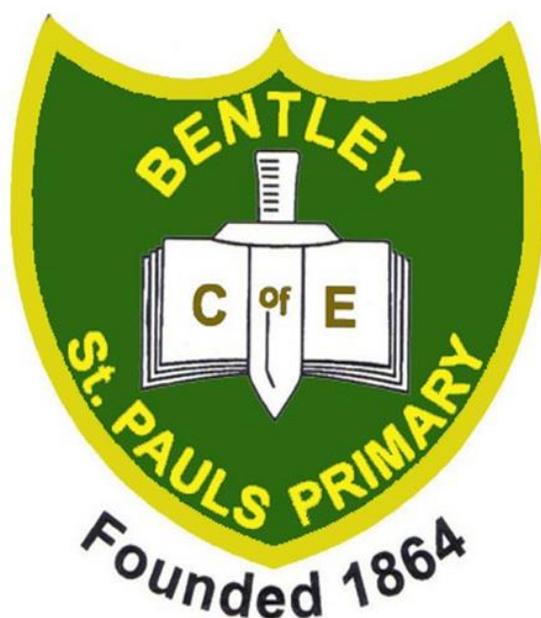


# BENTLEY ST PAUL'S C OF E PRIMARY SCHOOL

## POLICY FOR EXTENDED ACTIVITIES



*'Growing together in faith, love and trust, we will succeed.'*

Date of Policy: July 2016

Date of Review: July 2018

Date Ratified by FGB:

## **Bentley St Paul's C of E Primary School**

### **Extended Activities Policy**

To enable extended school activities to run as safely and enjoyably as possible for all concerned, new guidelines have been introduced and this policy has been drawn up.

Children wishing to join clubs must have a slip signed by their parents to enable them to take part. Some clubs will have limited spaces. If the number of children wanting to join a club exceeds the limit, a waiting list will be set up and membership will be restricted to half a term. Minimum numbers will apply for clubs to continue to operate.

This document sets out the responsibilities of all those concerned with organising and taking part in clubs outside of normal hours.

The **Club's** responsibilities are to: -

- Ensure that the children are appropriately supervised throughout the period of their attendance and at the end of Club meetings
- Promote acceptable behaviour by children by their own example
- Ensure the health and safety of children attending the Club

The **Parent's** responsibilities are to: -

- Enrol their child/ren by signed slip, to a Club of their choice, for a minimum of half a term
- Ensure that their child/ren are collected **promptly** at the end of the Club and inform the Club leader when they leave with their child
- To encourage their child/ren to show a level of commitment to the clubs they have selected

The **Children's** responsibilities are to: -

- Tell the Club leader if they need to leave the room/field/garden area for any reason
- Behave in the same way that would be expected of them during normal school hours. Children who do not behave in an acceptable manner will be issued with a warning and depending on the severity of their actions may not be allowed to attend the following week.

The **School's** responsibilities are to: -

- Ensure that a full risk assessment is carried out for all activities.
- Ensure that there is a member of staff present on the school premises during all Club activities
- Ensure that all Club staff have undergone the necessary checks for suitability to be involved in a Club for children
- Ensure that Public Liabilities insurance is in place to cover the approved activities that are organised during the After School Clubs

With the exception of sports clubs, extra curricular activities are held on a voluntary basis by staff and volunteer members. They may be subject to change as a result of circumstances which may include illness, weather or personal circumstances for the staff member. We will endeavour to inform parents and carers as soon as possible. This will be on the weekly newsletter, on the clubs line answer machine or by text message if cancelled on the day.

Clubs are an addition to the school day not an extension to it, parents and carers should still be available to pick up at normal times on the days their child/ren are attending clubs.