

## Church Crookham Junior School

### EXTRA-CURRICULAR ACTIVITIES POLICY

<b>Name of School</b>	Church Crookham Junior School
<b>Date of Policy Issue/Review</b>	June 2018
<b>Name of Headteacher</b>	Pam Meek
<b>Signature of Responsible Manager/Headteacher</b>	

<b>Introduction</b>	
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Our school strives to create a positive, safe and caring environment where children can experience and make the most of additional opportunities through attending extra-curricular clubs and events. Some clubs are organised and led by staff employed at the school and others are through school lettings that we have at the school.

This policy covers the procedures in place for children attending school clubs (led either by school staff or through a school letting) and for children attending events, such as sporting fixtures or music performances, etc.

<b>Principles</b>	
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All school staff have a DBS check. Staff who have organised lettings to run clubs are also DBS checked.

A list of clubs is issued at the start of each term to parents, indicating who is running the club, location and if there are spaces for children to join, which children are invited to apply, etc. If the club is over-subscribed then a waiting list will usually be kept.

Once a child is accepted on the club then they are expected to attend the club regularly.

Clubs run by outside agencies may well have agreed a fee for payment between parents/carers and the organisation running the club. This is a private arrangement between parents/carers and the organisation/person running this club. School cannot be held responsible for such private arrangements.

#### **After-School Clubs:**

Should a child not be able to attend for a session then the parents/carers are expected to notify the member of staff before the club begins. Verbal acceptance from a child will not be accepted.

If a child is not present and not reason has been given then the Office Staff are notified and parents/carers are contacted to ensure that children are safe. If no contact is established with parents/carers then the child's disappearance will be followed up, which may involve notifying the police and/or Children's Services.

When the club is finished, the club leader is responsible for supervising children until they are collected. Where parents/carers have indicated that their child is expected to attend the after-school Koosa Kids then the Club Leader is expected to take the children to Koosa Kids for their staff to sign in these children.

#### **Before-School and Lunchtime Clubs**

If a child is not present then the Club Leader may follow this up with the parents/carers.

If a club has to be cancelled on the day then the school staff will either supervise the children within school until they can be collected or will contact parents directly to let them know. In any case no child will be

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allowed to leave the premises unless direct contact has been made with parents. Outside agency staff are expected to follow the same procedures recognizing their duty of care to the children.

<b>Policy Links</b>	
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This policy should be read in conjunction with:

- Child protection Policy
- Safeguarding Policy
- Staff Code of Conduct
- Equalities Policy
- Data Protection Policy