



Policy for the Provision of Before and after School Activities

Introduction

Laurel Avenue Community Primary School recognises that the quality of the education that we offer is greatly enhanced by the provision of a wide range of after-school activities.

Aims of Out of School Hours Learning Activities

Benefits for the pupils

Out of hours activities can provide pupils with opportunities to:

- ◆ *increase their participation in physical activity and improve fitness levels*
- ◆ *further the knowledge, understanding and skills developed within curriculum time*
- ◆ *try out activities not included within the curriculum*
- ◆ *begin to specialise in specific activities*
- ◆ *make independent choices and decisions about their participation*
- ◆ *become involved in the organisation, management and leadership of activities*
- ◆ *take part in activities for a variety of different reasons (e.g. for recreation, fun, competition, social and cultural development.*
- ◆ *socialise with pupils from different classes/year groups and make new friends.*

Benefits for the school

Out of hours activities can provide school with opportunities to:

- ◆ *involve and increase the participation levels of all members of the school community (staff, parents/carers, governors as well as pupils)*
- ◆ *raise the profile and awareness of the importance of physical activity within the school and local community*
- ◆ *raise the status of and market the school (e.g. through publicity of the activities and events organised, achievements of pupils)*
- ◆ *celebrate pupils' work and achievements*
- ◆ *complement, enhance, and extend the physical activity opportunities provided within the curriculum*
- ◆ *contribute to whole school improvements (e.g. improved behaviour, attendance, commitment and attitudes from pupils)*
- ◆ *establish links with the community and other schools and thereby draw on and share knowledge, skills, expertise, and resources.*

Roles and Responsibilities

- ◆ *Laurel Avenue Community Primary has a responsibility to ensure that every child is presented with the opportunity to participate in good quality activity experiences to enhance their interests, learning and development.*
- ◆ *Teachers and Teaching Assistants play a major role in leading after school activities.*
- ◆ *External coaches are employed and other members of the school community are encouraged to become involved in the activities programme.*
- ◆ *A reasonable range of activities appropriate to the age of the children will be offered.*

Access to After School Activities:

In order to ensure the consistency of the high standards that we expect and achieve during the school day this document will set out a framework for partnership which will clarify the responsibilities of the school and the outside agencies, providing after school activities. School staff wanting to organise after school activities will also need to fit into the wider picture and follow the guidelines below. It is important that we keep the process simple and encouraging to facilitate the activities whilst ensuring the safety and well-being of the pupils involved.

Activities are optional and every effort is made to allow each child to participate in their preferred activities.

If an activity is oversubscribed, a waiting list is created.

A level of good behaviour is expected from all children participating in activities. Unacceptable behaviour may result in a child being excluded.

*If an **outside provider** is to be employed by the school, the Headteacher will follow this process:*

- ◆ *Consult with staff/named governor as to suitability of the activity*
- ◆ *Does it balance with other existing activities?*
- ◆ *Is it likely to attract a different group of learners from those already catered for?*
- ◆ *Check there is Hall/outside space to facilitate and if outside, check bad weather arrangements*
- ◆ *Meet with the Outside Provider to complete a risk assessment*
- ◆ *Ask the Outside Provider to provide DBS check*

When a **member of staff** wishes to organise a before or after school activity:

- ◆ They must give the Headteacher a broad outline of the activity
- ◆ The Headteacher will consult with staff/named governor as to suitability of the activity:
 - * Does it balance with other existing activities?
 - * Is it likely to attract a different group of learners from those already catered for?
 - * Is there money to meet the costs of resources?
- ◆ The Headteacher will check there is Hall/outside space to facilitate and if outside, check bad weather arrangements
- ◆ The Headteacher will meet with the Leader/s of the activity to complete a risk assessment
- ◆ The Headteacher will confirm the activity and at this point it may be advertised to parents/carers – the activity leader will be responsible for drafting publicity material for the admin support to produce and circulate once the Headteacher has given it a final check.
- ◆ The activity leader is responsible for confirming places and responding to all queries from parents from this point although the Headteacher is always available as back up if necessary.

Additional staffing may be built into the Risk Assessments depending on the nature of the activity.

The role of support staff would be to:

- ◆ Hand over any communication from the office to the course leader
- ◆ Securing the building/grounds apart from the agreed entrance and exit points for the club (i.e. caretaker)
- ◆ Be known to the course leader as being available on the school premises to provide support if necessary
- ◆ Provide back-up for First Aid as necessary
- ◆ Monitor the end of the club and ensure that the course leader is able to hand all children over to the named parents/carers – support with phone calls if required
- ◆ Check areas used for changing are clear and tidy at the end of the course
- ◆ Undertake specific tasks as requested by the Headteacher or other staff whilst 'on duty' e.g. photographs, resource support

Charging

- ◆ Courses organised by School Staff will not normally incur a charge.
- ◆ Parents may be asked to pay a nominal charge if an outside provider is brought in, e.g. Sunderland Football Club or a Professional Dance Instructor.

Signed: G Davison

Headteacher

Date: March 2018

Signed:

Chair of Community and SMSC Committee

Date: March 2018

Signed:

Review: March 2021

Laurel Avenue Community Primary School
Partnership Letting Agreement for After School Clubs with an External Provider
(Chargeable activities)

The application form is to be completed by the external leader of the After School Club once the following steps have been completed:

- The Headteacher, on behalf of the Governors, has agreed to the course*
 - The Leader of the course has met with the Headteacher and completed a risk assessment*
- 1. The use of the premises is limited to the defined area. i.e. hall or field. Course Leaders must ensure that if classrooms or other rooms are used by agreement for changing they are treated with respect and left in good order. Specified toilets will also be available for children to use.*
 - 2. The agreement for the use of the premises between the Course Leader and the Governors of the School/College shall take effect only upon written acceptance of the application on behalf of the Governors*
 - 3. The Course Leader is responsible for publishing any letters to parents/carers and the school will support with distribution. Parents/carers should be asked to reply direct to the Course Leader either at a postal address or via the school – the school office will support by collecting letters and payments to hand on to the appropriate leader. Once the course has started the Course Leader is asked to pass a copy of the register to the school office and at the end of the course or term a copy of attendance is useful for our records of children's achievements.*
 - 4. The Course Leader is responsible for agreeing with the school a single drop-off and pick-up point for parents/carers with one point-of-entry to the school. The school will shut other doors and gates for security. The school will support the Course Leader in communicating to parents the importance of their support in this.*
 - 5. If the course/club needs to be cancelled due to bad weather or illness the school will support the Course Leader in communicating with parents/carers via text message. Due time to do this will be necessary (decision by 1.00pm) and the school will use the course register supplied by the leader.*
 - 6. The numbers of children to be facilitated need to be part of the Risk Assessment and negotiated with the Course Leader. As guidance the adult/child ratio should be 1/12 to ensure quality of provision*

7. Insurance

Injury to Persons or Property

The course leader will indemnify the Governors of Laurel Avenue Primary School and Durham County Council against all claims for damages, compensation and/or costs in respect of:

- i) bodily injury or illness to Third Parties, including the County Council servants and agents or Governors and/or*
- ii) damage to Third Party property caused by or arising out of or being incidental to the Course Leader's use of the premises*

*The Course Leader shall effect adequate insurance to cover this liability with a minimum limit of indemnity of **£10 million**.*

Damage to Premises and Equipment

The Course Leader shall be responsible for loss or damage to the School premises and contents therein, which is the property of Durham County Council except where loss or damage to the premises or contents are as a result of negligence of Durham County Council.

The Course Leader shall effect adequate insurance in respect of such loss or damage.

*Course Leaders, who cannot produce evidence of Public Liability Insurance including damage to Durham County Council property with a Limit of Indemnity of at least **£10 million**, must as a condition of the proposed hiring, must take out Insurance.*

Course Leaders will need to produce a copy of insurance documents before the course is agreed by Governors.

8. Club Leaders are responsible for the behaviour of all children involved in the Club. We have high expectations of behaviour in school and would expect those to be achieved albeit within the less formal setting of the Club. This particularly applies to Course organisers using the field. Parents/carers of any child who persistently flaunts Club rules should be asked to withdraw him/her from the Club.

9. The Caretaker will be informed of the use of the relevant parts of the building so that he can arrange his cleaning schedule around the activity. He is available for premises issues/advice e.g. heating but should not incur any significant increase in work-load as a result of the activity.

10. No smoking is allowed on school premises.

- 11. Hall furniture and PE equipment should be left as it was found – school PE equipment should not be used, unless by prior agreement.*
- 12. The Course Leader will be responsible for providing any first aid facilities that he/she deems necessary in line with the Health and Safety policy of the school. The Governors expect the Course Leader to hold a current First Aid qualification.*
- 13. All Course Leaders and associate coaches/helpers will need to have a current Criminal Record Bureau clearance. Evidence of this will need to be presented before the course is agreed.*
- 14. The Governors reserve the right to cancel any hiring without notice if:*
- a. the accommodation will, due to circumstances outside their control, be unavailable for the period, or*
 - b. the Course Leader has failed to disclose material information concerning the proposed activity*

Laurel Avenue Primary School

1. **Name of After School Activity** _____
2. **Name of Activity Leader** _____
3. **Name, address and telephone number of person responsible for organising the activity to whom all correspondence should be sent:** _____

4. **The Activity Leader applies to use the School/College premises on:**
- Day of the week:** _____
 - Times:** _____
 - Starting date:** _____
 - Ending date:** _____

5. **Area of Premises required:** _____

6. Conditions of Hire and Indemnity.(where applicable)

If the Hiring is agreed the Course Leader undertakes and agrees to:

- pay the hiring fees totalling £_____*
- to comply with the Partnership Letting Agreement including the insurance requirements in Section 8.*

7. **Have you provided the following documentation – please tick box for yes :**

- Copy of insurance certificates*
 - Copy of First Aid qualification*
 - Copy of CRB clearance for all staff involved in activity*
- | |
|--|
| |
| |
| |

Course Leader' signature: _____

(I confirm that I am over 18 years of age)

Date: (day) (month) (year)

(Sample generic risk assessment for After School activities)

Laurel Avenue Primary School
Risk Assessment for After School Activities

Course/Club

Assessors

Date:

Date of Review:

Hazard	People affected	Existing controls	Level of Risk	Additional controls
<i>Injury to child during session</i>	<i>Child</i>	<i>Qualified First Aider Staffing to ensure supervision of rest of group First Aid kit in hand and up to date Parents phone number available Mobile phone on person - battery fully charged School staff always present on site to call parents or emergency services</i>	<i>Medium/high</i>	<i>Staffing to support with First Aid crisis</i>
<i>Child missing during session</i>	<i>Child</i>	<i>Register taken at start of session Child/Adult ratio Staffing to ensure supervision of group whilst search is carried out</i>	<i>Low</i>	<i>Staffing to support with group and/or search</i>
<i>School property vulnerable during course and at pick-up times</i>	<i>School community</i>	<i>Children supervised when collected at entrance</i>	<i>Low</i>	<i>Staffing to support security – front door and gates</i>
<i>Intruder on school premises approaching children</i>	<i>Child</i>	<i>School entry point secure Staffing to ensure safety of group</i>	<i>Low</i>	<i>Staffing to support in emergency</i>
<i>Parents failing to turn up for collection of child</i>	<i>Child</i>	<i>Parents phone number kept on register School staff on site to call parent</i>	<i>Low</i>	<i>Staffing with knowledge of school families to support</i>

<i>School property damaged during course/club e.g. window broken</i>	<i>School community and children</i>	<i>Premises Manager and teaching staff on site during after school clubs – phone number kept in office</i>	<i>Low</i>	<i>Premises Manger on site</i>

