



## After School Clubs Policy *for Staff*

### Rationale

Coppetts Wood School is committed to improving the performance, well-being and life chances of all children. As part of this, Coppetts Wood Primary School offers all pupils an inclusive opportunity to join an after school club.

We offer a wide range of after school clubs in three Key Stage areas. These are designed to build on existing skills and develop new ones, to contribute towards children's personal development, their social and emotional well-being and achievement.

Coppetts Wood after school clubs also support children's ability to make a positive contribution to their school community.

Sporting activities are offered to enable children to achieve a healthy lifestyle, have fun and engage in team building which also supports their social development.

### Staffing

The minimum number of pupils accessing a club that is run individually is 8:1. Maximum is 12:1. Where there are two members of staff the ratio changes to 14:2 - FS, 16:2 - KS1 and 20:2 - KS2.

It is the **responsibility of the Club Leader to inform the Club Co-ordinator** of the necessity for the club's cancellation, preferably at least 48 hours in advance; the Club Co-ordinator will address this with the Head Teacher. Clubs will only be cancelled as a last resort. It is the responsibility of the Club Co-ordinator to ensure parents/carers are given at least 24 hours notice in advance, where possible, if the club is unable to go ahead. Cancellation, authorised by the Head Teacher can then be made via a phone call to all individual parents/carers, a text using Coppetts Wood's Teachers-to-Parents texting service or a cancellation slip giving notification of the cancelled club's date.

### Behaviour

Coppetts Wood has a Club Behaviour Policy in place that all parents have read, agreed to and signed. (See Appendix 1 below.) Pupils have been made aware by their parents that there is an expectation that all pupils have agreed to the Code of Conduct. If pupils break this agreement there are steps in place to be followed by the club leader.

### Health & Safety

All school clubs operate under the school's Health and Safety guidelines.

**It is the responsibility of the Club Leader** to be aware of the *First Aiders on site*, while the club is running. It is the pupils' responsibility to attend clubs with the correct clothing/footwear. If they do not have the correct clothing / footwear, they are not able to take part. Club leaders will be informed if there are any children with health needs in their club and who the first aider on site is and where they can be found.

External Instructors will be aware of evacuation procedures and their role in it.

### **Safeguarding**

All classroom teachers are provided with up to date lists of which children attend which clubs. At the end of each school day, a teaching assistant will bring all children in their class who are attending a club to the hall where a member of staff will then register them and sit them in their groups until the club leader collects them. Club leaders are then given this register to ensure that all children are accounted for should there be a fire evacuation. Club leaders are also informed of which children attend the children's centre after school club after their school club and which children are permitted to walk home alone. Parents need to complete and sign a separate slip to permit their children to walk home alone after a club. All club leaders are aware of the procedures for reporting safeguarding concerns. A member of the designated safeguarding team is on site whilst clubs are in progress.

### **Resources**

At the *end/beginning* of term, Club Leaders are responsible for working out what resources are needed for their club and communicating this to the After School Club Coordinator in time for their sessions.

Coppetts Wood Primary School has always placed a high priority on the well-being of its pupils, believing that happy, healthy pupils can achieve. The provision of a wide variety of after school clubs contributes to this ethos.

**Reviewed: January 2015**

**Review: January 2018**

## After School Club Code of Conduct Agreement

Please complete the section at the bottom and return to school with full payment in a sealed envelope with your child's name, yr group and club by Friday 26<sup>th</sup> September at the latest. Failure to do this may result in your child's club place being withdrawn.

**To ensure that children are safe, enjoy the sessions and that everyone is given equal opportunities, pupils are expected to:**

- Wear the appropriate clothing (Full PE kits must be worn for Multi sports, Performing Arts, Football and Karate unless they have a Gi). If your child does not have the appropriate clothing / footwear, you will be contacted to come and collect your child.
- Listen to the adults in charge and follow our school rules. Should we be concerned about a child's behaviour during a school club, we will
  - 1) Give a warning
  - 2) Give Timeout
  - 3) Inform the parent and where there is no improvement in behaviour, the club place may be withdrawn.

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I have read and understood the code of conduct for after school clubs.

Child's Name..... Year.....

Parent / Carers

Signature.....Date.....

Emergency Contact Number.....

I have enclosed payment of.....

Club	My child can walk home alone (Yr 5 and 6 only)
	Yes / No

Does your child have any medical conditions / allergies that club leaders need to be aware of? Please provide details of any medications that your child has in school.....  
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