

## Oakmeadow C E Primary & Nursery School



## AFTER SCHOOL CLUBS POLICY

Reviewed and adopted: Sept 17

Next Review due: September 20

At Oakmeadow CE Primary School and Nursery we aim to provide extra high quality teaching and coaching opportunities for children during and after school hours. This allows the children to further develop their social, emotional and educational skills.

Children will:

- Have greater understanding of health and fitness and opportunities to opt for physical activity to encourage a healthy lifestyle, when attending sports clubs
- Learn and develop new interests, skills and talents eg. singing, music, cookery, art etc
- Show a desire to improve and achieve in relation to their abilities and aspirations
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship when attending sports clubs.
- Understand safe practice and develop a sense of responsibility
- Promote self-esteem through physical competence and learning new skills

### Activities that are available and the selection process

The school provides excellent extra-curricular activities delivered by staff and by outside specialists who are fully DBS checked. Clubs that are run by an outside organisation may incur a cost, however any costs are kept to a minimum. The range of clubs aims to offer the children the opportunity to perform in both competitive and non-competitive games and learn and develop new skills.

Places will be offered based on the club's suitability to the age group.

### General Information for running a school club or competition

- All parents/carers need to complete and return the request form together with payment if required
- Children are expected to listen to the club leaders and follow instructions. If a child is unable to stay on task, then they may have to be removed for health and safety reasons. Children will be given an opportunity to improve their behaviour before this action would be taken
- The school office manages all administration and registers for school clubs.
- The office staff are responsible for ensuring that all club leaders are aware of the school emergency and administration requirements and who their emergency contact is

- The club co-ordinator is responsible for setting up each club's emergency contact and providing suitable cover if the designated person is unavailable.
- A register is taken in order to monitor attendance and to ensure that all children are accounted for in the event of an emergency or fire alarm. Copies of these registers are also kept by the school for data purposes
- Parents/carers should be aware where and when to collect their children after the club has finished
- Children should wear appropriate clothing, where necessary eg. PE kit.
- Parents/carers should be given reasonable notice before an event or competition
- Clubs are only to be cancelled in an emergency situation. This permission must be sought from head teacher or deputy head teacher
- **If a club has to be cancelled, we will advise the parents of the child as soon as possible**
- **If a club is cancelled on the day, we will telephone or text the parents as soon as possible. *We commit to this being in emergency situations only and we have not been able to find an alternative coach.***

### **Coaches in school clubs**

The school has several specialists who are experts in their field. This helps to develop high quality PE within and beyond the curriculum time. To ensure good quality teaching and coaching from outside providers, we at Primary School and Nursery will:

- Check that coaches have the appropriate qualifications in their specialist subject and in coaching young people
- Check that coaches are of good character and suitable to work with children by following required safeguarding checks and procedures. A member of staff may attend the first session of each club to ensure that the adult in charge is suitable
- Give clear guidelines and support to coaches about health and safety procedures and school behaviour policy

### **Accident procedure**

If an accident occurs, the club leader or assistant will make contact with the school office and will establish what assistance is required. First aiders are on site for the duration of all school clubs. The club leader will then supervise the pupils, whilst the clubs' qualified first aider, attends to the injured child's needs.

The incident will be recorded including the time and what happened by the club co-ordinator. The club leader will inform the parent of the event, when they are collected. If the child is unable to continue the club, the club leader will decide whether to contact the child's parents by phone to be collected early or get them to sit quietly until the end of the class.

### **Collecting children after a club**

Any child not collected on time at the end of a school club will be brought to the school office where the club co-ordinator will contact parent/carers and wait with the child until they are collected.