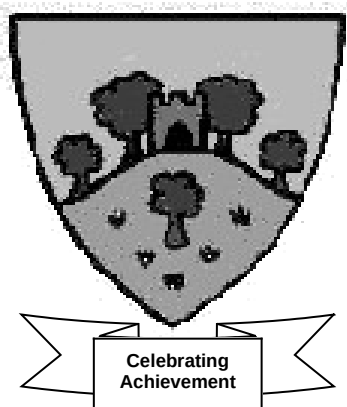




HOLTON LE CLAY SCHOOLS FEDERATION

Executive Headteacher: Mrs D Hunt

HOLTON-LE-CLAY INFANT SCHOOL

Church Lane, Holton-le-Clay, Grimsby, N.E.Lincs. DN365AQ.

Telephone: 01472 822065

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e-mail: enquiries@holton-le-clay-infant.lincs.sch.uk

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HOLTON-LE-CLAY JUNIOR SCHOOL,

Picksley Crescent,

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Federation of

HOLTON LE CLAY INFANT and JUNIOR SCHOOL

Extra Curricular School Clubs

To enable after and before school clubs 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.

Children wishing to join clubs must have a consent slip signed by their parents 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. Minimum numbers will apply for clubs, to continue to operate.

POLICY

This document sets out the responsibilities of all those concerned with organising and taking part in after and before school Clubs at Holton le Clay Infant School and Holton le Clay Junior School.

The **School's** responsibilities are to: -

- Ensure that a full risk assessment is carried out for all activities.
- Ensure that there is a member of staff present on the school premises during all club activities
- Ensure that the club leader is notified of any medical conditions of pupils in their club for e.g. inhaler/epipen requirements
- Ensure that all Club leaders 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 before and after school clubs.

The **Club Leader's** responsibilities are to: -

- Ensure correct pupils are in attendance and follow up any absentees
- Ensure that the children are appropriately supervised throughout the period of their attendance and at the end of club sessions
- Promote acceptable behaviour of children by their own example
- Ensure the school Health and Safety policy, Safeguarding Policy and Risk Assessments are adhered to

- Holton le Clay INFANT School

Ensure inhalers/epipens are available in the vicinity of where the club takes place (take school emergency inhaler outside if required)

Holton le Clay JUNIOR School

Pupils to request use of their own inhaler prior to club starting if needed

- If club leader needs to cancel a session this will be communicated by letter home or text if short notice (not verbally to child)

The **Parent's** responsibilities are to: -

- Enrol their child/ren by signed slip, to a Club of their choice.
- INFANT SCHOOL - Ensure that child/ren are collected **promptly** at the end of the Club by their Parent/Carer (unless alternative arrangements for collection have been advised to school by the parent) Children should be collected by an adult i.e. person over 18 years of age. Parents must inform the Club leader when they leave with their child. The Club leader/school staff member will call children over to pass to parent.
- JUNIOR SCHOOL - Ensure that their child/ren are aware of and adhere to the parent instructions for leaving school at the end of the club session
- Should a child not be able to attend a club due to appointments, holiday etc parents must let the club leader know in advance via letter/telephone

The **Children's** responsibilities are to: -

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

Policy will be reviewed

Review Cycle	4 yearly
Adopted on	2 nd May 2013
Compiled by: Admin	Revision No. 4
Submitted to staff on:	
Reviewed by	Reviewed on: 09.03.23
Approved by Holton le Clay Schools Full Governing Body	Approved on: 9 th March 2020