



Moon's Moat First School

Before and After School Extra Curricular Clubs

Policy 2025-2026

Policy Statement

After school clubs further the development of a child's education. Staff who choose to run a club in their own spare time, and those provided by outside agencies on behalf of school, must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours. Children have a core entitlement in terms of the PE curriculum. There are sports and physical activities that are not within the scope of the normal school day, yet are beneficial to the children. We aim to offer these extra opportunities through provision delivered by school staff, external providers and independent clubs. There are a range of clubs offered for those children who would prefer other experiences e.g. Cooking Club, Art Club, Computing, Lego Build to Express, Fancy Fingers etc... Clubs offered vary from term to term and year to year. Some clubs are offered to specific key stages or year groups.

After school clubs must follow the normal safeguarding policies and procedures used in school hours that are in place at our School. (Please see Safeguarding and Child Protection Policy).

Any Parent/Carer supporting the delivery of this club must have an up to date Enhanced DBS check.

Aims:

By encouraging extra-curricular activities, we intend to:

- enable children to experience different physical activities
- provide opportunities for fun and enjoyment through a range of non-sporting activities
- extend children's learning through particular activity areas – including clubs to support SEND children
- encourage children to work together co-operatively and across age groups

After school club procedures

After school clubs usually run from 3.15pm to 4.00pm but occasionally times may vary.

Any messages related to planned absences from an after school club held in school, must be left at the school office. **Permission slips must be completed prior to any child attending a club.** This should also include an emergency contact number and any relevant medical issues/ medication. Parents/Carers should inform school of any updated medical information throughout the duration of the club.

The adult responsible for the club must check each session that the child has the necessary medication before beginning the club e.g. an inhaler. If a child is feeling unwell, then a phone call to their Parent/Carer will be made for the child to be collected ASAP.

Clubs will normally run for the duration of either five or ten weeks, although this may vary depending on the provider / other circumstances. A new letter will be sent out for each club so that contact details and medical details are kept up to date and Parents/Carers are kept up to date with information.

A register will be taken at each session. Where a child is absent without an explanation, a phone call home is required so that the whereabouts of the child and their safety is established. A copy of the register should also be kept by the school office.

The adult responsible for the club must ensure that all pupils are collected by the designated adult/carers or that alternative arrangements e.g. Y4 pupils walking home, have been agreed in writing. **A member of the teaching staff must be present when children are collected at the end of a club. Parents will be telephoned if an adult does not arrive in a timely fashion to collect a child.**

Cancelled session.

In the event of a session being cancelled the provider should inform the school as soon as possible. Where practical the school should contact Parents/Carers by phone. Children attending a club, which is cancelled on the day, should be registered as a group as normal. They should be kept on school site by the school appointed adult until collected by a Parent/Carer.

Off school site activity arranged by school

Parents/Carers may have to arrange transport to the particular venue unless the club are either walking in a group or having school arranged transport. If walking, the school's policy and risk assessment for walks within the local area, would need to be consulted. At all times, the ratio for children to adults must be considered. This can be discussed with the schools Educational Visit Co-ordinator.

Off school site activity: Emergencies

There may be occasions where a child requires transport in an emergency situation. Such circumstances must always be recorded and reported to the Headteacher and the Parent/Carer.

Club numbers

Suitable ratios of adults to children should be maintained by the adult responsible for the club. Normally, outside providers will have a maximum of 20 pupils per adult. Depending upon the type of club, numbers may be lower than 20 e.g. Cooking Club. When clubs are oversubscribed, a reserve list is maintained and those children will be the first to be offered places should anyone leave the club or they will be offered places at the next available club.

Payment

Most after school clubs are provided free of charge. School pays overtime to TAs who are willing to run or assist teachers in running clubs. There may be a small weekly charge to cover the cost of clubs run by outside providers, but these clubs are usually subsidised by school to keep costs to a minimum. No child is refused a place on the grounds of non-payment. The school will retain permission slips and any payments received.

Safeguarding and Child Protection

It is the school's responsibility to ensure third party providers adopt the school's policy. Providers should contact the Head teacher, Miss Crawford (Designated Safeguarding Lead) in the event of a disclosure or a Deputy Designated Safeguarding Lead, Mrs Kelly or Mrs Moorhouse. All activity leaders must have a current Enhanced DBS certificate. The school should make clear to third party providers what is expected of them in terms of a safe working practice with children and young people. A useful document is the "Guidance for Safer working Practice for Adults who work with Young People in Education Settings". This document is to be made available to providers. The school has responsibility to assess the competence of the third party provider/volunteer to establish a suitable level of supervision.

Insurance All third party providers offering activities must provide a copy of their public liability insurance and their employer liability insurance. Clubs held on school premises are covered by school insurance.

All staff and Governors have received appropriate safeguarding and child protection training (September 2024). All staff have read the following:

- Keeping Children Safe in Education 2024
- What to do if you're worried that a child is being abused
- Staff Code of Conduct
- Safeguarding and Child Protection Policy 2024

Other related policies have been signposted such as Working Together to Safeguard Children, Anti-Bullying, Anti-Cyber Bullying Policy, Behaviour Policy, Critical Incidents, Health & Safety etc.

Staff working with children should maintain an attitude of **'it could happen here'** where safeguarding is concerned. If staff have **any** concerns about a child's welfare, they should act upon them immediately. They should follow the school's policy and procedures and speak with the Designated Safeguarding Lead (Miss Crawford) or one of the Deputy Safeguarding Leads (Mrs Kelly or Mrs Moorhouse). In the absence of these staff members, a member of the SLT should be contacted. All concerns should be acted upon and recorded on CPOMS.

Club Expectations

All activity leaders should ensure that every term there is a reminder about:

- The procedures in case of a fire
- Rules for moving around the school building
- Arrangements for going to the toilet
- Expectations of behaviour
(School reserves the right to withdraw any child from a club in the event of dangerous or on-going disruptive behaviour)
- Changing arrangements

First Aid

At each club there should be an adult in school with an up to date first aid certificate. During after school clubs, a first aid box should be present or within easy access. An accident log should be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers. A 'bumped head' sticker should be worn by the child.

Equipment

Children should be reminded about the correct use of equipment available to them.

All equipment being used should be visually checked by an adult before children use it. Any defective item should not be used and should be labelled with 'Not To Be Used'. Items should be removed if possible and Office staff or the Cleaner-in-Charge should be informed.

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