



# Before and After-school Clubs and Activities Policy

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<b>Approved By</b>	Education and Standards Committee

<b>Policy Category</b> (Please Indicate)	<b>1</b>	<b>Academy to implement without amendment</b>
	<b>2</b>	Academy specific appendices
	<b>3</b>	Academy personalisation required (in highlighted fields)



## Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V1	11.12.2023	Matt Copestick – Strategic Safeguarding Leader	New Policy
V2	Jan 2023	A Hibbitt	Update to spelling error on page 4



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## 1. Rationale

Our academies offer a range of enriching activities for children and students. This includes before and after school. As these clubs and activities can be led by school staff, volunteers or 3<sup>rd</sup> party companies it is important to highlight the safeguarding arrangements that must be in place to ensure the safety of children and students. This guidance should be referred to whenever organising before or after school activities.

**Where a club or activity is taking place outside the Academy environment you must refer to the Educational Trips and Visits Policy.**

**Examples of before and after school activities:**

- Childcare – such as breakfast clubs
- In-house curriculum-based activities – such as booster sessions
- In-house extra-curricular activities – such as sports clubs
- External provider extra-curricular activities
- Holiday clubs

## 2. Responsible Person

Each club must have a named responsible person for leading it. They take responsibility for compliance with this policy and any other connected policies. The Academy Business Manager is their point of contact for compliance related matters (e.g. Health and Safety.)

## 3. Ofsted Registration

Clubs providing coaching in specific activities such as sport or academic study do not require Ofsted registration – these are known as ‘activity-based clubs.’

Childcare offerings do need to be registered with Ofsted. However, if the club is run by the school and pupils from the school attend this will be covered by the school’s Ofsted registration.

## 4. Staffing & Ratios

**Childcare** provision ratios are recommended at 1:8 for children aged 8 and below and 1:10 for children aged above 8.

Staffing ratios **can be decided by the academy for in-house activities** or by the 3<sup>rd</sup> party service provider for ‘activity-based clubs.’ This should be guided by:

- The number of children / students attending the activity
- The needs of the individual children / students and any reasonable adjustments that may need to be put in place for them
- The ages of the children / students
- The space available
- The layout of the setting
- The type of activities being offered



Best practice for in-house activities with regards to staffing is:

- At least one additional member of staff in the building that can support the children / students in case of emergency for the duration of the activity
- The person leading the group has paediatric first aid training, or there is someone on site with this training for the duration of the activity

## 5. Registration & De-registration

All before and after school activities must have a process of registration and de-registration and there should be two emergency contacts for each child. Staff leading the clubs should be able to demonstrate that children / students are registered on arrival and that the following happens at dismissal -

- Children / students do not leave site before the end of the session without their emergency contact being informed
- Only children / students with parental permission (in line with academy policy) leave site independently at the end of the session
- Children / students are only handed over to adults that have been agreed to collect them either through permission slips or contacts registered on the school's MIS (typically SIMS)

## 6. Health & Safety

Health and safety risks **must** be assessed and recorded in line with the academy Health and Safety Policy. The academy should take all reasonable steps to minimise the risk of harm and ensure there are proper measures in place to respond to any incidents or emergencies. **A template Risk Assessment is included in this policy, although academy specific risk assessments can be used as an alternative.**

First aid incidents must be recorded according to academy policy.

Behaviour incidents should be managed according to academy procedures. Senior Leaders or Pastoral Staff should be called to provide assistance for dysregulated children / students if required.

Staff and children / students participating in activities should be aware of fire safety and evacuation plans. Adequate space must be sought for activities that ensures a safe environment for staff and children / students.

### Food hygiene and safety –

The responsible person for any club or activity must ensure that any food or drink provided or consumed meets the following requirements:

- Risk assessed for any medical requirements such as allergies and is compliant with any school allergy procedures.
- Reasonable steps are taken to reduce the risk of choking and to meet children's dietary requirements, particularly for EYFS aged children. Additional guidance can be found through the HM Government at [Food safety - Help for early years providers - GOV.UK \(education.gov.uk\)](https://www.gov.uk/government/guidance/food-safety-help-for-early-years-providers)
- Food served must meet the nutritional standards as outlined by the Department for Education (2023) at [School food standards: resources for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/school-food-standards-resources-for-schools)
- It is a requirement that any member of staff who handles, prepares and serves food must receive adequate training and supervision in food safety for the tasks that they are asked to carry out. To ensure compliance, staff engaged in the handling and preparation of food during before and after



school clubs and activities should complete 'Award for Food Hygiene' training via our CPD partner 'The National College' (until this is complete they should work under the direct supervision of a member of staff that has completed this training). Details for accessing 'The National College' are available through the Academy Business Manager.

## 7. Safeguarding & Child Protection

It is essential that all adults involved in any childcare, clubs or activities have read the Safeguarding and Child Protection Policy and are aware of whom to speak with should a safeguarding issue arise. Adults in contact with our children / students to deliver clubs or activities must have a valid DBS check that has been seen by the Academy Business Manager.

Disclosures or concerns of a safeguarding nature must be referred to the Designated Safeguarding Lead (DSL) or their Deputy (DDSL) immediately. Disclosures or concerns of a safeguarding nature should not be discussed with other adults, only a member of the Safeguarding Team.

Spaces used for activities must be secure (or appropriately supervised if outside the school site) to ensure that children / students cannot go missing and members of the public cannot access them.

Academies may receive an allegation in relation to an incident that happened when a 3<sup>rd</sup> party organisation was using their premises for the purpose of running activities for children / students. In this case schools **must** follow their Safeguarding and Child Protection policy, including informing the LADO (Local Authority Designated Officer.)

### Photographs

- Adults must not take photographs of children within the academy/school unless a signed consent has been completed by their parents.
- Adults must only use the academy/school equipment to take any photographs and they are not allowed to use their own personal cameras, mobile phones or other devices to do this.
- Photographs on display within the academy/school or used for publicity must have prior agreement on the initial consent from parents.
- No photographs should be uploaded onto social networking sites unless parental consent has been approved for this and this is through a school account.
- Storage of photographs must be in line with the data protection policy of the academy.

### Mobile Phones / Devices:

- All adults are responsible for their own valuables.
- All adults are not allowed to take photographs on personal mobile phones /devices.
- Mobile phones should be switched off.

### Internet Safety / Filtering and Monitoring:

To ensure that all before and afterschool activities and clubs meet the requirements under the guidance 'Keeping Children Safe in Education (2023)' with regards to filtering and monitoring, internet should only be accessed via the following systems:

- Systems that are managed by Exceed Learning Partnership that have active, compliant filtering and monitoring in place
- Systems that have a formal risk assessment (for example systems used during trips or off-site activities) in place prior to child / student use that provides assurance to the Trust that filtering and monitoring is compliant with Exceed Learning Partnership expectations and Trust staff will be aware of any inappropriate or concerning search terms or attempted website access.



## 8. Equal Opportunities & Inclusion

Exceed Learning Partnership and its academies are committed to providing equal opportunities. Reasonable adjustments should be considered to support people with additional needs to take part in extracurricular activities and clubs. Advice should be sought from the Academy Business Manager if required.

## 9. Additional Policies Connected to this Guidance

Policies listed below are available through the Academy Business Manager

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Evacuation Policy
- Behaviour and Positive Relationships Policy
- Lettings Policy
- Educational Trips and Visits Policy

Policy Reviewed and Agreed: January 2024

Signed CEO:

Signed: Chair of Directors:

Policy to be reviewed in September 2024



## 10. Appendix 1 – Risk assessment template

All levels of risk will require control measures to reduce the risk level to as low as is reasonably practicable. This could be through, for example:

- increasing the staffing to participant ratio
- reviewing the codes of conduct and communicating these to all
- ensuring clear safeguarding information is available.

Principal/Headteacher's sign-off			
Signature		Date	
Completed by: Print name		Date	

Activity	What are the risks?	Risk level (H/M/L)	What precautions have been taken or will be taken to reduce the risk?	Decisions and actions in response to the risk (including reason)	Person responsible for managing concerns





**11. Appendix 2 – Activity safeguarding checklist**

Activity details	
Date of activity	
Overall activity deliverers	
Other external providers	
Activity venue	
Activity organisers and deliverers –	
Caterers	
Transport providers	
Volunteers	
Other	
Safeguarding areas completed	
<input type="checkbox"/> 1 – Ofsted Registration (if applicable)	<input type="checkbox"/> 6 – Risk Assessment completed
<input type="checkbox"/> 2 – Staffing and Ratios organised	<input type="checkbox"/> 7 – Safeguarding and Child Protection Policy read by all adults involved
<input type="checkbox"/> 3 – DBS Checks for non-staff completed	<input type="checkbox"/> 8 – First Aid/Fire safety arrangements in place
<input type="checkbox"/> 4 – Senior staff member with safeguarding responsibilities on site	<input type="checkbox"/> 9 - Emergency contact information held
<input type="checkbox"/> 5 - Registration/Deregistration arrangements in place	<input type="checkbox"/> 10 - Evaluation and review

Completed by...			
<b>Organisation (if applicable)</b>			
Name		Role	
Signature	x	Date	
<b>Staff member instigating activity</b>			
Name		Role	
Signature	x	Date	