Headteacher.
- If this concern is still unresolved, they should follow the School's Complaint Procedure as set out in the Complaints Policy (a copy is available from the main school office or the school website <https://ravenshead-cofe-primary.secure-primariesite.net/policies/>)