



EXTRA CURRICULAR CLUB POLICY

ADOPTED :

June 2023

DATE OF LAST REVIEW :

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REVIEWED BY :

Governing Body / Executive Head
Teacher

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June 2025

NAME OF POLICY

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Rationale

At Gorse Ride Schools, we aim to provide opportunities for all children to participate in a broad range of extra-curricular activities outside of school hours as well as lunch time. The aims of these clubs are not only to improve and develop each child's activity specific skills but additionally, to positively contribute to their social and personal development.

Costings

Any internally run after school club will require a small charge where all money is re-invested in the school. All externally run clubs will charge an individual fee which the school will monitor to ensure the club is affordable.

Pupil Premium Children

All pupil premium children will be offered at least one club free of charge per term. Each externally run club must offer at least two free PPG spaces per club offered. In this instance the School will confirm with the club provider, the details of those attending. School run clubs will offer spaces to any pupil premium child who wishes to attend wherever possible.

Attendance

For school run clubs, the school will provide a register of the children attending plus any medical conditions prior to the start of the club. Any externally run clubs must provide a register of children attending. It is the club leader's responsibility to familiarise themselves with any medical requirements for children in their care (see Appendix 1 for additional information) Any children not in school and therefore not attending will be notified to the club leader by the School Office. The leader will ensure that all children expected are present. If there are any children missing, the School Office needs to be informed immediately.

Absences

For school run clubs, if a club provider is absent and the club is unable to run, parents will receive either a refund or an alternative date. If a child is unable to attend, no refund will be given.

Behaviour

Children are expected to behave following the school's behaviour policy. If a child is not behaving correctly and their behaviour is becoming unsafe or disruptive then all club providers have the authority to ask the child to stop attending the club and it is their responsibility to inform the parent/ carer.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring that safeguarding measures are in place rests with the club provider.

The provider shall ensure that they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to enhanced Disclosure and Barring Service checks.

The provider will be required to complete an online Verification Form confirming that any personnel working with children on the school premises have been appointed in accordance with safer recruitment procedures. This includes successful checks related to identity, employment history, references, qualifications, overseas checks (where required), prohibition from teaching checks (if undertaking teaching work and appointed on or since 1st April 2012), prohibition from management checks (if applicable), and verification of the right to work in the UK.

Additionally, in compliance with the Childcare (Disqualification) Regulations 2009, the named individual to whom these regulations apply is not disqualified from working with children as per the terms outlined in the regulations. Information provided on this form will be recorded on the schools Single Central Record. This information is only accessible by the School Business Manager and the Executive Head Teacher and by Ofsted Inspectors.

Providers must have a Child Protection / Safeguarding Policy and provide a copy to the School. In addition to the provider's liability in respect of health and safety concerns referred to elsewhere in this agreement, the provider specifically undertakes to ensure suitable arrangements are in place in regard to safeguarding children and child protection. Gorse Ride Schools specifically reserve the right to terminate the agreement with immediate effect if the provider does not have such arrangements in place and fails to take immediate steps to put them in place. In such circumstances the School will not be liable for any loss financial or otherwise incurred by the provider.

The provider confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Head Teacher, Miss Eileen Rogers as soon as reasonably practicable.

Club leaders should be aware that there may be other clubs running at the same time, including the school's own extended care club. Therefore, the appropriate safeguarding measure should be taken to ensure that no issues arise in relation to these clubs.

Children must be appropriately supervised when using the toilet facilities.

Entry and Exit of School Premises

The club leader must be on site by 3.00pm and ready to collect the children at the end of the school day. If they are going to be late, the School should be informed so that arrangements can be made to ensure the children are collected for that club.

When allowing children to exit the school premises at the end of all clubs, Club leaders must ensure that they escort the children to the exit gate/door and hand them over to the appropriate parent/carer. Adults collecting should print their name against the children's on the register. It is the club leader's responsibility to supervise children until their parent/ carer arrives. Parent/ carers should be informed ahead of time, where they should collect their children from; which should not interfere with the running of other clubs or school activities.

If club leaders are in possession of entry codes and/or school keys, they must ensure that no person other than themselves and their employees are in possession of this.

Documentation

All documentation requiring completion and a signature must be completed, signed and returned to the school before commencement of club. This includes the online verification form ([link](#)) and a copy of the club's safeguarding policy and leaders' DBS information.

School Premises

- ◆ The premises must be left clean and tidy after use. All lights and electrical equipment must be switched off and all windows must be closed.
- ◆ All information in relation to the school must remain confidential.
- ◆ Unknown adults must not be admitted to school – the club leader should seek out a member of staff in this circumstance.
- ◆ No marking out of pitches may be done except by the authorised ground staff unless permission has been specifically given.
- ◆ Playgrounds must be left in a clean and tidy condition after use.
- ◆ Any loudspeakers must be moderated so as not to cause a nuisance and must be PAT tested.
- ◆ For any activity or equipment which requires a risk assessment, the risk assessment must be completed by the provider and given to the Headteacher at least one week before hire.

Health and Safety/ Fire Precautions

- Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- Fire – fighting apparatus shall be kept in its proper place and only used for its intended purpose
- The fire service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Executive Head Teacher
- The provider is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Executive Head Teacher.
- No unauthorised heating appliances shall be used on the premises
- All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence where required by the school. The intention to use any electrical equipment must be notified on the hire application form. The School disclaims all responsibility for all claims and costs arising out of or in any way relating to such equipment
- Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the provider must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, eg. by national governing bodies of sports, scouts etc.
- The provider must inform the school of any fault, damage or other problems with the premises or equipment encountered during the club.

- It is the responsibility of the provider to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports clubs (see Appendix 1 for school information)
- Furniture and fittings shall only be moved by prior agreement. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair or replacement required.
- The School cannot accept responsibility for damage to, or the loss or theft of the, provider's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.
- The School reserves the right of access to the premises during the club for emergency or monitoring purposes (The Executive Head Teacher or members of the Senior Leadership Team or members of the Governing Body may monitor activities from time to time).

Damage

- No structural alterations to school premises, fixtures or fittings will be permitted and notices must only be affixed to the boards provided.
- The provider will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise. The provider must ensure they have their own Liability Insurance cover.
- Footwear which is likely to cause damage to school or children's centre floors must not be worn.
- Stakes or the like must not be driven into the ground, unless permission has been specifically given.

Insurance

The provider should provide their own public liability insurance for all clubs.

- Lettings are made on the agreement that the School is indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the School.
- The hirer shall insure against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.
- Unless specifically agreed otherwise by the School, the insurance cover shall provide a limit indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises.
- The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Executive Head Teacher or School Governing Body within seven days of a request.

The school shall not be responsible for any injury to persons or damage to property arising out of the use of the premises.

Disability Equality Statement

Gorse Ride School is committed to promoting Disability Equality and equality of opportunity for pupils with learning difficulties. The club provider must ensure that anyone with a disability or leaning difficulty has equal access as described below:

Equal Opportunities and Inclusivity

- The provider is committed to providing the equality of opportunity for all adults, children and families. We believe that no child, individual or family should be excluded from any group on any grounds.
- The provider is committed to the principle that any behaviour, language or action that creates discrimination or disadvantage is unacceptable and will be challenged.
- The provider will make every effort to ensure that the setting, equipment and resources promote equality of opportunity for all and reflect the different cultures, levels of ability, family status, gender, religion, etc, of the group of members who hire the facilities.
- The provider believes it is important to operate a provision which is fully inclusive and encourages anti-discriminatory practice for both children and adults. The building has full wheelchair access and the setting and facilities are adaptable to enable the best level of care for all the group member's needs.
- The provider will ensure that any activities undertaken would not be detrimental to cohesion of the community, nor promote intolerance on the basis of ethnicity, faith, gender, sexual orientation, disability or age.

EMERGENCY INHALERS & AUTO INJECTORS

- **First aid bags for children that require either an auto injector or an inhaler are kept in each respective school. There is a bag containing an emergency inhaler, and a separate bag for each auto inhaler required for individual children (insert photos) Infants' bags are stored in the Year 3 area on top of the medical cupboard. Junior first aid bags are kept in the main Junior hall. A second auto injector is kept in the child's classroom; should this be required please alert a member of staff to assist. Should any first aid bags be moved, it is the responsibility of the club leader to return all bags to their correct location. If either an inhaler or auto injector is used, both the parent and school should be informed so that any replacement and hygiene needs can be checked.**
- Children at clubs should use the closest accessible toilet, either nearest the classroom or main hall. If on the Junior playground or field, the toilets in the Junior hall should be used. If on the Infant playground, the Year 3 toilets should be used.
- At the end of each session the club register should be left in the school office.

Appendix 2 – school plan



